

AGENDA

**Regular Meeting
 Tuesday, October 11, 2011 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: October 07, 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**

Reference

Action

5.1 Approve the agenda as submitted or amended.

Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of regular meeting of September 13, 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

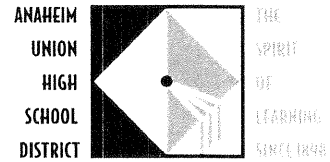
Exhibit C

Moved by _____
 Seconded _____
 Vote _____

6.2.1 Executive Assistant

6.2.2 Health Services Technician I

6.2.3 Human Resources Assistant



AGENDA

Regular Meeting Tuesday, October 11, 2011 – 4:15 p.m. Board Room – District Office

6.2.4 Maintenance Service Worker

6.2.5 Warehouse Supervisor

7.0 OTHER

7.1 Unfinished Business

No Action Required

7.2 Commissioner's Comments

No Action Required

8.0 CLOSED SESSION

8.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Appeal Decision on:

Case #HR-2009-10-14

Adjourn to Closed Session _____ p.m.

Reconvened to Special Meeting _____ p.m.

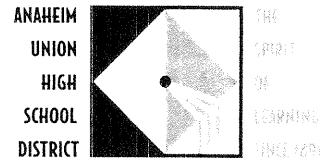
Action taken in Closed Session.

Moved by _____
Seconded _____
Vote _____

9.0 NEXT REGULAR MEETING

Date: **Tuesday, November 8, 2011**
Time: 4:15 p.m.
Location: Board Room

10.0 ADJOURNMENT: _____ p.m.



MINUTES

Regular Meeting
Tuesday, September 13, 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.

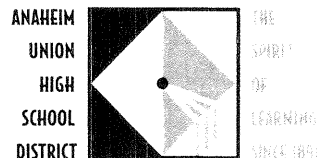
4.0 PUBLIC COMMENTS: REQUEST TO SPEAK TO AGENDA AND NON-AGENDA ITEMS

1. Gerry Adams, AFSCME President, stated that he was excited that Mr. Darrington was attending the Merit Academy. He then stated that he had concerns with the Community Use Of Facilities Supervisor job description, and wanted to pull the item or discuss conflicts immediately. A discussion between AFSCME and the Personnel Commission occurred which resulted in changes to the job description.
2. Jack Janec, AFSCME Vice-President, stated he had a concern regarding the testing process and wanted to know why some questions on tests are eliminated. He also wanted to know how employees can review their tests. Dr. Wintering explained to him how the testing procedure worked. She also stated that he could make an appointment with her so she could explain the complete testing process to him.
3. Julie Payne, CSEA Vice-President, was questioning the Community Use Of Facilities Supervisor job description. She stated that some duties conflicted with accounting procedures. A discussion between CSEA and the Personnel Commission occurred which resulted in changes to the job description.

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 August 09, 2011.
- 5.3 Communication

There was no communication at this time.



MINUTES

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

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 lists for Instructional Assistant-Adult Transition, Instructional Assistant-Special Abilities, and Instructional Assistant-Specialized Academic Instruction.

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 Community Use Of Facilities Supervisor at salary range MGMT/09.

7.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Lynn Nakayama from Executive Assistant at salary range CONF/63 to Community Use Of Facilities Supervisor at salary range MGMT/09 effective September 14, 2011.

8.0 OTHER

8.1 No unfinished Business at this time.

8.2 Commissioner's Comments

Mr. Darrington commented on the Merit Academy and how he is enjoying the classes.

Mr. Castillo noted that he wanted Victoria Wintering's position of Executive Director Human Resources, Classified to be included as a member of Cabinet.

9.0 NEXT REGULAR MEETING

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

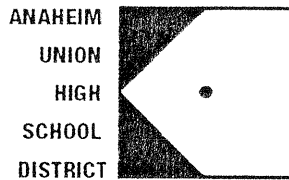
10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 5:00 p.m.

Personnel Commission
2011-2012
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Perf 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	None	None	8/3,9,10/11	9/13/2011	N/A	N/A			MT
Substitute Bus Driver (Continuous)	6/13/2011			Open	None	None					N/A			VK
Maintenance Service Worker (Promotional)	6/27/2011	7/18/2011	15	Promo	None	None	8/9/2011	N/A	9/20/2011	N/A	N/A	10/11/2011	57	VK
Health Technician I (Promotional)	6/27/2011	7/18/2011	15	Promo	None	None	8/4/2011	N/A	N/A	N/A	N/A	10/11/2011	57	VK
Executive Assistant	7/13/2011	8/2/2011	15	Promo	None	None	8/11/2011	N/A	9/15/2011	N/A	N/A			MT
Instructional Assistant - Adult Transition	7/13/2011	8/2/2011	15	Open	8/11/2011	8/11/2011	8/11/2011	N/A	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	8/11/2011	8/22/2011	N/A	N/A	N/A	N/A			MT
Instructional Assistant - DHH/VI	7/13/2011	8/2/2011	15	Open	8/11/2011	8/11/2011	9/27/2011	N/A	10/6/2011	N/A	N/A			MT
Instructional Assistant - Medically Fragile/Ortho Impaired	7/13/2011	8/2/2011	15	Open	8/11/2011	8/11/2011	9/8/2011	N/A	N/A	N/A	N/A			MT
Instructional Assistant - Special Abilities	7/13/2011	8/2/2011	15	Open	8/11/2011	8/11/2011	8/12/2011	N/A	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	8/11/2011	8/15/2011	N/A	N/A	N/A	N/A	8/18/2011	12	MT
Licensed Vocational Nurse (LVN)	7/15/2011	8/4/2011	15	Open	None	None	9/16/2011	N/A	10/11, 10/17	N/A	N/A			VK
Employee Relations Analyst	8/12/2011	9/9/2011	20	Open	None	None	9/30/2011	10/18/2011	10/18/2011	10/18/2011	N/A			MR
Human Resource Assistant (Promotional)	8/18/2011	9/8/2011	15	Promo	None	None	9/14/2011	N/A	9/26/2011	N/A	N/A	10/11/2011	26	MR
Human Resources Tech (Promotional)	10/3/2011	10/24/2011	15	Promo	None	None								
Warehouse Worker (Promotional)	10/5/2011	10/26/2011	15	Promo	None	None								
Senior Warehouse Worker (Promotional)	10/5/2011	10/26/2011	15	Promo	None	None								
Speech & Language Pathologist	10/5/2011	10/26/2011	15	Open	None	None								

EXHIBIT B



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION


ELIGIBILITY LIST NO. 64S04-2011

POSITION: **Executive Assistant** – PROMOTIONAL

DATE ADVERTISED: **7/12/11 - 8/2/11**

NUMBER OF APPLICATIONS RECEIVED:	22
NUMBER OF APPLICANTS ADMITTED TO EXAM	12
DATE OF WRITTEN EXAM: 8/11/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	11
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	10
DATE OF STRUCTURED INTERVIEW: 9/15/11	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	10
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	9

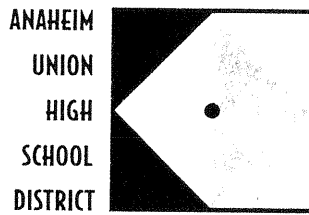
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	9
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VICTORIA WINTERING, EXECUTIVE DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: October 11, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
ELIGIBILITY LIST NO. H01-VK-6/11

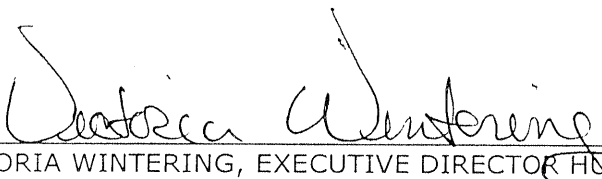
POSITION: HEALTH SERVICES TECHNICIAN I – PROMOTIONAL

DATE ADVERTISED: 6/27/11 – 7/18/11

NUMBER OF APPLICATIONS RECEIVED:	26
NUMBER OF APPLICANTS ADMITTED TO EXAM	17

DATE OF WRITTEN EXAM: 8/4/2011	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	10
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	8

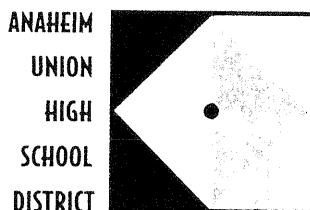
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	8
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VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: October 10, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. P06-2011-MR

POSITION: HUMAN RESOURCES ASSISTANT – PROMOTIONAL ONLY

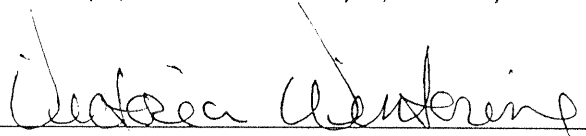
DATE ADVERTISED: 08/19/11 – 9/8/11

NUMBER OF APPLICATIONS RECEIVED:	303
NUMBER OF PROMOTIONAL APPLICANTS ADMITTED TO EXAM	7
DATE OF WRITTEN EXAM: 9/14/11	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	7
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	3
DATE OF ORAL EXAM: 9/26/11	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	3
NUMBER OF APPLICANTS PASSING ORAL EXAM	3

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	3
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PANEL MEMBERS:

Christi Winslow, HR Analyst, Newport-Mesa Unified School District
Susan Phillips, Personnel Analyst, Downey Unified School District

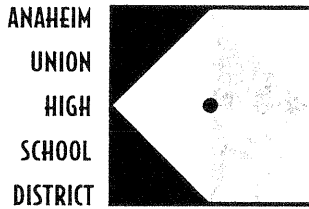


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: October 11, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. M15-VK-6/2011

POSITION: MAINTENANCE SERVICE WORKER – PROMOTIONAL

DATE ADVERTISED: 6/27/11 – 7/18/11

NUMBER OF APPLICATIONS RECEIVED: 52
NUMBER OF APPLICANTS ADMITTED TO EXAM 31

DATE OF WRITTEN EXAM: 8/09/11
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 31
NUMBER OF APPLICANTS PASSING WRITTEN EXAM 10

DATE OF ORAL EXAM: 9/20/2011
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 10
NUMBER OF APPLICANTS PASSING ORAL EXAM 9

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	9
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PANEL MEMBERS:

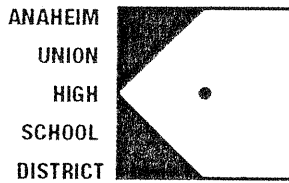
BILL DAW, CARPENTER SUPERVISOR, LBUSD
JIM EVANS, MAINTENANCE CONSTRUCTION SUPERVISOR, PYLUSD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: October 11, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT


PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64W03-2011

POSITION: **Warehouse Supervisor** – PROMOTIONAL AND OPEN COMPETITIVE

DATE ADVERTISED: **6/29/11 - 7/20/11**

NUMBER OF APPLICATIONS RECEIVED:	169
NUMBER OF APPLICANTS ADMITTED TO EXAM	87
DATE OF PERFORMANCE EXAM: 8/3, 8/9-10/11	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	55
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	17
DATE OF STRUCTURED INTERVIEW: 9/13/11	
NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	16
NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	10
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	10


VICTORIA WINTERING, EXECUTIVE DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: October 11, 2011

EXTENDED:

EXPIRED: