



AGENDA

**Regular Meeting
 Tuesday, October 8, 2013 – 3:30 p.m.
 Board Room – District Office**

AGENDA POSTED: October 4, 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 September 10, 2013.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Communication

No Action Required

- Custodian – Promotional, Flyer.
- Instructional Assistant – Behavioral Support – Open/Promotional, Flyer.
- Instructional Assistant – Specialized Academic Instruction – Open/Promotional, Flyer.
- Instructional Assistant – Specialized Academic Instruction, Bilingual – Open/Promotional, Flyer.
- Warehouse Worker/Nutritional Services – Open/Promotional, Flyer.
- Discuss upcoming 2012/13 Annual Report.



AGENDA

Regular Meeting
Tuesday, October 8, 2013 – 3:30 p.m.
Board Room – District Office

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 _____
Seconded _____
Vote _____ |
| 6.2.1 Custodian | Exhibit C | |
| 6.2.2 Food Services Assistant III, Bilingual | Exhibit D | |
| 6.2.3 Secretary - Attendance | Exhibit E | |
| 6.2.4 Secretary – Attendance, Bilingual | Exhibit F | |
| 6.2.5 Sign Language Interpreter | Exhibit G | |

7.0 CLASSIFICATION AND SALARY

- | | | |
|--|------------------|--|
| 7.1 Approve the reclassification of Donovan Martinez, Miguel Ibarra, Javier Alvarado, and Carlos Vera from Auditorium Operations Assistant at salary range AFSM-48 to Auditorium Operations Technician at salary range AFSM-53, effective October 9, 2013. | Exhibit H | Moved by _____
Seconded _____
Vote _____ |
| 7.2 Approve the classification of Maria Trujillo as School Community Liaison – Bilingual, at salary range CSEA – 47, effective November 1, 2010. | Exhibit I | Moved by _____
Seconded _____
Vote _____ |

8.0 OTHER

- | | |
|---|--------------------|
| 8.1 Discuss the upcoming Personnel Commission Joint Appointee Appointment | No Action Required |
| 8.2 Unfinished Business | No Action Required |
| 8.3 Commissioner's Comments | No Action Required |

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



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AGENDA

**Regular Meeting
Tuesday, October 8, 2013 – 3:30 p.m.
Board Room – District Office**

9.0 NEXT REGULAR MEETING

Date: November 12, 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
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MINUTES

**Regular Meeting
Tuesday, September 10, 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 AUHSD Superintendent, Dr. Elizabeth Novack, invited the Personnel Commissioners to the "Bring Back the Splash" Gala, which is to be held Saturday, October 19, at the Anaheim Convention Center. Dr. Novack explained that the gala is a fundraiser to build a new pool at Anaheim High School, for use not only by the students of Anaheim, and other AUHSD schools, but also by Anaheim community members and wounded veterans.

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 August 20, 2013.

5.3 Communication

- 5.3.1 Custodian – Promotional, Flyer.
- 5.3.2 Health Services Technician I – Open/Promotional, Flyer.
- 5.3.3 Maintenance Service Worker – Promotional, Flyer.
- 5.3.4 Nutrition Services Production Assistant – Open, Flyer.
- 5.3.5 Secretary – Registrar/Records – Promotional, Flyer.
- 5.3.6 Secretary – Registrar/Records Bilingual – Promotional, Flyer.

5.4 Dr. Wintering introduced new Human Resources Technician, Shara Staine, to the Personnel Commission.

6.0 SELECTION PROCESS

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

- 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 Food Services Assistant 3, Nutrition Services Sous Chef.

7.0 CLASSIFICATION AND SALARY

- 7.1 Ms. Cherep questioned the reasoning behind classifying certain employees as bilingual, while giving others bilingual stipends but not changing their classification. Ms. Cherep expressed her opinion that this should be standardized one way or another for all employees.
 - 7.1.1 Dr. Wintering explained that while Spanish is used by employees throughout the District, only certain positions, at certain sites, have been found to require a bilingual employee at all times in that position.
- 7.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved 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.

8.0 OTHER

- 8.1 Mr. Castillo commented on the poor condition of Glover Stadium.

9.0 NEXT REGULAR MEETING

Date: **October 8, 2013**
 Time: 3:30 p.m.
 Location: Board Room–District Office

10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 3:53 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	Performance Test	Oral Test	Bilingual Certification	List Established	PC Approval Date	Bus. Days from Closing	Recruiter
Substitute Office Assistant/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		Open	6/28/2013	N/A	N/A	N/A	6/12/2013	10/8/2013			LPB
Secretary Attendance		6/5/2013	6/25/2013	15	Promo	None	7/23/2013	N/A	9/18/2013	N/A	10/8/2013		58	VK
Secretary Attendance/Bilingual		6/12/2013	7/2/2013	15	Promo	None	7/25/2013	N/A	9/18/2013	9/18/2013	10/8/2013		53	VK
Campus Safety Aide		8/6/2013	8/26/2013	15	Open	None	9/24/2013	N/A	10/15/2013	N/A				LPB
Custodian		8/26/2013	9/17/2013	16	Promotional	None	9/26/2013	N/A	N/A	N/A	10/8/2013		14	SS
Site Custodial Supervisor 1		8/15/2013	9/5/2013	15	Promotional	None	9/20/2013	TBD	10/1/2013	N/A				JG
Site Custodial Supervisor 2		8/15/2013	9/5/2013	15	Promotional	None	9/20/2013	TBD	10/1/2013	N/A				JG
Bus Driver		8/15/2013	9/5/2013	15	Open	None	9/30/2013	10/28/2013	N/A	N/A				VK
Health Technician I		8/22/2013	9/12/2013	15	Open/Promotional	None	10/7/2013		10/16/2013	N/A				LPB
Secretary Registrar/Records		8/26/2013	9/16/2013	15	Promotional	None	10/4/2013		10/17/2013	N/A				VK
Secretary Registrar/Records Bilingual		8/27/2013	9/17/2013	15	Promotional	None	10/4/2013		10/17/2013	10/17/2013				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	N/A	10/22/2013	10/3/2013	N/A				LPB
Instructional Assistant-Specialized Academic Instruction		9/12/2013	10/3/2013	15	Open	TBD	TBD		TBD	N/A				LPB
Instructional Assistant-Specialized Academic Instr./Billing		9/12/2013	10/3/2013	15	Open	TBD	TBD		TBD	TBD				LPB



ANAHEIM UNION HIGH SCHOOL DISTRICT

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 004-2013-JG

POSITION: CUSTODIAN - PROMOTIONAL

DATE ADVERTISED: 8/26/2013 - 9/17/2013

NUMBER OF APPLICATIONS RECEIVED:	201
NUMBER OF APPLICANTS ADMITTED TO EXAM	24
DATE OF WRITTEN EXAM: 9/26/2013	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	19
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	19
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	19


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: OCTOBER 8, 2013
 EXTENDED:
 EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64F04-VK-2013

POSITION: FOOD SERVICE ASSISTANT III - BILINGUAL - PROMOTIONAL

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

NUMBER OF APPLICATIONS RECEIVED:	38
NUMBER OF APPLICANTS ADMITTED TO EXAM	10
DATE OF WRITTEN EXAM: 08/01/13	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	8
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	7
DATE OF BILINGUAL CERTIFICATION: 09/05/13	
NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL CERTIFICATION	7
NUMBER OF APPLICANTS PASSING BILINGUAL CERTIFICATION	3
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	3

BILINGUAL PANEL MEMBERS:

SILVIA CHIRIBOGA, TRANSLATOR, AUHSD
JESUS VILLASENOR, TRANSLATOR, AUHSD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: OCTOBER 8, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT
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PERSONNEL COMMISSION
ELIGIBILITY LIST NO. VK - S1A-2013-VK

POSITION: SECRETARY-ATTENDANCE - PROMOTIONAL ONLY

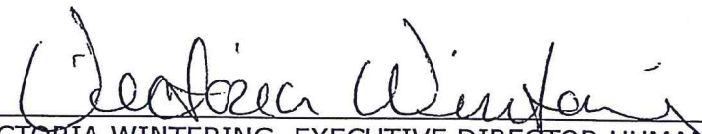
DATE ADVERTISED: 06/05/13 - 06/25/13

NUMBER OF APPLICATIONS RECEIVED:	170
NUMBER OF APPLICANTS ADMITTED TO EXAM	35
DATE OF WRITTEN EXAM: 07/23/13 & 07/25/13	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	30
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	21
DATE OF ORAL EXAM: 09/18/13	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	20
NUMBER OF APPLICANTS PASSING ORAL EXAM	19

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 18

PANEL MEMBERS:

- SANDRA CARBAJAL, SENIOR SECRETARY, DOWNEY USD
- MICHELLE RAMIREZ, DIVISION SECRETARY, LACOE
- JULIE VARLEY, SENIOR SCHOOL SECRETARY, GARDEN GROVE USD
- JODIE WOOD, REGISTRAR, LOS ALAMITOS USD


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: October 8, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. VK – SBA2013

POSITION: SECRETARY-ATTENDANCE/BILINGUAL – PROMOTIONAL ONLY

DATE ADVERTISED: 07/10/13 – 07/16/13

NUMBER OF APPLICATIONS RECEIVED: 68

NUMBER OF APPLICANTS ADMITTED TO EXAM 19

DATE OF WRITTEN EXAM: 07/23/13 & 07/25/13

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 15

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 10

DATE OF ORAL EXAM: 09/18/13

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 9

NUMBER OF APPLICANTS PASSING ORAL EXAM 8

BILINGUAL CERTIFICATION EXAM: 09/18/13

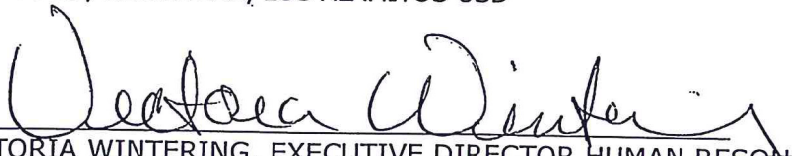
NUMBER OF APPLICANTS PARTICIPATING IN EXAM 9

NUMBER OF APPLICANTS PASSING EXAM 1

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	8
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PANEL MEMBERS:

- SANDRA CARBAJAL, SENIOR SECRETARY, DOWNEY USD
- MICHELLE RAMIREZ, DIVISION SECRETARY, LACOE
- JULIE VARLEY, SENIOR SCHOOL SECRETARY, GARDEN GROVE USD
- JODIE WOOD, REGISTRAR, LOS ALAMITOS USD


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: October 8, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT
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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2013-LPB

POSITION: SIGN LANGUAGE INTERPRETER - OPEN

DATE ADVERTISED: 04/16/13 - CONTINUOUS

NUMBER OF APPLICATIONS RECEIVED: 21

NUMBER OF APPLICANTS WHO MET CERTIFICATION REQUIREMENTS 5

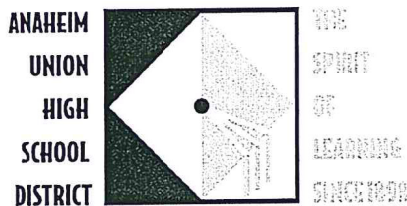
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 1

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: OCTOBER 8, 2013

EXTENDED:

EXPIRED:



Human Resources • Personnel Commission

Memorandum

DATE: September 26, 2013

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

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

SUBJECT: Reclassification Study Results and Recommendation on Auditorium Operations Assistants

INTRODUCTION

A formal request for reclassification was received from the incumbents, Miguel Ibarra, Donovan Martinez, Javier Alvarado, and Carlos Vera. Therefore, a complete job analysis was requested by the Executive Director, Victoria Wintering for the Auditorium Operations Assistant classification. The purpose of the study was to review the incumbent's current job classification with that of the Auditorium Operations Technician classification. The reclassification questionnaire was reviewed by Darrel Adair, Director of Maintenance and Operations; and John Adams, Performing Arts Supervisor and the incumbents on August 9, 2013.

BACKGROUND

In 2000, a group of 8 student workers were hired to temporarily assist the Auditorium Operations Technicians at Anaheim HS. In October 2003, the student workers were hired under temporary positions titled "Sub Stage Hand". The incumbents continued to work in a temporary assignments on a long term basis. Therefore, the union notified HR that the temporary positions should be part of the classified service. In April 2004, a discussion was held between the union and the Personnel Commission regarding the issue. The union stated that these positions were in violation of Ed Code 45103, and 45256 alike. Upon conclusion of the meeting, the bargaining unit and the Personnel Commission conferred that the Sub Stage hand positions neither fell under the exclusion of provisional assignments (filling in for a vacancy, no eligibility list), nor under limited term assignments (from eligibility list, not to exceed six months). Therefore, the Commission requested staff to conduct a classification study of the "Sub Stage Hand" positions. On June 15, 2004, the positions became part of the classified service within the AFSMCE bargaining unit under the job title of Auditorium Operations Assistant.

In August of 2010, the Personnel Commission revised the lead classification within the series titled Auditorium Operations Technician, to include a flexible work week and hours including evening, weekend, and/or holiday duty. In addition, the distinguishing characteristics between the Auditorium Operations Assistant and the Auditorium Operations Technician were noted as follows: the latter is responsible for developing plans, determining production requirements, and training and providing work direction to

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an assigned crew. In contrast, the Auditorium Operations Assistant's duties included building, assembling, and usage of sets, hanging flats, controlling spot lights, operating fly lines, assisting with crowd control, and custodial work of auditorium and surrounding grounds.

JOB ANALYSIS

In order to establish the "Importance of a Task and KSA" index, a descriptive data collection process was conducted for each section of the reclassification questionnaire. A cutoff score was established to distinguish those tasks, KSAs, etc. which are critical and essential, and important at entry into the classification. In addition to descriptives, qualitative data was used to further gain understanding of the technical requirements of the job. Qualitative data was collected through job observations conducted by HR staff between the dates of August 27, 2013 through September 4, 2013.

During the observations, incumbents, Miguel Ibarra, Donovan Martinez, Javier Alvarado, and Carlos Vera discussed and/or demonstrated the technical and administrative duties of their jobs. The incumbents stated that the primary responsibility of their job is to oversee the operation of a comprehensive high school auditorium or theater, and to serve as the primary source providing technical guidance to facility "sponsors" during all stages of production. In addition, incumbents work independently, but receive general direction from the Performing Arts Supervisor, John Adams, and the Director of Maintenance and Operations, Darrel Adair. The incumbents were noted to be responsible for communicating with District level maintenance and facilities personnel regarding maintenance and operation of assigned auditoriums, inventory, purchases, and staff scheduling or overtime approval. Further, incumbents are required to maintain a variety of theater production records, including the Event Information Sheets or "gig" sheets, Incident Reports, and the AUHSD Facilities "Checklist" forms. In reference to the technical aspects of the job, incumbents were noted to perform skilled work related to the operation of computerized sound and lighting systems, and stage craft. Incumbents are also required to request and secure quotes from vendors for rentals and/or purchases of production items. In addition, incumbents are responsible for training and providing work direction to temporary crew workers, students and facility sponsors in the area of technical production, safety, and miscellaneous duties including care of stage, auditorium and outdoor adjacent areas. Finally, it was noted that the incumbents are no longer responsible for developing and maintaining the production calendar, or preparing production billings.

Further discussion was held in regards to employment standards needed at entry. Incumbents explained that they are required to possess thorough knowledge of all phases of stage production in order to successfully perform the essential duties of their positions. This includes making independent determinations regarding production requirements, equipment rentals, and complex programming of computerized lighting and sound boards. In addition, incumbents are required to have proficient communication skills both orally and in writing in order to communicate work goals with others, to review production requirements with sponsors, and to provide input regarding temporary employee's work performance to their supervisor. Further, incumbents were noted to possess the ability to take initiative and possess competency in the area of leadership skills in order to successfully coordinate production activities, handle emergencies, and enforce health and safety precautions during production. In addition, incumbents are responsible for all record-keeping such as finalizing the "use of facilities" contract, and submitting the "facilities" checklist for billing requirements to appropriate district management staff. Finally, it was noted that incumbents occasionally perform

skilled work in building and setting up scenery and props used during theatrical productions.

CONCLUSION

The Auditorium Operations staff is currently composed of a lead person assigned to one or more comprehensive sites. All four incumbents requesting the reclassification study have gradually assumed the role of the lead person with responsibility of communicating technical information, enforcing building safety codes, and providing work direction to assistants in the basic technical work of stagecraft and equipment operation. In order to meet the demands of the district, each incumbent is assigned as follows: Donovan Martinez @ Loara HS, Miguel Ibarra @ Western HS, Carlos Vera @ Anaheim, and Javier Alvarado @ Kennedy. Incumbents were noted to have assumed the role of a lead person responsible for the complex technical duties during production and directing the work of an assigned crew. Further, incumbents are noted to have a thorough knowledge of the principles of theater production including ability to operate a computerized lighting/sound systems in order to successfully perform the essential functions of the job. In addition, incumbents must have knowledge of building safety requirements to be able to approve usher plans and enforce codes throughout the production process. Finally, it was noted that incumbents are not responsible for developing and/or maintaining the production calendar or preparing production billings. This responsibility is under the direction of the Performing Arts Supervisor.

A final discussion was held on September 26, 2013 to review the findings of the study. Present in the meeting were Director of M & O, Darrel Adair, Performing Arts Supervisor, John Adams; HR Analyst, Marie Ragazzo; and Executive Director of HR, Dr. Victoria Wintering. During the meeting each section of the job study was reviewed and discussed and all parties agreed with the final recommendation. Both the incumbents and union representatives were notified of the recommendation.

RECOMMENDATION

It is recommended, based on the job analysis, that the Personnel Commission approve the reclassification of the positions of incumbents, Donovan Martinez, Javier Alvarado, Miguel Ibarra, and Carlos Vera from Auditorium Operations Assistant, AFSM salary schedule, range 48 to that of Auditorium Operations Technician, AFSM salary schedule, range 53 as of October 9, 2013.



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

Memo

To: Personnel Commissioners
From: Victoria Wintering, Ph.D., Director of Human Resources, Classified
Date: October 4, 2013
Re: Classification of Maria Trujillo, School Community Liaison, Bilingual

Recently, Savanna administrator Manuel Colon stated that his School Community Liaison Bilingual employee, Maria Trujillo, has worked in an open position longer than 130 days and should be awarded a permanent position in the classification of School Community Liaison, Bilingual.

Maria Trujillo, in October 2010, was working as a school community liaison, bilingual in the McKinney-Vento program and a blue sheet was created for this position. Ms. Trujillo was on the eligibility list and was working as a substitute in the open position. The position was declined on October 26, 2013, by the district due to lack of funds for the McKinney-Vento program in the 2011-2012 school year. Mr. Baumeister who was responsible for the McKinney-Vento program was told he would not be able to fill the position however he continued to have Maria Trujillo work in the position.

During 2010 – 2011 school year, Maria Trujillo worked in the open position from November 2, 2010 to June 15, 2011, for a total of 138 working days. According to Education Code 45301 and Personnel Commission Rule 9.3.1, a classified employee who has worked in an open position for more than 130 days attains permanency in the classified service. Furthermore, according to Personnel Commission Rule 7.2.2, no person may be employed in any full-time provisional assignment for a total of more than one-hundred twenty-six (126) working days in a fiscal year.

During the 2010-2011 school year, Human Resources was unaware Maria Trujillo was working in the open position which was declined. During a recent audit the funds for the McKinney-Vento program there were funds available during the 2010 -2011 school year. In reviewing the hiring sheet, Ms. Trujillo's assignment would have been 6.5 hours and 9 months. Ms. Trujillo's average hours during the 2010 – 2011 school year, was 5.75 hours, 9 months.

It is recommended that the Personnel Commissioners approve Maria Trujillo be placed in the classification of School Community Liaison, Bilingual with a seniority date of November 1, 2010. Furthermore, Ms. Trujillo will be placed at salary grade 47, step 4, and will not receive retroactive pay from the seniority date of November 1, 2010. Also Ms. Trujillo hours will be 5.75 hours in a 9 month assignment.