



AGENDA

**Regular Meeting
 Tuesday, October 13, 2009 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: October 9, 2009 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

		PRESENT	ABSENT
Chairperson:	Speed Castillo	_____	_____
Vice-Chairperson	Audrey Cherep	_____	_____
Commissioner	Ron Costello	_____	_____
Executive Director	Victoria Wintering, Ph.D.	_____	_____

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Speed Castillo, 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 September 9, 2009.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Approve minutes of the Special Meeting of September 22, 2009.

Exhibit B

Moved by _____
 Seconded _____
 Vote _____

5.4 Communication

No Action Required

- Instructional Assistant-Special Education Flyer
- Instructional Assistant-Severely Handicapped Flyer
- Instructional Assistant-Mathematics Flyer
- Instructional Assistant-Bilingual (Spanish) Flyer
- Sign Language Interpreter Flyer



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6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan) **Exhibit C** No Action Required
- 6.2 Certification/ratification of eligibility lists
- 6.2.1 Operations Supervisor **Exhibit D** Moved by _____
Seconded _____
Vote _____

7.0 CLASSIFICATION AND SALARY

- 7.1 Reclassify the position of Pamela Fuller from Instructional Assistant-Special Education at salary range CSEA-43 to Instructional Assistant-Severely Handicapped at salary range CSEA-51, effective October 22, 2009. **Exhibit E** Moved by _____
Seconded _____
Vote _____

8.0 OTHER

- 9.1 Unfinished Business No Action Required
- 9.2 Commissioner's Comments No Action Required

9.0 NEXT REGULAR MEETING

Date: November 10, 2009
Time: 4:15 p.m.
Location: Board Room-District Office

10.0 ADJOURNMENT: _____ p.m.

MINUTES

Regular Meeting
Tuesday, September 08, 2009 – 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 Speed Castillo at 4:15 p.m.

2.0 ROLL CALL

Present: Speed Castillo, Chairperson, Audrey Cherep, Vice Chairperson, Ron Costello, Commissioner, and Victoria Wintering, Executive Director.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Speed Castillo led the Pledge of Allegiance to the Flag of the United States of America.

4.0 PUBLIC COMMENTS

Julie Payne, Treasurer of CSEA, spoke regarding the Secretary Classifications and issues of concern from CSEA.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Mr. Costello, 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 11, 2009.

5.3 Communication

None

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the extension of the Food Service Assistant I eligibility list established June 10, 2008 until December 10, 2009.

MINUTES

Regular Meeting
Tuesday, September 08, 2009 – 4:15 p.m.
Board Room – District Office

7.0 CLASSIFICATION AND SALARY

- 7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary, at salary range CSEA-51 to Secretary-Attendance, at salary range CSEA-51.
- 7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Annette Aska, Susan Baltazar, Anna Marie Borbon-DeMarco, Barbara Brooks, Eileen Cabrera, Brooks-Anne Crumley, Sandra Denunno-Putnam, Francie Diulio, Ivy Encinas, Diane Frembling, Debora Garcia, Lisa Gaxiola, Christine Hicks, Yolanda Holden, Sarah Hopkins, Eileen Jensen, Cathy King, Vanessa Koch, Cory Kretz, Cheryl Maliga, Maria Marquez, Margaret Patino, Cheri Ruddell, Ann Salcido, Jacqueline Sanft, Debra Sather, and Corinne Simpson from Secretary at salary range CSEA-51, to Secretary-Attendance at salary range CSEA-51, effective September 8, 2009.
- 7.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary-Bilingual, at salary range CSEA-53 to Secretary-Attendance/Bilingual, at salary range CSEA-53.
- 7.4 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Araceli Alvarez, Gemma Alvarez, Norma Armas, Virginia Arrizon, Vanessa Carr, Cheryl Licon, and Modesta Villareal from Secretary-Bilingual, at salary range CSEA-53 to Secretary-Attendance/Bilingual, at salary range CSEA-53, effective September 8, 2009.
- 7.5 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary at salary range CSEA-51 to Secretary-Program Support at salary range CSEA-51.
- 7.6 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of April Estep, Kathleen Guyer, Leticia Hauck, Cathy Lucio, Michele Montes, Stacy Musgrave, Maricela Robles-Leos, Cheryl Stearns, and Bonita Taylor from Secretary at salary range CSEA-51 to Secretary-Program Support at salary range CSEA-51, effective September 8, 2009.
- 7.7 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary-Bilingual at salary range CSEA-53 to Secretary-Program Support/Bilingual at salary range CSEA-53.
- 7.8 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Consuelo Cobian, Mercedes Galvez, Lucila Jauregui, Adriana Morales, Alicia Ramirez, Hortencia Romero, and Martha Salcedo from Secretary-Bilingual at salary range CSEA-53 to Secretary-Program Support/Bilingual at salary range CSEA-53, effective September 8, 2009.

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- 7.9 The revised job classification of Secretary at salary range CSEA-51 to Secretary-Registrar/Records at salary range CSEA-51 was tabled at this time.
- 7.10 No employees were reallocated from Secretary at salary range CSEA-51 to Secretary-Registrar/Records at salary range CSEA-51 at this time.
- 7.11 The revised job classification of Secretary-Bilingual at salary range CSEA-53 to Secretary-Registrar/Records-Bilingual at salary range CSEA-51 was tabled at this time.
- 7.12 No employees were reallocated from Secretary-Bilingual at salary range CSEA-53 to Secretary-Registrar/Records-Bilingual at salary range CSEA-53 at this time.
- 7.13 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary at salary range CSEA-51 to Secretary-School Support at salary range CSEA-51.
- 7.14 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Cindy Barber, Lilia Camacho, Margaret Dalke, Diane Giroux, Renee Grajeda, Sharon Gutjahr, Sandra Halliburton, Hali Jacobsen, Deborah Janton, Linda Lara, Mirna Leavenworth, Lucila Lopez, Pamela Sato, Beverly Thomas, Patricia Umlah, and Linda Zubiarte from Secretary at salary range CSEA-51 to Secretary-School Support at salary range CSEA-51, effective September 8, 2009.
- 7.15 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary-Bilingual at salary range CSEA-53 to Secretary-School Support/Bilingual at salary range CSEA-53.
- 7.16 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Laura Duran, Laura Munoz, Marie Ontiveros, and Diane Ortiz from Secretary-Bilingual at salary range CSEA-53 to Secretary-School Support/Bilingual at salary range CSEA-53, effective September 8, 2009.
- 7.17 The job classification of Secretary at salary range CSEA-51 was not abolished at this time.
- 7.18 The job classification of Secretary-Bilingual at salary range CSEA-53 was not abolished at this time.
- 7.19 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the job classification of Instructional Assistant-Mathematics at salary range CSEA-51.

8.0 RULES AND REGULATIONS

- 8.1 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved Chapter 14 of the Personnel Commission Rules.

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- 8.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved Chapter 15 of the Personnel Commission Rules.

9.0 OTHER

10.1 Unfinished Business

10.2 Commissioner's Comments

10.0 NEXT REGULAR MEETING

Date: **Tuesday, October 13, 2009**
Time: 4:15 p.m.
Location: Board Room

11.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 5:15 p.m.

Speed Castillo, Chairperson

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



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MINUTES

Special Meeting
Tuesday, September 22, 2009, 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 Vice Chairperson Ms. Cherep at 4:18 p.m.

2.0 ROLL CALL

Present: Audrey Cherep, Vice Chairperson, Ron Costello, Commissioner, and Victoria Wintering, Ph.D., Executive Director. Speed Castillo, Chairperson, was absent.

3.0 PLEDGE OF ALLEGIANCE

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

4.0 PUBLIC COMMENTS

There were no public comments.

5.0 CLASSIFICATION AND SALARY

- 5.1 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary at salary range CSEA-51 to Secretary-Registrar/Records at salary range CSEA-51.
- 5.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Keven Britton, Marilyn Burgner, Callye Douglas, Crystal Edds, Christine Gilbert, Leticia Gomez, Elvia Gutierrez, Karen Jackson, Alejandra Javanshir, Caryn Kaiser, Tonyia Killion, Kartha King, Georgia Lappin, Debra Lopez, Judy Mac Kenzie, Paula Martin, Joyce Marvin, Sharon Orona, Linda Owen, Lorna Pearce, Darlene Thomas, Patricia Voas, Peggy Wakeman, Pauline Walker, Dana Wright, and Luz Ybarra from Secretary at salary range CSEA-51 to Secretary-Registrar/Records at salary range CSEA-51, effective September 22, 2009.
- 5.3 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Secretary-Bilingual at salary range CSEA-53 to Secretary Registrar/Records-Bilingual, at salary range CSEA-53.
- 5.4 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Leticia Fernandez, Maricela Mendoza, Josefina Negro, Luz Prieto, and Delia Selaya from Secretary-Bilingual at salary range CSEA-53 to Secretary-Registrar/Records-Bilingual at salary range CSEA-53, effective September 22, 2009.



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- 5.5 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission abolished the job classification of Secretary at salary range CSEA-51.
- 5.6 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission abolished the job classification of Secretary-Bilingual at salary range CSEA-53.

6.0 NEXT REGULAR MEETING

Date: **Tuesday, October 13, 2009**
Time: 4:15 p.m.
Location: Board Room

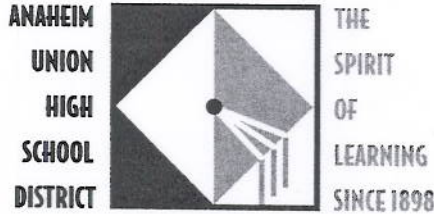
7.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at _____ p.m.

Audrey Cherep, Vice Chairperson

CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Operations Supervisor												
Secretary - Bilingual (Spanish)	7/17/2009	8/19/2009	8/14/2009	15	Open	None	8/27/2009	9/25/2009		10/13/2009		SD
Executive Assistant	9/4/2009	9/17/2009	10/7/2009	15	Pro	None	9/17/2009	10/12/2009				CJ
Sign Language Interpreter		9/24/2009	10/15/2009	15	Open	None						SD
Instructional Assistant-Special Education		10/6/2009	10/26/2009	15	Open							CJ
Instructional Assistant-Severely Handicapped		10/6/2009	10/26/2009	15	Open							JS
Instructional Assistant-Bilingual (Spanish)	8/28/2009	10/6/2009	10/27/2009	16	Open							JS
Instructional Assistant-Mathematics	9/11/2009	10/6/2009	10/27/2009	16	Open							CJ



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 005-2009-01

POSITION: OPERATIONS SUPERVISOR – PROMOTIONAL AND OPEN COMPETITIVE

DATE ADVERTISED: 07/28/09 TO 08/17/09

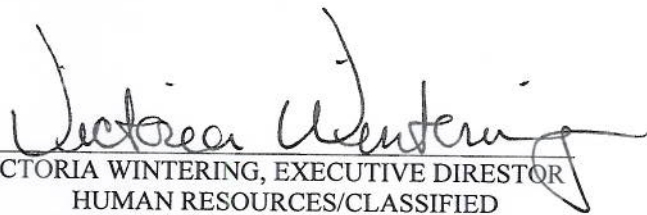
NUMBER OF APPLICATIONS RECEIVED:	50
NUMBER OF APPLICANTS ADMITTED TO EXAM	26
DATE OF PERFORMANCE EXAM: 08/27/09	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	20
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	09
DATE OF ORAL EXAM: 09/25/09	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	08
NUMBER OF APPLICANTS PASSING ORAL EXAM	07

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	7
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PANEL MEMBERS:

BILL BRETZ, CIVIC CENTER SUPERVISOR, WALNUT USD

BILL JOYCE, CUSTODIAL OPERATIONS SUPERVISOR, GARDEN GROVE USD



VICTORIA WINTERING, EXECUTIVE DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: October 13, 2009

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission
501 Crescent Way • Post Office Box 3520
Anaheim • California 92803•3544
Tel: 714•999•3548 Fax: 714•520•9752
We are an Equal Opportunity District



Human Resources • Personnel Commission

Memorandum

DATE: September 21, 2009

TO: Speed Castillo, Personnel Commissioner
Audrey Cherep, Personnel Commissioner
Ron Costello, Personnel Commissioner

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

SUBJECT: Reclassification Study on Pamela Fuller

INTRODUCTION

A request for reclassification from Pamela Fuller was received on September 11, 2009 to review her assigned duties under the position of Instructional Assistant – Special Education and compare them to that of the Instructional Assistant – Severely Handicapped position. The classification questionnaire was reviewed by Jodie Wales, Principal of Lexington Junior High School; and Barbara Moore, Director of Special Youth Services, on September 10, 2009.

The Personnel Commission staff reviewed the classification questionnaire and it was noted that the incumbent has been performing a variety of duties pertaining to the care and instruction of autistic students since 2003. The significant difference between the classification specification of the Instructional Assistant –Severely Handicapped and the Instructional Assistant – Special Education is that the incumbents of the Instructional Assistant-Severely Handicapped classification are assigned duties pertaining to the care of students experiencing various physical and learning handicaps including assisting in meeting special needs, such as feeding, toileting, positioning, and monitoring health conditions.

JOB ANALYSIS

On September 16, 2009, an observation was conducted with Pamela Fuller in the autism program classroom at Lexington Junior High, and it was noted that Pamela is serving in the capacity of both an instructional aide and a personal care assistant for an autistic student. Since July of 2000, Ms. Fuller has worked directly for various autistic students in a one-on-one setting. Since the summer of 2008, she has been working as an Instructional Assistant-Special Education for the autism program at Lexington Junior High. When she arrived at Lexington, she was assigned as a one-on-one aide to a high profile autistic student.

During the observation, Ms. Fuller stated that she is closely involved in implementing the goals outlined in her assigned student's Individual Education Program (IEP) related to

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pre-learning skills (sitting, paying attention, looking at teacher), and social skills (looking at people, talking, and interacting). Ms. Fuller spends at least 1 hour per day documenting her student's progress for use in various IEP meetings, and interacts several times per week with various credentialed personnel and organizations such as Behavioral Specialists, Speech Pathologists, ASIS representatives, SELPA, Psychologists, Program Specialists and the classroom teacher. She is required to use various data collection methods when monitoring her assigned student's progress such as writing in a daily journal, taking digital photos of the student's work to send home to parent, and tracking the student's voice using a hand-held tape recorder. Ms. Fuller also meets the student at the bus each morning and afternoon and assures that the autistic students are safely transported on and off the bus. Ms. Fuller is required to accompany her assigned student to all of her elective and non-academic classrooms to assure a smooth transition to and from the autism program.

In addition to assisting with instruction of a special needs student, Ms. Fuller also renders various forms of personal care for the assigned student such as monitoring touching, assisting the student with toileting and hygiene (washing hands) throughout the day and especially during the student's menstrual cycle. Ms. Fuller commented that she is exposed to bodily fluids, and is required to take health and safety precautions when assisting with the student's personal care. Ms. Fuller stated that latex gloves have only been provided by the parent and not the district. She also assists the student, when needed, with dressing and undressing during physical education class. Ms. Fuller has been asked to assist the assigned student with basic tasks such as counting out correct lunch money, monitoring negative behavior such as not taking other students' food, and selecting non-allergen type foods based on the parent's requests and instructions.

During the observation, the Personnel Commission staff noted that 100% of Ms. Fuller's time is spent performing the duties and responsibilities of providing instruction and personal care to a special needs student enrolled in an autism program, and has gradually assumed these duties over several years. Ms. Fuller's experience and training in discrete trials has brought her to a level of knowledge and ability which demonstrates an understanding, patient and receptive attitude toward autistic children that is crucial to the success of the autism program at Lexington Junior High.

CONCLUSION

A final assessment of the recommendation was sent electronically to all parties on October 5, 2009 to inform them of the findings of the study. The parties of interest were Incumbent, Pamela Fuller; Principal, Jodie Wales; Director SYS, Barbara Moore; CSEA President, Sharon Yager; HR Analyst, Marie Ragazzo; and Executive Director of HR, Victoria Wintering. It was determined, that Ms. Fuller is performing at the level of Instructional Assistant – Severely Handicapped.

RECOMMENDATION

It is recommended, based on the job analysis, that the Personnel Commission reclassify the position of Ms. Pamela Fuller into the classification of Instructional Assistant – Severely Handicapped at a salary range of CSEA-51.