



AGENDA

**Regular Meeting
 Tuesday, October 9, 2012 – 4:15 a.m.
 Board Room – District Office**

AGENDA POSTED: October 5, 2012 – 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 regular meeting of September 11, 2012. **Exhibit A**
 Moved by _____
 Seconded _____
 Vote _____

5.3 Communication No Action Required

- Executive Assistant – to the Superintendent Flyer
- Instructional Assistant – Adult Transition Flyer
- Instructional Assistant – Behavioral Support Flyer
- Instructional Assistant – Special Abilities Flyer
- Instructional Assistant – Specialized (Deaf/Hard of Hearing or Visually Impaired) Flyer
- Inventory Control Specialist Flyer
- Occupational Therapist Flyer
- School Community Liaison – Bilingual (Spanish) Flyer
- School Library Media Technician Flyer
- Translator (Spanish/English) Flyer



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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

Exhibit C, D, E Moved by _____
Seconded _____
Vote _____

6.2.1 Job Developer/Job Coach - Promotional

6.2.2 Legal Administrative Assistant - Open

6.2.3 Translator – Korean - Open

7.0 NEXT REGULAR MEETING

The next regular meeting date:

Date: November 13, 2012
Time: 3:30 p.m.
Location: Board Room-District Office

8.0 **ADJOURNMENT:** _____ p.m.



MINUTES

Regular Meeting
Tuesday, September 11, 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 Charles Darrington at 4:15 a.m.

2.0 ROLL CALL

Present: Chuck Darrington, Chairperson; Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner; and 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 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 Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the special meeting of August 9, 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 August 10, 2012.

5.4 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of August 14, 2012.

5.5 Communication

5.5.1 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 ASB Accounting Technician - Promotional.



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6.2.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Warehouse Worker Nutritional Worker Services - Open.

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 Inventory Control Specialist duties, qualifications, licenses and other requirements, and employment standards.

7.2 Ms. Cherep inquired about who is in the Inventory Control Specialist position.

8.0 NEXT REGULAR MEETING

Date: **Tuesday, October 9, 2012**
Time: 4:15 p.m.
Location Board Room

9.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:22 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	7/17/2012	8/2/2012	9/12/2012	N/A	10/9/2012	49	VK
Legal Administrative Assistant		6/11/2012	7/2/2012	15	Open	None		8/20/2012	9/10/2012	N/A	9/11/2012	36	LP
Translator-Korean		6/28/2012	7/19/2012	15	Open	None					9/10/2012	5	LP
Sign Language Interpreter (re-opened 8-8-12)		7/11/2012	8/31/2012	33	Open	None	None				9/17/2012	28	LP
Job Developer/Job Coach		7/17/2012	8/6/2012	15	Promo	None		8/24/2012	9/14/2012	N/A			VK
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
Instructional Assistant-Special Abilities		9/13/2012	10/3/2012	15	Open	TBD							VK
Instructional Assistant-DHH/HVI		9/13/2012	10/3/2012	15	Open	TBD							VK
Instructional Assistant-Adult Transition		9/13/2012	10/3/2012	15	Open	TBD							VK
Instructional Assistant-Behavioral Support		9/13/2012	10/3/2012	15	Open	TBD							LP
Inventory Control Specialist		9/13/2012	10/3/2012	15	Promo	None	None		10/17/2012	N/A			LP
Translator-Spanish		9/24/2012	10/15/2012	15	Promo	None		10/23/2012	TBD				LP
School Community Liaison-Bil, Spanish		9/24/2012	10/15/2012	15	Open	None	TBD		TBD	TBD			LP
School Library Media Technician		9/28/2012	8/18/2012	15	Promo	None							LP
Warehouse Worker-Central Services		9/27/2012	10/17/2012	15	Open	None	TBD						VK
Executive Assistant to the Superintendent		9/17/2012	10/5/2012	15	Open	None	TBD	10/15, 10/17	TBD				LP
						None							MR



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64E19-02LPB

POSITION: JOB DEVELOPER/JOB COACH – PROMOTIONAL ONLY

DATE ADVERTISED: 07/17/12 – 08/06/12

NUMBER OF APPLICATIONS RECEIVED: 7

NUMBER OF APPLICANTS ADMITTED TO EXAM 6

DATE OF PERFORMANCE/ORAL EXAM: 09/14/12

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE/ORAL EXAM 6

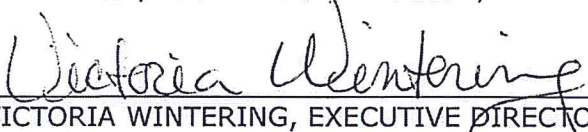
NUMBER OF APPLICANTS PASSING ORAL EXAM 6

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	6
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PANEL MEMBERS:

SHERRY TRAVIS, WORKABILITY I PROJECT MANAGER, GARDEN GROVE USD

TOM FARANDA, VOCATIONAL COUNSELOR, ANAHEIM UHSD



 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: OCTOBER 9, 2012

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64s20-VK-2012

POSITION: LEGAL ADMINISTRATIVE ASSISTANT – OPEN 2012

DATE ADVERTISED: 06/11/12 – 06/29/12

NUMBER OF APPLICATIONS RECEIVED: 168

NUMBER OF APPLICANTS ADMITTED TO EXAM 131

DATE OF WRITTEN EXAM: 07/17/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 77

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 52

DATE OF PERFORMANCE EXAM: 08/02/12

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 41

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 25

DATE OF ORAL EXAM: 09/12/2012

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 13

NUMBER OF APPLICANTS PASSING ORAL EXAM 12

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 12

PANEL MEMBERS:

TRISHA MARTINEZ, SUPERVISING LEGAL SECRETARY, OCDE

RACHEL SARAGUETA, LEGAL ASSISTANT, WACSEP

SANDRA LOMELI, LEGAL ASSISTANT, WACSEP

JEANETTE RAYGOZA, PERSONNEL TECHNICIAN, HLPUSD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: OCTOBER 9, 2012

EXTENDED:

EXPIRED:



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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2012-S15-LPB

POSITION: TRANSLATOR - KOREAN - OPEN

DATE ADVERTISED: 06/28/12 - 07/19/12

NUMBER OF APPLICATIONS RECEIVED: 23

NUMBER OF APPLICANTS ADMITTED TO EXAM 17

DATE OF PERFORMANCE/WRITTEN EXAM: 08/20/2012

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 9

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 5

DATE OF ORAL EXAM: 09/10/12

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 3

NUMBER OF APPLICANTS PASSING ORAL EXAM 1

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 1

PANEL MEMBERS:

JAEHYUK CHOI, COMMUNITY LIAISON - KOREAN, IRVINE USD

AERIN MUN, TRANSLATOR, GARDEN GROVE USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED



CERTIFIED: OCTOBER 9, 2012

EXTENDED:

EXPIRED: