



AGENDA

**Regular Meeting
 Tuesday, November 09, 2010 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: November 05, 2010 – 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	Ron Costello	_____	_____
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 October 19, 2010.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Communication

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

Exhibit B

No Action Required

6.2 Certification/ratification of eligibility lists

6.2.1 Occupational Therapist

Exhibit C

Moved by _____
 Seconded _____
 Vote _____



AGENDA

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6.2.2 Legal Administrative Assistant **Exhibit D** Moved by _____
Seconded _____
Vote _____

6.3 Approve the extension of the Executive Assistant eligibility list established **Exhibit E** Moved by _____
December 15, 2009 until March 15, 2011 Seconded _____
Vote _____

7.0 CLASSIFICATION AND SALARY

7.1 Approve the new job classification of Custodian Roving/Flexible Hours and Week **Exhibit F** Moved by _____
at salary range AFSCME/48 Seconded _____
Vote _____

8.0 CLOSED SESSION

8.1 Adjourn to Closed Session

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

Adjourn to Closed Session _____ p.m.

Reconvened to Regular Meeting _____ p.m.

No Action Required

9.0 OTHER

9.1 Unfinished Business No Action Required

9.2 Commissioner's Comments No Action Required

10.0 NEXT REGULAR MEETING

Date: **Tuesday, December 14, 2010**
Time: 4:15 p.m.
Location Board Room

11.0 **ADJOURNMENT:** _____ p.m.

MINUTES

Regular Meeting
Tuesday, October 19, 2010 – 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; Ron Costello, 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

There were no public comments at this time.

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. Costello, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of September 14, 2010.

5.3 Communication

Dr. Wintering discussed the possibility of having the Human Resources Classified office closed during the week of December 27, 2010 through December 31, 2010. Due to the holidays, this would only require being closed on three business days. The Personnel Commissioners agreed that it would be a good idea.

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

7.0 CLASSIFICATION AND SALARY

7.1 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Food Services Manager I at salary range MGMT-03.

MINUTES

Regular Meeting
Tuesday, October 19, 2010 – 4:15 p.m.
Board Room – District Office

8.0 CLOSED SESSION

8.1 Adjourn to Closed Session

Evaluation and Appointment of Employee (Government Code 54957)

Adjourned to Closed Session at 4:24 p.m.

Reconvened to Regular Meeting at 4:37 p.m.

No action was taken.

9.0 OTHER

9.1 Unfinished Business

No unfinished business at this time.

9.2 Commissioner's Comments

Mr. Castillo commented on the Orange County Athletic Directors Association event he attended at the Anaheim Convention Center honoring coaches. He voiced his concern that there were not very many Anaheim Union High School District representatives present at the event.

10.0 NEXT REGULAR MEETING

Date: **Tuesday, November 09, 2010**

Time: 4:15 p.m.

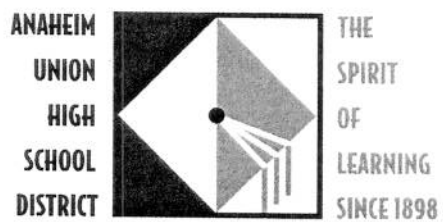
Location Board Room

11.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:39 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
Occupational Therapist		7/28/2010	10/28/2010	65	Open	None				N/A	11/4/2010	5	SD
Legal Administrative Assistant		8/20/2010	9/10/2010	15	Open	None	9/24/2010	10/6/2010	10/26/2010	N/A	11/9/2010	40	MT
Parent Involvement Specialist		8/19/2010	9/9/2010	15	Open	None	9/27/2010	10/27/2010	11/18/2010	Yes			MT
Senior Administrative Assistant		8/20/2010	9/10/2010	15	Promo	None	9/30/2010	10/26/2010	11/17/2010	N/A			VK
Sign Language Interpreter		8/23/2010	9/13/2010	15	Open	None				N/A			MT
Administrative Assistant		8/24/2010	9/14/2010	15	Promo	None	9/30/2010	10/18/2010	11/4/2010	N/A			VK
Administrative Assistant/Bilingual		8/24/2010	9/14/2010	15	Promo	None	9/30/2010	10/18/2010	11/4/2010	Yes			VK
Campus Safety Aide		8/25/2010	9/15/2010	15	Open	None	1/2010, 9/29/2010, 10/1/2	N/A		N/A			VK
Job Developer/Job Coach		8/30/2010	9/20/2010	15	Open	None	10/12/2010	11/10/2010		N/A			MT
School Community Liaison Bilingual		9/13/2010	10/13/2010	15	Open	None	10/18 & 10/19/10			Yes			MT
Substitute Bus Driver		9/16/2010	9/22/2010	5	Open	None	11/9/2010			N/A			VK
Food Service Manager I		11/1/2010	11/23/2010	15	Open	None				N/A			SD



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 640T-0810

POSITION: OCCUPATIONAL THERAPIST

DATE ADVERTISED: 07/28/2010 TO 10/28/2010

NUMBER OF APPLICATIONS RECEIVED:	9
NUMBER OF APPLICANTS ADMITTED TO EXAM	2
DATE OF ORAL EXAM: 10/18/10	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	2
NUMBER OF APPLICANTS PASSING PERFORMANCE/ORAL EXAM	2

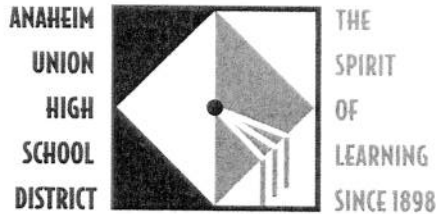
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	2
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VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: November 9, 2010

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64S20-0910

POSITION: LEGAL ADMINISTRATIVE ASSISTANT – PROMOTIONAL AND OPEN COMPETITIVE

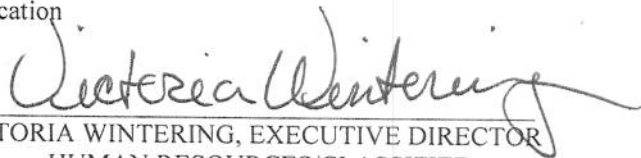
DATE ADVERTISED: 8/20/2010 TO 9/10/2010

NUMBER OF APPLICATIONS RECEIVED:	157
NUMBER OF APPLICANTS ADMITTED TO EXAM	113
DATE OF WRITTEN EXAM: 9/24/10	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	48
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	34
DATE OF PERFORMANCE EXAM: 10/6/10	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	19
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	13
DATE OF ORAL EXAM: 10/26/10	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	13
NUMBER OF APPLICANTS PASSING ORAL EXAM	10

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	10
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PANEL MEMBERS:

Trisha Martinez, Orange County Department of Education
Maritza Torres, Los Angeles County Department of Education



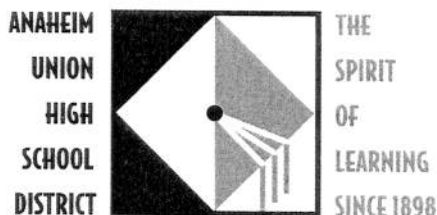
VICTORIA WINTERING, EXECUTIVE DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: November 9, 2010

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



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64S04-0909

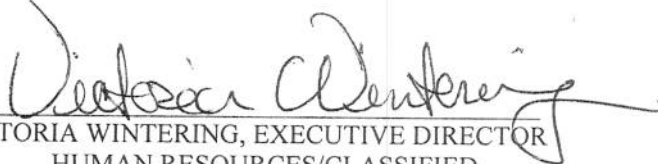
POSITION: EXECUTIVE ASSISTANT – PROMOTIONAL AND OPEN COMPETITIVE

DATE ADVERTISED: 09/17/09 TO 10/07/09

NUMBER OF APPLICATIONS RECEIVED:	257
NUMBER OF APPLICANTS ADMITTED TO EXAM	73
DATE OF WRITTEN EXAM: 11/02/09	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	59
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	34
DATE OF PERFORMANCE AND ORAL EXAM: 11/19/09	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	25
NUMBER OF APPLICANTS PASSING ORAL EXAM	20

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	20
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PANEL MEMBERS:
 CHARLOTTE LIMA, ADMINISTRATIVE SECRETARY, FOUNTAIN VALLEY SD
 LISA MORALES, EXECUTIVE ASSISTANT, LACOE
 DENISE GOWELL, SENIOR ADMINISTRATIVE ASSISTANT RETIREE, AUHSD
 CHERYL BLOUNT, SENIOR ADMINISTRATIVE ASSISTANT, MAGNOLIA SD
 MARIA SOLORZANO-PORTARO, HR EMPLOYMENT SPECIALIST, OCDE
 JOHANNA STEPHENSON, EXECUTIVE ASSISTANT, CITY OF HUNTINGTON BEACH


 VICTORIA WINTERING, EXECUTIVE DIRECTOR
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: December 15, 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

CUSTODIAN ROVING/FLEXIBLE HOURS AND WEEK**DEFINITION**

Under the direction of the Operations Supervisor or site administrator, perform routine day or evening custodial activities **throughout the District's school sites and facilities during a flexible work week and work hours shift**; perform minor maintenance and repair to equipment and systems; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.

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.

Perform routine custodial activities **throughout** the District's school sites and facilities during a **flexible work week and work hours** shift; sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets; Clean classrooms, cafeterias, lounges, offices and other facilities as assigned; empty waste receptacles spot mop spills; remove gum, debris and graffiti as needed; Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; remove debris from clogged toilets, floor drains, and sinks; dust and polish furniture and woodwork; operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.

Perform various custodial activities including replacing light bulbs and tubes, cleaning chalkboards and erasers and emptying pencil sharpeners; clean tables, chairs and floors after **meetings, special events and activities** as assigned; perform minor repairs to furniture as needed; move and arrange furniture and equipment; prepare classrooms, gymnasiums and other facilities for special events or meetings; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events; lock and unlock doors and gates as appropriate during special **events, during evenings, weekends, and/or holidays**; maintain security of assigned areas according to established guidelines; set alarms as appropriate; report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; respond to emergency custodial requests as needed; perform minor grounds maintenance duties as assigned; participate in the thorough cleaning and restoration of campus and district facilities during vacation periods; perform related duties as assigned.

MINIMUM QUALIFICATIONS**Experience and Education:**

Any combination equivalent to: Sufficient training and experience to demonstrate the knowledge and abilities listed below.

Licenses and Automobile Requirements: Possession of a valid California Class C Driver License.

Insurance Requirements: 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: Subject to flexible work week and hours including evening, weekend, and/or holiday duty as required by scheduled and unscheduled district and public events.

EMPLOYMENT STANDARDSKnowledge of:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, chalk/white boards, carpets, furniture, walls and fixtures.
Proper methods of storing equipment, materials and supplies.
Requirements of maintaining District buildings in a safe, clean and orderly condition.
Appropriate safety precautions and procedures.
Proper lifting techniques.

Ability to:

Perform routine custodial activities at an assigned school site or other District facility.
Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial equipment.
Maintain tools and equipment in clean working order.
Move and arrange furniture and equipment for meetings and special events.
Observe and report safety hazards and need for maintenance and repair.
Perform minor non-technical repairs.
Understand and carry out oral and written directions.
Meet schedules and time lines.

Drive a vehicle safely.

Work a flexible work week and hours and be available evenings, weekends and/or holidays.

PHYSICAL DEMANDS

Employees in this classification stand, sit, walk, lift and carry up to 50 lbs or more with assistance, carry stoop, bend repeatedly, use fingers, wrists or hands repetitively, use both hands and legs simultaneously, push, pull, maintain balance, stoop/bend, kneel, reach over head, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, see small details, operate custodial equipment, small hand and power tools, buffer/scrubber machines and other equipment, drive a vehicle, and use a telephone.

WORK ENVIRONMENT

Employees in this classification work outside and inside, with dangerous machinery and sharp objects, in damp or wet areas with poor ventilation, may be exposed to heat over 90° and temperature changes. May be exposed to severe contagious illnesses/diseases, heights, loud noises, fumes, dust, chemicals, odors or toxic materials, and electrical hazards. Employees may work with machinery with moving parts, moving vehicles, and work with ladders/scaffolding. May use a respirator, eye protection, hard hat, latex gloves and work boots. Employees work in direct contact with the public, students, and other District staff, high volume of work and tight deadlines, continuously changing priorities and interruptions, without guidance from supervisor; and will work a flexible week schedule (Monday-thru-Sunday) and flex hours for a total of 40 hours per week; may work during evenings, weekends and/or holidays.