

******* PLEASE POST *******

ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
501 Crescent Way
Anaheim, California 92803-3520

Personnel Commission Meeting

Wednesday, November 12, 2008
4:15 p.m.

Board Room -- District Office

******* PLEASE POST *******



AGENDA

**Regular Meeting
 Wednesday, November 12, 2008 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: November 7, 2008 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

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

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**

This is an opportunity for employees and community members to address the Personnel Commission on a closed session item or a non-agenda item. Comments on items that are on the agenda will be heard when the item is considered. A maximum of five minutes will be allotted to each speaker with a total of 20 minutes for each subject matter. Speakers will follow procedures specified on the *Speaker Request Form* that is available on the table at the back of the Board Room. These forms are submitted to the secretary prior to the meeting.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on by the Personnel Commission, but will be researched and responded to in any one of the following ways:

- By telephone after research, or
- By mail after research, or
- At the next regular meeting of the Personnel Commission as an agenda item.

If you wish to address the Commission, please step to the podium and identify yourself for the record.

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 **Exhibit A**
 October 14, 2008.

Moved by _____
 Seconded _____
 Vote _____

AGENDA

Regular Meeting
Wednesday, November 12, 2008 – 4:15 p.m.
Board Room – District Office

- 5.3 Communication No Action Required
- Athletic Facilities Worker II Flyer
- 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 _____
- Campus Safety Aide
Instructional Assistant – Special Education
Instructional Assistant – Severely Handicapped
- 7.0 **RECLASSIFICATION**
- 7.1 Approve job classification of Performing Arts Supervisor, at salary range 07 – Classified Management **Exhibit D** Moved by _____
Seconded _____
Vote _____
- 7.2 Reallocate John Adams from Auditorium Operations Technician to Performing Arts Supervisor. Salary range 07 –Classified Mgmt, at his current step, effective November 13, 2008. Moved by _____
Seconded _____
Vote _____
- 7.3 Approve job classification of Athletic Facilities Technician, at salary range 55 – AFSCME **Exhibit E** Moved by _____
Seconded _____
Vote _____
- 7.4 Reallocate Armando Cortez from Maintenance Service Worker to Athletic Facilities Technician. Salary range 55-current step, effective November 13, 2008. Moved by _____
Seconded _____
Vote _____
- 7.5 Approve classification description for Human Resources Assistant, at salary range range 63 Confidential **Exhibit F** Moved by _____
Seconded _____
Vote _____
- 8.0 **RULES AND REGULATIONS**
- 8.1 Classified Personnel Employees Handbook Chapter 4, Second Reading **Exhibit G** Moved by _____
Seconded _____
Vote _____
- 8.2 Classified Personnel Employees Handbook Chapters 5, First Reading **Exhibit H** No Action Required



AGENDA

Regular Meeting
Wednesday, November 12, 2008 – 4:15 p.m.
Board Room – District Office

9.0 CHARGES AND HEARINGS

None

10.0 OTHER

10.1 Unfinished Business

No Action Required

10.2 Commissioner's Comments

No Action Required

11.0 NEXT REGULAR MEETING

Date: Tuesday, December 9, 2008
Time: 4:15 p.m.
Location Board Room

12.0 ADJOURNMENT: _____ p.m.

Moved _____
Seconded _____
Vote _____

MINUTES

Regular Meeting
Tuesday, October 14, 2008 – 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, Ron Costello, vice chairperson, Speed Castillo, commissioner, and Victoria Wintering, 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.

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 9, 2008.

6.0 Communications

6.1 Job Flyers

- Maintenance Lead
- Maintenance Plumber

6.2 Reclassification

There was a brief discussion regarding the requests for the reclassification of Human Resources Technician (Sandra Ramirez), all Senior Administrative Assistant positions and all Secretary positions.

7.0 SELECTION PROCESS

7.1 List of Current Recruitments (Test Plan)

MINUTES

Regular Meeting
Tuesday, October 14, 2008 – 4:15 p.m.
Board Room – District Office

7.2 Certification/ratification of eligibility lists

On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Director of Purchasing and Central Services, Senior Budget Technician, and Translator-Spanish.

8.0 **CLASSIFICATION AND SALARY**

On the motion of Mr. Costello, duly seconded and unanimously carried, following discussion, the Personnel Commission approved the job classification of Executive Assistant-Superintendent at salary range 63, effective October 15, 2008.

9.0 **RULES AND REGULATIONS**

9.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved Chapters 2 and 3 of the Personnel Commission Rules

9.2 Personnel Commission Rules Chapter 4, First Reading

10.0 **CHARGES AND HEARINGS**

None

11.0 **OTHER**

11.1 Unfinished Business No Action Required

11.2 Commissioner's Comments No Action Required

12.0 **NEXT REGULAR MEETING**

Date: **Wednesday, November 12, 2008**
Time: 4:15 p.m.
Location: Board Room

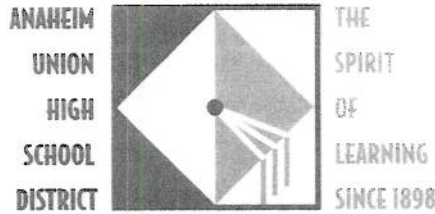
13.0 **ADJOURNMENT:**

The Personnel Commission adjourned the meeting at 4:32 p.m.

Audrey Cherep, Chairperson

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
Campus Safety Aide		8/19/2008	9/9/2008	15	Dual	None	09/24/2008-PDC	10/20/2008	n/a	11/12/2008	29	CJ
School Community Liaison - Bilingual		9/17/2008	10/7/2008	15	Dual	None	10/21/2008-11/4/2008	Dec	Dec			CJ
Maintenance Lead	8/8/2008	10/1/2008	10/21/2008	15	Dual	None	11/7/2008	11/21/2008	n/a			SD
Maintenance Plumber	10/4/2008	10/10/2008	10/30/2008	15	Dual	None	11/14/2008	11/25/2008	n/a			CJ
Athletic Facilities Worker II	11/3/2008	11/5/2008	11/26/2008	15	Dual	None	Dec	Dec	n/a			MT
Instructional Assistant - SE	8/22/2008		9/15/2008	15	Dual	9/30/08 & 10/1/2008	9/30/08 & 10/1/2008	n/a	n/a	11/12/2008	12	MT
Instructional Assistant - SH	8/22/2008		9/15/2008	15	Dual	9/30/08 & 10/1/2008	9/30/08 & 10/1/2008	n/a	n/a	11/12/2008	12	MT



ANAHEIM UNION HIGH SCHOOL DISTRICT
 PERSONNEL COMMISSION
 ELIGIBILITY LIST NO. N02-01-08

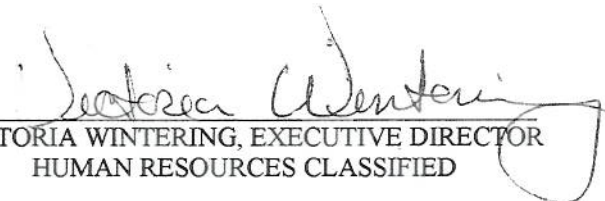
POSITION: **CAMPUS SAFETY AIDE
 DUAL CERTIFICATION**

DATE ADVERTISED: 08/19/08 – 09/09/08

NUMBER OF APPLICATIONS RECEIVED:	132
NUMBER OF APPLICANTS ADMITTED TO EXAM:	61
DATE OF WRITTEN EXAM: 09/24/08	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM:	61
NUMBER OF APPLICANTS PASSING WRITTEN EXAM:	22
DATE OF ORAL EXAMINATION: 10/20/08	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM:	21
NUMBER OF APPLICANTS PASSING ORAL EXAM:	17
NUMBER OF NEW APPLICANTS CERTIFIED ON ELIGIBILITY LIST:	17
NUMBER OF APPLICANTS REMAINING ON PREVIOUS LIST:	3

TOTAL NUMBER OF APPLICANTS CERTIFICATED ON CURRENT LIST:	20
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Qualification Appraisal Interview Panel Members:
 Quint Bromley, Campus Safety Aide, DUSD
 Dave Cowen, Asst. Supt. Administration, AUHSD
 Richard Krey, Program Co-Coordinator Safe Schools, AUHSD
 Richard Torres, Gang Intervention Specialist, LBUSD,

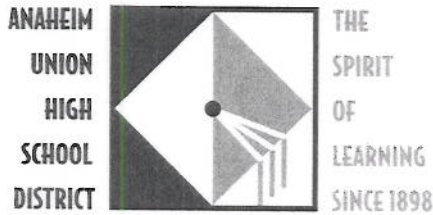

 VICTORIA WINTERING, EXECUTIVE DIRECTOR
 HUMAN RESOURCES CLASSIFIED

CERTIFIED: November 12, 2008

EXTENDED:

EXPIRED:

Human Resources • Certificated
 501 Crescent Way • Post Office Box 3520
 Anaheim • California 92803•3544
 Tel: 714•999•3552 Fax: 714•520•9752
 We are an Equal Opportunity District



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION


ELIGIBILITY LIST NO. E04-2-08

POSITION: **INSTRUCTIONAL ASSISTANT – SPECIAL EDUCATION
DUAL CERTIFICATION**

DATE ADVERTISED: 08/24/08-9/15/08

NUMBER OF APPLICATIONS RECEIVED:	117
NUMBER OF APPLICANTS ADMITTED TO EXAM:	114
DATE OF WRITTEN EXAM: 10/1/08	
NUMBER OF APPLICANTS PARTICIPATING IN EXAM:	53
NUMBER OF APPLICANTS PASSING EXAM:	48

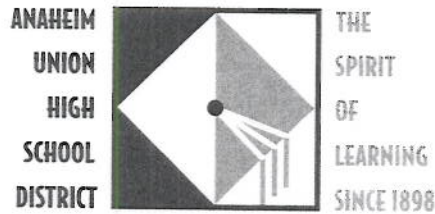
NUMBER CERTIFIED ON CURRENT ELIGIBILITY LIST:	48
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VICTORIA WINTERING, DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: November 12, 2008

EXTENDED:

EXPIRED:



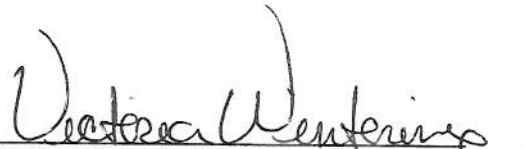
ANAHEIM UNION HIGH SCHOOL DISTRICT
PERSONNEL COMMISSION
ELIGIBILITY LIST NO. E03-02-08

POSITION: **INSTRUCTIONAL ASSISTANT – SEVERELY HANDICAPPED
DUAL CERTIFICATION**

DATE ADVERTISED: 08/24/08-9/15/08

NUMBER OF APPLICATIONS RECEIVED:	46
NUMBER OF APPLICANTS ADMITTED TO EXAM:	44
DATE OF WRITTEN EXAM: 10/1/08	
NUMBER OF APPLICANTS PARTICIPATING IN EXAM:	20
NUMBER OF APPLICANTS PASSING EXAM:	19

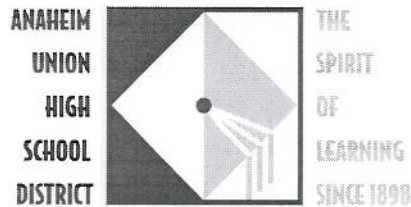
NUMBER CERTIFIED ON CURRENT ELIGIBILITY LIST:	19
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VICTORIA WINTERING, DIRECTOR
HUMAN RESOURCES/CLASSIFIED

CERTIFIED: November 12, 2008

EXTENDED:

EXPIRED:



Human Resources • Personnel Commission

Memorandum

DATE: October 31, 2008

TO: Personnel Commissioners

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

SUBJECT: New Classification: Performing Arts Supervisor

Background:

In April of 2008, John Adams, who is currently in the position of Auditorium Operations Technician requested a reclassification study. The reclassification study was reviewed by Tim Holcomb, Deputy Superintendent, and Ben Sanchez, Principal. A job analysis was completed and Tim Holcomb, Deputy Superintendent, reviewed the recommendation.

History:

Currently, there are two Auditorium Operations Technician positions within the District. One, of which, was solely assigned to the operation and maintenance of Western High School's auditorium, under the direction of the site administrator. The second position was assigned primarily to Anaheim High School's, Cook Auditorium, as well as all other comprehensive high school auditoriums. The incumbent, John Adams, received direct supervision from the site administrator, Ben Sanchez. Originally, the job of Auditorium Operations Technician was classified as a Stage Manager. In 2001, Ewing and Company, a consulting firm, conducted a district wide job analysis survey and allocated the positions to the classification specification of Auditorium Operations Technician.

In 2007, the facilities department restructured the organizational hierarchy of the Maintenance and Operations departments and assigned the Auditorium Operations Technician positions to receive direct supervision from the Maintenance Supervisor, Marty Skubic, and Deputy Superintendent, Tim Holcomb. Both positions were reassigned accordingly. The purpose for the restructure was to enable the Operations department, to work in conjunction with the Facilities department in the use of the district's auditoriums.

The position assigned to Cook Auditorium at Anaheim High School, and other comprehensive high school sites, was also performing duties relative to supervising, managing, providing technical expertise and support to all performing arts operations including rental events to outside organizations. The incumbent, John Adams, serves as the district's theatrical and technical advisor and plans, coordinates, directs and maintains services for the district's performing arts operations. His duties also include participating in the development, coordination and maintenance of the district's event

master calendar; participating and reviewing policies and regulations related to auditorium use; participating in the preparation of budgetary records related to auditorium operations; approving and denying facility usage contracts; and selecting, training, evaluating and supervising technical and non-technical support staff. All of the duties listed above were allocated to the current position of Auditorium Operations Technician assigned to Anaheim High School's, Cook Auditorium, and other comprehensive high school sites, such as Kennedy Performing Arts Center, and Savanna High School auditorium.

Job Analysis:

During the job analysis, it was clear that the scope and complexity of the work performed in the current position of Auditorium Operations Technician, held by the incumbent, John Adams, is more closely aligned with that of a Supervisor. The position performs a variety of supervisory/management functions in support of District's performing arts operations:

- **Planning:** Developing and adapting plans to serve intended purposes, or to conform to budget or fabrication restrictions by scheduling staff needed for events and maintaining an accurate inventory of all supplies, and equipment used in the performing arts department.
- **Leading and/or directing others:** Serves as the technical and theatrical advisor to non-technical, technical staff, students and outside organizations in the use, operation and production requirements of equipment and materials.
- **Resourcing:** Maintains a budget by accounting for and reporting all expenditures for all performing arts operations, and by hiring, training, supervising, and evaluating assigned technical and non-technical staff; compiling and approving payroll hours, vacation time, and overtime of assigned staff.
- **Controlling:** Approves and/or denying contracts for use of the district's auditoriums; approves and/or denies purchases for the district's auditoriums.
- **Organizing:** coordinating and allocating resources, such as staffing for all scheduled events. Participating in the development of District use of facilities policies and procedures.

In contrast, the Auditorium Operations Technician position, formerly assigned to Western High School's auditorium, will be responsible for technical areas such as lighting, sound, and the construction of props and other theatrical production requirements involved the operation and use of a comprehensive high school auditorium, and may provide functional and technical guidance over an assigned crew. Based on the analysis, a new classification was created called Performing Arts Supervisor.

The Performing Arts Supervisor position requires a high school diploma or equivalent, and an associate's degree from an accredited college or university in theater arts, performing arts, or a closely related field, and a bachelor's degree is desirable. Three years experience in the operation of a professionally equipped auditorium, including at least one year as a supervisor. Additional experience in Theatre Management and/or production may be substituted for formal education.

Conclusion:

A final discussion was held on Friday, October 31, 2008 to review the findings of the study. Present in the meeting were AFSMCE representative, Jack Janec; incumbent, John Adams; Deputy Superintendent, Tim Holcomb; HR Analyst, Marie Ragazzo; and Executive Director of HR, Victoria Wintering. During the discussion, several issues were discussed, including staffing and overtime. Furthermore, it was agreed, that Mr. Holcomb and Mr. Adams would discuss these issues. Everyone agreed the findings of the job

analysis and approved the new job classification. The compensation study showed that the salary placement of the new classification at range 07 of the management salary schedule. However, further discussion is needed to determine the overtime exemption status. The Executive Director of HR acquired legal counsel to review legal aspects of the establishment of exempt or non-exempt employees.

Recommendation:

It is recommended that the Personnel Commission approve the new job classification of Performing Arts Supervisor on the MGMT salary schedule, range 07. It is also recommended that John Adams be reclassified to the position of Performing Arts Supervisor.

Performing Arts Supervisor

DEFINITION:

Under the direction of the Director of Maintenance and Operations, supervises and provides technical support to all theatrical operations, serves as the district's theatrical and technical advisor to organizations authorized to use the auditoriums; plans, coordinates, schedules, directs, and maintains services for the district's auditoriums; including both district and community functions; and performs related duties as required.

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.

Designs, drafts, and oversees proper lighting, sound, rigging and staging for a wide variety of performances; may make minor repairs and/or construction to sets, scenery and props; monitors the cleanliness and general appearance of the auditoriums; oversees and provides technical training, advice and support to users regarding theatrical lighting, sound, and staging applications.

Selects, trains, and supervises assigned theatre production technical and non-technical employees, including Auditorium Operations Technicians, Assistants, custodial and security support staff, and student workers performing a wide variety of tasks related to the proper cleaning, repair, operation, and storage of sound, lighting, and staging equipment; observes and evaluates assigned workers; compiles and approves payroll hours, vacation time, and overtime of assigned staff.

Participates in the development, coordination and maintenance of the district's event master calendar to ensure staffing and equipment availability; participates in developing specifications of new equipment and supplies; participates in review of policies and regulations related to auditorium use and recommends modifications, as appropriate; approves/denies use of facility requests; organizes and plans the daily and weekly work to be accomplished in order to meet production deadlines; serves as a technical resource for the district in the development/selection of specifications for theatrical lighting, sound, and staging equipment.

Develops and maintains ongoing safety and operations standards, and stage material handling procedures; inspects auditoriums and communicates with local fire department to assure compliance with fire regulations; prepares written reports; interprets and enforces district rules, regulations and policies for auditorium usage; reviews contracts for the use of auditorium to assure compliance with school and District policies.

Participates in the preparation of budgetary records related to auditorium operations; prepares event or production billings; works with vendors in obtaining price quotes and negotiates shipping and handling terms; estimates set or event related costs including, materials, construction, and rental of props or locations; maintains a variety of records related to purchases and work orders, facility requests, requisitions, invoices, and payroll; including an appropriate inventory of production items and stock.

MINIMUM QUALIFICATIONS:

Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.

Education & Training

High school diploma or equivalent. An associate's degree from an accredited college or university in theater arts, performing arts, or a closely related field is required. Bachelor's degree is preferred.

Experience:

Three years of experience in the operation of a professionally equipped performing arts center, including at least one year as a supervisor. Additional experience in Theatre Management and/or production may be substituted for formal education.

Licenses and Other Requirements:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification. Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification. Subject to evening, weekend, and/or holiday duty as required by scheduled and unscheduled district and public events.

EMPLOYMENT STANDARDS:

Knowledge of:

Effective stage management, including theatrical preparation and production techniques for scheduling, obtaining, constructing, disassembling, and returning or storing a wide variety of scenic properties, performance apparatus, and equipment.

Effective use of lighting consoles and spot light equipment and techniques.

Sound systems and techniques.

Fire and safety ordinances and regulations, as well as related building codes.

Tools, materials, and techniques used in theatrical equipment maintenance and operation.

Effective operation of a wide variety of auditorium and stage equipment.

Basic computer usage.

Wage and hour laws, particularly those related to student workers.

Ability to:

Work independently with minimal supervision.

Select, train, and supervise stage and lighting hands, including student workers.

Establish and maintain effective working relationships with district personnel and the public.

Communicate, cooperate, and coordinate with district personnel, as well as civic and private organizations.

Operate a computer, keep accurate records, including costs and payroll information, and prepare reports.

Operate computerized, electrical, hydraulic and manual lighting, sound, set, scenery, and stage equipment.

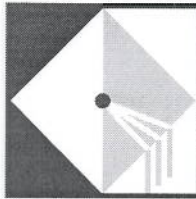
Work overtime and a flexible schedule

PHYSICAL DEMANDS:

Employees in this classification stand, sit, walk, lift and carry up to 50 lbs or more with assistance, carry, crawl, stoop, bend and twist or apply pressure repeatedly, use fingers, wrists or hands repetitively, climb and use both arms and legs simultaneously, push, pull hand over hand, maintain balance, stoop/bend, kneel, reach over head, climb stairs, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, see small details, long distances, distinguish shades, have depth perception, operate mobile motorized equipment, drive a vehicle, and use a computer and telephone.

WORK ENVIRONMENT:

Employees in this classification work outside and inside, with dangerous machinery and sharp objects, with poor ventilation, in confined spaces with inadequate lighting; may be exposed to heat over 90° and temperature changes, minor contagious illnesses, heights, loud noises, fumes, vibration, dust, chemicals, and electrical hazards; employees may work with machinery with moving parts, and moving vehicles; may use eye protection, gloves, and work on ladders/scaffolding; employees work in direct contact with the public, students, and other District staff, with high volume of work and tight deadlines, with continuously changing priorities and interruptions, may work alone without guidance from supervisor and may work over 40 hours a week, and/or a flexible schedule which may include evenings, weekends and/or holidays.



Memorandum

DATE: November 3, 2008

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

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

SUBJECT: Reclassification Study on Armando Cortez

INTRODUCTION

A request for reclassification from Armando Cortez was received on May 29, 2008. Armando is currently in the position of Maintenance Service Worker, and was promoted to the position on May 26, 2003. The purpose of the reclassification study was to review the incumbent's current job classification with that of the Maintenance Lead classification. The reclassification questionnaire was reviewed by Darrel Adair, Director of Maintenance; and Al Guerrero, Maintenance Lead in July of 2008.

BACKGROUND

In 2003, the Maintenance Departments hierarchy included a Maintenance Supervisor, a Maintenance Lead, various maintenance trades, and finally the Maintenance Service Worker classification. In September of 2007, Al Guerrero, current Maintenance Lead, replaced the vacancy left by former employee Tony Solazzo. At that time, Armando was assigned to oversee intramural sporting events at Glover Stadium providing work direction to an assigned crew during the events. In addition, Al Guerrero was covering the events that were scheduled at Handel Stadium. With a reorganization of the Maintenance Department, Al was permanently moved to the District office when Bob Gerardi retired as Maintenance Supervisor. The position of Maintenance Supervisor was never filled; instead, a second Maintenance Lead position was requested and was hired under the direction of the former Assistant Director of Maintenance & Operations. Due to the geographical change of Al Guerrero's position from Handel Stadium to the District Office, Armando has been overseeing events at both Handel and Glover Stadiums and has been directly placed as the responsible party for the upkeep and maintenance of Handel Stadium. Armando has gradually assumed the duties of an Athletic Facilities Technician, by managing the events scheduled at both Handel and Glover stadiums, and by assuming the duties that were part of the former Maintenance Lead position held by Tony Solazzo. Armando has gradually assumed the duties stated above for more than 2 years.

JOB ANALYSIS

On June 3, 2008, an interview was conducted with Armando Cortez at Handel Stadium, and it was noted that Armando was serving in a lead capacity by providing work direction

to assigned staff at Handel and Glover stadiums during football games or special events. During football season, Armando plays a lead role in the setup, operation and close of events, by providing work direction to assigned work crews; meeting with facility users to determine equipment and facility needs and accommodating requests during events; assuring that patrons of Handel Stadium are exercising safety precautions; and enforcing district policies and procedures of facility use. Armando also maintains the stadium facility by conducting periodic safety inspections of facilities and recommending needed repairs to assure compliance with safety requirements; by performing minor repairs and service to the facility, and surrounding grounds; and by requisitioning equipment, personnel and supplies, used in the operation of Handel Stadium, from his immediate supervisor. Armando also assists with special projects by coordinating and scheduling field maintenance work, such as the burning, and marking of district athletic fields, with Athletic Facility Workers.

On July 3, 2008, a meeting was held with Darrel Adair, Director of Maintenance and Operations; Al Guerrero, Maintenance Lead; and Victoria Wintering, Executive Director of HR to review the tasks that were assigned to Armando Cortez. It was stated that Armando Cortez had previously assisted the Maintenance Lead by conducting one fire inspection tour. It was noted that the relative time spent on this task was approximately 6 months. The Director of Maintenance and Operations stated that he understood that Armando was not within the area of his assigned duties, and therefore, formally removed this duty from the incumbent. It was also noted that many of the special projects Armando was assigned to, such as assisting in striping parking lots, basketball and tennis courts, and other surfaces; and performing minor repairs independently, fall within the scope of a Maintenance Service Worker. However, the burning and marking of athletic fields was a specialized skill that requires knowledge of mixing and applying various herbicides and pesticides; and knowledge of field conversion principles and techniques. This duty was previously the duty of a former Maintenance Lead, Tony Solazzo.

The Personnel Commission staff reviewed the reclassification questionnaire and it was noted that the incumbent has been performing semi-skilled facility and grounds maintenance duties for Handel stadium since 2003. It was also noted that the significant difference between the classifications was as follows: First, the Maintenance Lead position performs skilled maintenance, repair and construction tasks in the maintenance of school buildings, facilities and equipment. In comparison, the Maintenance Service Worker performs unskilled or semi-skilled work in building maintenance and construction. Second, the Lead trains and provides work direction to assigned staff, which includes the Maintenance trades and Maintenance Service Workers. Third, the Lead, plans, coordinates and estimates time and material requirements for special maintenance assignments and projects. In addition, the Lead schedules and assigns staff to maintenance projects and other special assignments, and schedules maintenance work in accordance with labor and material availability, and health and safety requirements; duties which the Maintenance Service Worker does not perform.

During the job analysis, it was clear that duties assigned to Armando Cortez in the current position of Maintenance Service Worker, are more closely aligned to that of an Athletic Facilities Technician. The position will perform a variety of semi-skilled technical duties in the operation, maintenance and repair of District athletic facilities, grounds, athletic fields, athletic courts and equipment; and exercises functional and technical guidance over assigned crewmembers during events held at those facilities. In contrast, the Maintenance Service Worker will perform a variety of unskilled and semi-skilled

maintenance, repair and construction tasks in the maintenance of school buildings, facilities and equipment; assist other maintenance personnel with daily work assignments; and perform minor repairs independently or on an assigned maintenance crew.

The position requires a high school diploma and three years of facilities maintenance work experience.

CONCLUSION

A final discussion was held on Thursday, October 30, 2008 to review the findings of the study. Present in the meeting were AFSMCE President, Jerry Adams; AFSMCE representative, Jack Janec; incumbent, Armando Cortez; HR Analyst, Marie Ragazzo; and Executive Director of HR, Victoria Wintering. Everyone agreed with the job analysis findings and approved the new job classification and salary placement.

RECOMMENDATION

It is recommended, based on the job analysis, that the Personnel Commission approve the new job classification of Athletic Facilities Technician on the AFSM salary schedule, range 55, and reclassify the position of Armando Cortez to that of Athletic Facilities Technician.

Athletic Facilities Technician

DEFINITION:

Under the direction of the Maintenance Lead and Director of Maintenance and Operations, performs a variety of semi-skilled technical duties in the operation, maintenance, and repair of District athletic facilities, grounds, athletic fields, athletic courts and equipment; exercises functional and technical guidance over assigned crew members; and performs related duties as assigned.

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.

Assists with and participates in event set-up for athletic and special events; meets with facility users to determine equipment and facility needs and to accommodate requests; coordinates with security personnel during special events; sets up athletic fields for athletic games or special events, including marking, burning, striping, dragging and leveling playing fields and setting up a variety of athletic equipment; monitors health and appearance of turf, groundcover and trees and diagnoses and treats weed problems; mixes and applies various herbicides and pesticides; opens, locks and secures stadium after events; ensures that the athletic facilities and surrounding areas are free from health and safety hazards; conducts safety inspections of player benches, fences, spectator bleachers, goal posts for stadium and athletic fields; recognizes, corrects and/or reports safety issues to immediate supervisor.

Participates in the maintenance of athletic facilities and surrounding areas by performing regular safety checks, making minor repairs, and/or coordinating repairs with the maintenance and operations department; performs semi-skilled maintenance work in various skilled trades including carpentry, painting, concrete and other related areas; stripes parking lots; orders, assembles, and installs various signs, and assures sign regulations are met; operates a variety of equipment used in the preparation, maintenance and repair of athletic facilities and surrounding areas such as a cement mixer, jack hammer, concrete saw, skill saw, generator, pump, compressor, drill press, striping machine, backpack blower, sweeper, field laser machine and small dump truck; operates motored carts to load, move, arrange and store tables, chairs, benches, and tents used for special events.

Works from verbal and written instructions, blueprints, diagrams, sketches and/or work orders in the preparation and performance of tasks; prioritizes work assignments for special circumstances and projects; determines work procedures; prepares time, cost and materials estimates; requisitions equipment, janitorial supplies, tools, and materials needed for athletic facilities building maintenance.

Serves as a resource for other maintenance and operations workers as needed; trains and exercises functional and technical guidance to assigned crewmembers; requests needed personnel, equipment and materials for various projects; provides a customer service-oriented work environment which supports achieving District objectives and service expectations.

MINIMUM QUALIFICATIONS:

Any combination of education, training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge's and abilities, may be considered.

Education & Training

Graduation from high school or general equivalency diploma

Experience:

Three years of facilities maintenance work experience.

Licenses and Other Requirements:

Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification. Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification. Subject to evening, weekend, and/or holiday duty as required by scheduled and unscheduled district and public events.

EMPLOYMENT STANDARDS:

Knowledge of:

Standard tools, material, methods and practices of the trade areas of operation and maintenance of light and medium maintenance equipment and grounds maintenance.

Athletic field dimensions.

Applicable building codes, ordinances, fire regulations and safety precautions.

Facility inspection techniques.

Grounds maintenance methods and procedures including raking and weeding.

Cultivating, watering and spraying turf and ground cover.

Herbicides, pesticides and other chemicals used in grounds maintenance.

Methods and materials used in controlling pests, insects and weeds.

Health and safety procedures pertinent to the operations of athletic facilities.

Basic record keeping techniques.

Ability to:

Understand and follow written and oral instructions.

Line track and athletic fields.

Make arithmetic calculations quickly and accurately.

Train and provide work direction and guidance to assigned crews..

Make rough estimates of time, cost and materials needed.

Assist and/or perform semi-skilled carpentry, plumbing, electrical and painting work, as well as related activities of these trades.

Prioritize work to meet schedules and timelines.

Work overtime and/or be on call.

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work.

Work from blueprints, rough drawings and sketches.

Mix and apply specialized chemicals to control and eradicate weeds, insects, and other pests.

Operate a variety of power and hand tools and light motorized equipment.

Work independently and use sound judgment in performing facility and grounds maintenance

Salary Range: AFSM/55

activities.

Communicate effectively both orally and in writing.

Maintain routine records.

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 mobile motorized 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 may work over 40 hours per week and/or during evenings, weekends and/or holidays.

HUMAN RESOURCES ASSISTANT

DEFINITION:

Under the direction of the Executive Director Human Resources, Classified, assists in performing professional-level human resources technical duties with increasing scope and complexity related to position classification, compensation, selection and recruitment; and assists in participating in classification, compensation and training activities for the District. and performs other related work as required.

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.

Learns and applies policies, regulations, procedures, and techniques of human resources administration in performing the tasks listed below:

Assists in the job analysis process for the purposes of position classification, salary evaluation, test construction and validation, recommendation of entrance requirements, and/or determination of necessary staff development programs; assists in constructing and conducting surveys to gather compensation, classification, training, entrance requirements, employee selection, or other human resources data; assists in composing a variety of technical written materials, including class descriptions, classification and salary reports, employment examinations, job market trend reports and other specialized reports; analyzes laws, rules, reports, publications, and court cases for information relating to human resources; maintains and controls the secure handling of all examination files, interview tapes, and other exam records; screens applications to determine whether applicants meet the minimum qualifications of a classification.

Compiles, calculates, and analyzes numerical data to provide recommendations for other employment decisions; composes or assists in composing a variety of technical written materials including rules, procedures, class descriptions, classification and salary reports, recruitment materials, employment examinations, correspondence, job market trend reports, meeting minutes, agendas, and other specialized reports; compose correspondence independently on a variety of matters including those of confidential nature; compile and type various reports, prepare agenda, minutes and compile other pertinent information for the Personnel Commission meeting;

Attends Personnel Commission meetings, conferences and workshops, as directed, to maintain current knowledge of human resources trends and practices; contacts district personnel, employee representatives, employers, community groups, and others, as assigned, in order to obtain or import information, request raters for examinations, answer inquiries, and explain procedures and regulations; operates personal computer related software programs such as: Applicant Tracking System, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Access, Windows, Internet, and related testing software.

OTHER RELATED DUTIES

- May represent the District at recruitment functions and other related District events.
- May administer tests, brief interview panels, and give work direction to those proctoring tests.
- May assist in designing and delivering staff development programs including development of course objectives, curriculum, and class materials.
- May select qualified panelists for oral panels.
- May fill in for higher-level or lower-level personnel during short term absences.
- May recommend and develop procedures and/or Personnel Commission policy guides.
- May assist Director in investigating appeals of examinations, disqualifications, and other selection actions.
- Performs other related duties as required.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Human Resource Specialist performs specialized analytical complex tasks related to the Human Resources leave of absence administration, recruitment, selection, classification employee training and development. Reviews and analyze the leave of absences for both the classified and certificated, for conformance to federal and state laws and collective bargaining unit agreement.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES- CONT'D:

Human Resource Assistant performs professional-level, technical human resources work that is limited in scope and complexity, and subject to closer supervision and review, than work performed by a Human Resources Analyst. A Human Resources Assistant applies general human resources knowledge to a variety of duties and responsibilities which should develop into the qualification required to become a Human Resources Analyst.

Human Resources Analyst performs complex professional-level, technical human resources work. Assists the Executive Director of Human Resources, Classified, in planning and evaluating the work of the department staff. Trains and/or assists the Executive Director Human Resources, Classified, in training Personnel Commission staff on job analysis, examination construction, and interview procedures.

MINIMUM QUALIFICATIONS**Education:**

Graduation from a recognized college or university, preferably with a degree in human resources, psychology, public Administration, behavioral sciences, law, or related field.

Experience:

Six months of professional-level experience that includes the development, research, or analysis of personnel selection procedures or psychological testing methods. One year of graduate level course work in Industrial/Organizational Psychology, Human Resources, Public Administration, or related field may be substituted for the required experience.

Special:

Possession of a valid California Class C Driver license.
Evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement and continue to maintain insurability.
Use of an automobile.

EMPLOYMENT STANDARDS**Knowledge of:**

A variety of job analysis methodologies.
Basic principles and terminology of employment selection, position classification, salary administration, and staff development.
Research methods, techniques, and sources of information regarding human resources administration.
Advanced statistical procedures required to calculate means, standard deviations, and reliability estimates.
Laws, rules, regulations involved in test creation and validation, recruitment, compensation and classification.
Basic principles of merit that relate to human resources.
Principles of equal employment opportunity.
Computers applications including word processing, spreadsheet, and SPSS.
Basic data-processing principles and procedures.

Ability to:

Prioritize tasks with respect to importance and deadlines.
Adjust priorities and adapt well to changes in assignment and priorities.
Interpret and apply personnel laws, codes, rules and regulations appropriately.
Use critical judgment in the evaluation of data and the development of classification, test materials, reports, and other materials.
Logically grasp and think through issues and problems.
Generate a range of alternative solutions and courses of action with benefits, costs, and risks associated with each.
Use new technology and find ways to apply technology to tasks to increase speed, quality, or create new capabilities.

Ability to Cont'd:

Use correct vocabulary, grammar, sentence structure, spelling and punctuation when constructing written correspondence, reports, or other Personnel Commission documentation.

Show interest in and understanding of the needs, expectations, and circumstances of internal and external customers.

Establish rapport and maintain positive working relationships.

Speak clearly and communicate effectively on a one-to-one basis for the purpose of obtaining information.

Formally deliver oral presentations to audiences of various size and type.

Exercise tact and judgment in meeting and dealing with sensitive, complex and confidential personnel issues and in explaining procedures to candidates, employees, and others.

Come up with novel, resourceful, or imaginative approaches to problems or opportunities.

Take responsibility for developing oneself and his/her career.

Understand the concerns of protected groups and the disadvantaged and relate technical activities to those concerns in an equal opportunity program of selection and promotion based on merit.

PHYSICAL DEMANDS

Employees in this classification drive a vehicle, have direct contact with the public, students and District staff, stand, climb stairs and ramps, walking or standing for extended periods of time; use fingers repetitively, use both hands simultaneously, speak clearly, hear normal voice conversation, see small details, use a computer and a telephone and other safety and security specific equipment.

WORK ENVIRONMENT

Employees in this classification, work inside, have direct contact with other District staff, students and administration, work independently; in situations requiring a high degree of tact and diplomacy; with a high volume of work and stringent deadlines, with continuously changing priorities and intermittent diversions.

APPLICATIONS FOR EMPLOYMENT

4.1 APPLICATION FOR EMPLOYMENT

4.1.1 Filing of Application

All applications for employment ~~shall~~ **should** be made ~~upon~~ **on** official forms furnished by the Commission. Items shall be answered **in full** ~~filled out as therein directed,~~ and **the application** filed **in the Commission office** on or before the date specified. ~~and in the office specified in the examination announcement.~~

- A. **Applicants taking more than one examination must file a separate and complete application for each examination unless otherwise directed.**
- B. **For federal and state reporting purposes, questions regarding ethnicity, gender, age and handicapping condition shall be placed on a separate form. Answers to such questions shall be voluntary and no other information shall be requested relative to race, religious creed, color, national origin, ancestry, handicapping or medical condition, marital status, gender, or age prior to employment.** ~~No applicant will be rejected because of sex race, color, creed, national origin, physical handicap or marital status. The Anaheim Union High School District is an equal opportunity employer.~~
- C. **Applications and examination papers are confidential and become the property of the Commission and shall not be returned to the applicant. The names of applicants or unsuccessful candidates in any examination shall be confidential.**

Reference: Education Code 45272, 45274, 45293

4.1.2 General Qualifications of Applicants

Applicants must **be permanent residents of, or must otherwise prove their right to work in the United States as specified by the U.S. Department of Immigration and Naturalization.** Applicants must possess all other requirements that ~~may~~ **are** be specified in the ~~minimum~~ qualifications established for the class. Every applicant must be **able** ~~in all respects mentally and physically to competently to perform~~ the duties of the position for which he/she applies **applying**.

- A. **Qualified applicants shall have an opportunity to seek, obtain and hold District employment without discrimination because of race, religious creed, color, national origin, ancestry, medical condition, physical disability, mental disability, marital status, gender or age.**
- B. **Residency within the District shall not be a condition for filing an application or for employment.**
- C. **No maximum age limit shall be set as a condition for initial or continued employment in the District.**
- D. **Persons with a physical and/or mental disability shall be given equal employment opportunities and reasonable accommodation in testing and employment.**

Reference: Education Code 45111, 45260, 45272
Government Code 12920, 12920.5, 12921

4.2 ~~Elimination of Unfit~~ **Disqualification of Applicants, Candidates, and Eligibles**

4.2.1 **Causes for Disqualification**

An applicant ~~or candidate~~ may be refused **initial admittance to an examination, a candidate and an eligible** may be **disqualified from further competition and an eligible may be** refused certification or appointment, for any of the following reasons:

- A. Failure to meet the general qualifications of Rule 4.1.2.
- B. **Refusal to execute the oath of allegiance required by law.**
- C. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
- D. **Conviction, either by a plea of guilty or nolo contendere, a court decision or jury verdict to a charge of a sex or controlled substance offense, as defined in Education Code 44010 or 4011.**
- E. Conviction of a pleading of guilty or nolo contendere, a ~~in~~ court decision or jury verdict of a violent or serious felony as defined in subdivision (c) of Section 667.5 and subdivision (c) of Section 1192.7 of the Penal Code. ~~to a charge of moral turpitude, or any sex offense or mistreatment of children.~~
- F. **Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony or misdemeanor or a record of one or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the nature, seriousness and circumstances of the offense (s); age of the person at the time and how recent the offense; number of convictions; relationship of the offense to the position applied for; evidence of rehabilitation and maturing including employment record with respect to job responsibility and duration; person's attitude; and the duties of the class. Criminal, infamous, dishonest, immoral, or disgraceful conduct according to standards approved by the Personnel Commission.**
- G. Intentionally Making a false statement or **intentionally** omitting a **significant** statement ~~as to any~~ **or a** material fact on the application form.
- H. Practicing any deception or fraud in connection with an examination or to secure employment.
- I. **A history of controlled substance addiction or abuse, or use of intoxicating beverages to excess without acceptable evidence of rehabilitation. Drug addiction and/or use of intoxicating beverages to excess.**
- J. Dismissal from a previous employment for cause if the cause would have subjected the applicant to dismissal by the District **under these Rules.**
- K. Previous dismissal from the district unless the district waives this subsection: ~~Rejection during the probationary period due to inability to meet minimum standards for position doesn't disqualify applicant from applying for other positions.~~
- L. A record of unsatisfactory service within ~~the~~ this District **as evidenced by a disciplinary action, a work improvement notice, an unsatisfactory or marginal performance evaluation or a resignation in lieu of dismissal.** ~~even though separation has not occurred.~~

- M. **Improperly obtaining or attempting to obtain either directly or indirectly, any information regarding test questions or examination content.**
- N. **Discharge other than honorable from the armed forces of the United States.**
- O. **A health condition which renders the medical examination indicating applicant or candidate unable to can not perform the essential duties of the position, with or without a reasonable accommodation, or would endanger the health and safety of others.**
- P. Failure, **after due notice**, to report for duty after an assignment has been offered and accepted.
- Q. Failure, after due notice, to report promptly for review of any of the **causes for disqualification as provided in this Rule** above bases for rejection.
- R. Refusal to furnish testimony at a hearing or investigation before the Personnel Commission or Board of Trustees.
- S. **Failure to submit to involuntary drug testing or positive drug testing results after a second confirming drug test for classifications designated as safety sensitive.**
- T. **Membership in the Communist Party.**

Reference: Education Code 44010, 44011, 45122, 45123, 45124, 45303
 Government Code 1028
 Penal Code 667.5, 1192.7

4.2.2 ~~Rejection and Appeal from Rejection~~ **Disqualification**

An applicant, candidates and or eligibles disqualified under Rule 4.2 who are rejected for any of the reasons enumerated in Rule 4.1.2, shall be notified in writing **indicating the reason (s) for disqualification and advising the individual that an appeal from disqualification may be made to** by the Personnel Director **within five (5) working days**. The notification shall state:

- A. **A person appealing a disqualification shall conditionally be allowed to take the examination pending a decision on the appeal.**

1. ~~The reason(s) for rejection.~~

2. ~~The length of time the individual shall be ineligible to be considered for examination or appointment to a position in the district.~~

3. ~~That, within seven calendar days, the individual may appeal to the Personnel Director for administrative review, and that failure to appeal for administrative review makes the rejection final and conclusive.~~

- B. ~~If there has been an administrative review, as provided above, and the rejection is sustained, the individual shall be:~~

1. ~~Given a written notice outlining the reason(s) for sustaining the rejection, and~~

2. ~~Informed of his right to make a written appeal of the rejection and/or the period of disqualification within seven calendar days to the Personnel Commission.~~

- B. The appeal may be based on any of the following reasons:

1. Discrimination because of religious affiliations, ~~political or~~ origins acts or opinions, race, color, sex, age, or marital status.
 2. Abuse of discretion.
 3. Inconsistency of the reasons given for the rejection with the facts.
- C. **Upon receipt of an appeal, the Director Human Resource, Classified shall investigate the matter and render a decision. If the decision is in favor of the appellant, notice shall be given and all rights provided as though the disqualification had not occurred. If the decision is to deny the appeal, the appellant may appeal to the Commission within five (5) working days after being notified.**
- D. The Commission upon receipt of an appeal, shall **consider all evidence pertaining to the appeal and make a decision regarding the appeal. If the Commission determines that insufficient evidence to make a decision has been presented it may request further evidence or schedule a hearing on the matter,** ~~set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned and shall be final.~~
- E. **If the Commission's decision is in favor of the appellant, notice shall be given and all rights provided as though the disqualification had not occurred. The decision of the Commission is final.**
- F. **If an eligibility list has been established, appointments may be made from available eligibles pending the final decision on the appeal. Appointments made from an eligibility list while an appeal is pending shall not be invalidated even when the outcome is in the appellant's favor.**

~~4.1.5 Action When Rejection Is Not Sustained~~

~~If a rejection is not sustained by the Personnel Director or the Personnel Commission, the Personnel Director shall institute immediate action to insure the rights of the applicant, candidate, or eligible, as if the rejection had not been made. However, appointments made in the interim shall not be disturbed unless they were fraudulently made.~~

~~4.1.6 Applications Not To Be Returned~~

~~All applications and examination papers are confidential records of the district and shall not be returned to the applicants.~~

~~4.1.7 Applicants' Names Not Made Public~~

~~The names of the applicants or unsuccessful candidates in any examination shall not be made public.~~

Reference: Education Code 45111, 45122, 45123, 45124, 45134, 45303

4.2.3 Proof of Veteran's Credit

An applicant who claims veteran's credit must submit Form DD-214 not later than the final closing date for the examination. Failure to submit Form DD-214 may result in denial of veteran's credit.

~~In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service prior to establishment of the eligibility list. No adjustment of rank on the list shall be made when such proof is presented thereafter.~~

Reference: Education Code 45294, 45295, 45296

RULE 5

RECRUITMENT AND EXAMINATIONS**5.1 RECRUITMENT****5.1.1 Announcement of Examinations**

The Commission shall direct and administer the holding of examinations to create eligibility lists for filling classified positions.

- A. No employment opportunity bulletin may be distributed and no part of any examination held until the Board has designated the duties for a class and the Commission has completed classification, including the setting of salary for new classifications and the establishment of employment standards.**
- B. Whenever it is necessary to fill an existing or anticipated vacancies ~~vacancy~~ in the classified service and an appropriate eligibility list does not exist, ~~as determined by the commission,~~ the Commission shall direct the holding of ~~announce~~ an examination to ~~provide eligibles on an employment opportunity bulletin.~~**
- C. The employment opportunity bulletin shall be placed on the Anaheim Union High School District website and at least fifteen (15) working days' prior to the last day to file applications ~~advance public notice of such examinations shall be given.~~ The Personnel Director shall determine the appropriate recruitment strategy which may include advertisements in newspapers, trade and businesses journals or other media. The Personnel Director shall ensure that community agencies and organizations dealing with groups protected by law are notified of examinations.**
- D. The employment opportunity bulletin ~~notice~~ shall contain the title of the class and may include the following facts:**
1. Information concerning the location of employment, **the expected number of vacancies**, and other conditions of employment;
 2. Description of the scope of duties and responsibilities of the position and the class;
 3. **The qualifications and employment standards for the class** ~~Minimum qualifications required;~~
 4. Salary, **benefits** and other ~~forms of~~ compensation;
 5. **The closing** ~~Last date for filing an applications;~~
 6. **The general nature of the** ~~subjects about which competitors may be examined and the weights of the various parts of the examination~~ **and the types of exams to be given;** and
 7. Such other information as will assist the **interested persons** ~~employees and the public in fully understanding the nature of the~~ **position** employment and procedures necessary to participate in the examination.

Reference: Education Code 45109, 45272, 45278

5.1.2 Insufficient Applications

In the event that the Commission receives insufficient applications or less than three ranks of eligible results from an examination, the Personnel Director shall review records to ensure that adequate recruitment efforts have been made. The following actions may be taken by the Personnel Director.

- A. Extension of the posting period may be ordered.**
- B. The field of competition may be changed to increase recruitment opportunities.**
- C. Both A and B above may be ordered concurrently.**

5.2 EXAMINATIONS

5.2.1 Determination of Examinations

The Commission shall determine the standards of proficiency required for each examination and determine whether the examination shall be:

- A. Promotional**
- B. Promotional and Open Competitive**
- C. Open and Continuous**
- D. Senior Management**

Reference: Education Code 45272, 45284

5.2.2 Promotional Examinations

Where an adequate field of competition exists within the District and examinations shall, where practicable, as determined by the Commission, can be reasonably expected to result in three (3) qualified ranks of eligibles, the field of competition may be limited to promotional applicants by the Commission. When no promotional field of competition exists or when there is doubt of its adequacy, the commission may order an open examination or simultaneous open and promotional examinations.

- A. Promotional examinations shall be restricted to permanent employees of the District and former employees on a valid reemployment list who meet the qualifications of the class. when sufficient promotional applicants are available, otherwise, this rule will be suspended and Probationary employees may be allowed apply to test but shall not be certified from a promotional eligibility list until permanent status is gained.**
- B. Performance evaluations and employee development appraisals prepared by the immediate supervisor and reviewed by the employee may be considered in evaluating an employee's general fitness for promotion.**
- C. Written notices concerning promotional examination shall be distributed to all locations where classified employees work for at least fifteen working days prior to the last day to file an application.**

D. During periods when school is not in session or during periods of approved paid or unpaid leave of absence, regular classified employees shall be notified via e-mail or by U.S. mail of examinations, which they have designated, providing a written request (interest card) has been filed with the Personnel Commission office. The notice will be mailed to the mailing address listed in the request by the employee.

Reference: Education Code 45103, 45272, 45284

5.2.3 Promotional and Open Competitive Examinations

Where an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, an examination advertised among employees and the general public shall be authorized by the Commission.

A. Applicants shall be considered as a group in determining qualifications and passing scores on the examination.

B. The resulting eligibility list shall consist of promotional and open competitive eligibles merged onto one list after granting service credit and veterans' preference points.

~~4.2.13 Notice of Final Score~~

~~Each competitor on promotional examinations shall be notified of his/her placement on the eligibility list.~~

Reference: Education Code 45103, 45272, 45282, 45284

~~4.2.2 When Held~~

~~Whenever it is necessary to fill existing or anticipated vacancies in the classified service and an appropriate eligibility list does not exist as determined by the commission, the commission shall direct the holding of an examination to provide eligibles.~~

~~4.2.3 Who May Compete~~

~~Competitive examinations for positions in the classified service shall be open to all applicants who meet the minimum qualifications and who are not rejected as provided in Rule 4.1.4, provided that examinations may be restricted to promotional candidates at the discretion of the commission.~~

5.2.4 Open and Continuous Examinations

The Commission may designate examinations for specified classes **as open and continuous** as continuous examinations. When so designated, the examination shall be administered, as applicants are available, and applications shall be accepted on every working day. Procedures for review of written tests shall be suspended, and the Qualifications Appraisal Board may consist of fewer than three persons. **Applications will be accepted each working day and tests shall be given as the need arises.**

A. If a qualifications appraisal interview is required, the interview panel may consist of two (2) persons who may be employees of the District or Commission, as determined by the Personnel Director.

B. A candidate may not retake a test for the same or similar written test for a classification for a period of one hundred twenty (120) calendar days unless an

equivalent test form is available or the Personnel Director determines it is in the best interest of the District or is in fairness to the candidate (s).

Reference: Education Code 45273

5.2.5 Senior Management Examinations

Examinations for positions designated as senior management by the Board of Trustees shall be developed and administered by the commission. An eligibility list resulting from a Senior Management examination shall include eligibles successful in the examination and the list shall be unranked. Names of the successful eligibles shall be placed on the list in alphabetical order.

Reference: Education Code 45256.7

5.2.6 Types Character of Examinations

All exam parts shall Examinations may be prepared under the direction of the Personnel Director who shall assign relative weights to each part and determine passing scores. Examinations shall be administered objectively and shall consist of exam parts that relate to the job. Exam parts shall include any professionally accepted psychometric assessment, including:

- A. Written exam.**
- B. Structured Interview.** ~~or oral, or in the form of a~~
- C. Practical demonstration of skill and ability.**
- D. Other exams of fitness as determined by the Personnel Director.** ~~or any combination of these. Any investigation of education, experience, character, or identity, and test of technical knowledge, manual skill, or physical and mental fitness which, in the judgment of the Personnel Commission, serves this end, may be employed.~~

~~4.2.6 Examination Weighting~~

~~The relative weights of the different parts of the examination shall be determined by the commission and set forth in the announcement of the examination. All examination papers shall be prepared and rated under the direction of the Personnel Director.~~

~~4.2.8 Rating Required~~

~~Competitors may be required to attain a designated minimum rating in each part or in combined parts of the examination to qualify for participation in the next succeeding part.~~

Reference: Education Code 45273

5.2.7 Written Exams

A written exam for a class may cover any subject matter related to the duties of the positions within the class. The exam may include an assessment of skills, knowledge, abilities, and/or personal characteristics/competencies that are necessary for successful job performance in the class for which the examination is being administered.

Reference: Education Code 45273

5.2.8 Interview Panel Exams

If an examination includes an interview panel, the Personnel Director shall ensure the following:

- A. The panel shall consist of at least two (2) raters (unless the interview is so structured that rater judgment is minimal) who are knowledgeable of the competencies being evaluated. Raters may serve on only one (1) exam part.**
- B. An employee of the District or Commission may serve on an interview panel if not at the first or second level of supervision over a vacant position in the class for which the examination is being held.**
- C. Unless specifically directed to evaluate candidates' technical knowledge and skills, the interview panel shall confine itself to evaluating general fitness for employment in the class.**
- D. When the interview panel is directed to evaluate technical knowledge and skills, at least two (2) members of the panel shall be technically qualified in the specified occupational areas being evaluated.**
- E. Members of the Board of Trustees or Personnel Commission shall not serve on an interview panel.**
- F. Interviews shall be electronically recorded.**
- G. Scores achieved on other exam parts shall not be made available to the interview panel.**
- H. Interview panel members shall not be provided with confidential references or performance evaluations of candidates.**

4.2.11 ~~Qualifications Appraisal Interview (Oral Examination)~~

- ~~A. If an examination includes a Qualifications Appraisal Interview (QAI), those competitors eligible for the QAI will be examined at the earliest practicable date after conclusion and rating of the earlier test(s).~~
- ~~B. A QAI board for promotional examinations will consist of at least two persons, one of whom shall be technically qualified to interview for knowledge in the area of the pertinent class of positions.~~
- ~~C. A competitor may appeal a QAI rating to the Personnel Director and if rejected, he/she may appeal to the commission at any time after notification of his/her final score, but within 10 days after~~

5.2.9 Evaluation of Training and Experience

If a part of the examination is an evaluation of the applicant's training and experience, the evaluation shall be individually and independently conducted by at least two (2) raters other than the interview panel. The scores of the evaluation of training and experience shall be listed in rank order. The Personnel Director shall determine the weight prior to the evaluation. The Personnel Director shall determine the passing score of the training and experience evaluation.

5.2.10 Admission to the ~~Notice of Examination~~

Each applicant, whose application has been approved, shall be notified a reasonable time in advance of the time, date, and place of the examination. ~~The and such~~ notice shall be the applicant's authorization to take the examination. ~~No Candidate shall not~~ may be admitted to any examination without ~~this such~~ authorization or other ~~satisfactory~~ **approved** evidence of having filed an acceptable application. **Each candidate must provide personal identification at the exam site in order to be admitted to the exam**

5.2.11 Examination Procedures

Competitors must follow the exam procedures prescribed by the Personnel Director. Procedures for written exams are:

- A. Competitors/**Candidates** in any written test **exam** must take the test **exam** on the prescribed date, **unless approved by the Personnel Director or the Commission.**
- B. Copies of the questions in an **exam** test shall not be made by competitors/**candidates** or other unauthorized persons.
- C. **Where written exams are required, they shall be so managed that none of the exam papers will disclose the identity of a candidate to the person establishing the pass point for the exam.**

~~4.2.10 Examination Papers~~

~~All examination papers submitted by competitors are the property of the district and are confidential records.~~

Reference: Education Code 45273

5.2.12 Seniority Credits – Promotional Examinations

In promotional examinations, seniority credit shall be added to the final passing scores of candidates in the amount of ½ of one point for each year of service, not to exceed a total of ten points. Credit shall be granted for time spent in regular status (~~see definition~~) in the classified service and on leave from the classified service while otherwise employed in this district. A full year's credit shall be granted to employees whose regular position is assigned on less than a calendar year basis. Credits shall be calculated for units of not less than a half year, and fractions of a year shall not be counted.

5.2.13 Veterans' Preference

A veteran, as defined in this Rule, shall mean an individual who has served ~~Veterans' preference points shall be added to passing scores in open examinations in the amount prescribed by Education Code Section 45296 at least 30 days of active service in the Armed Forces or Merchant Marine, or as a nurse on active duty with the Red Cross,~~ **between United States Army, Navy, Marine Corps, Air Force, or Coast Guard within the dates listed below are required:**

~~World War I: April 6, 1917 to November 11, 1918~~
World War II: December 7, 1941 to December 31, 1946
Korea: June 27, 1950 to May 7, 1975
Vietnam: August 4, 1964 to May 7, 1975
Service in the Coast Guard between December 7, 1941 and January 1, 1946, is also credited.

- A. Veterans shall have an additional five (5) points added to their final passing score in entry-level examinations.**
- B. Disabled veterans shall have an additional ten (10) points added to their final passing score in entry-level examinations. A disabled veteran is a veteran as defined in this Rule and classified by the U.S. Veterans Administration to be ten (10%) percent or more disabled as a result of service in the armed forces.**
- C. Entry-level positions are defined as all positions within the classified service when the eligible is first employed by the district, except for positions designated management or senior management.**

Reference: Education Code 45294, 45295, 45296

5.2.14 Examination For Business Manager

Examinations held for Business Manager or any position at or above that level shall be held as promotional and open competitive. All permanent employees of the District, both classified and certificated, shall be eligible to compete as promotional candidates, providing they meet the established employment standards. Service credit granted shall be applied equally to both classified and certificated promotional candidates.

Reference: Education Code 45280

5.3 PROTEST AND REVIEW OF EXAMINATIONS

5.3.1 Protest of an Examination ~~Review of Written Test~~

A protest of any test part shall be made within five (5) working days after completion of the portion of the examination on which the protest is based. All protests shall be made in writing to the Personnel Director. Each protest shall give specific facts and reasons to support the protest and shall include supporting documentation or references.

~~When the written test papers of all competitors have been rated, each candidate will be notified of his/her grade, and the place, date, and time at which he/she may review his/her test paper. At the time of review, he/she will be provided a protest sheet and may protest any question, outlining the basis for the protest. No candidate may copy and remove from the review room any questions or answers.~~

Reference: Education Code 45274

5.3.2 Failure to File Protest

Failure to file a protest in writing with the Personnel Director within the protest period shall constitute a waiver of the right to protest that part of the examination process.

~~The protest sheets, if any, shall be filed with the Personnel Director within 24 hours. The Personnel Director shall review and act upon all protests, He/she may allow more than one answer to a question or may disqualify a question if he/she finds the protest to be valid. If protests result in any change, the test papers of all applicants will be reviewed and re-rated accordingly.~~

Reference: Education Code 45274

5.3.3 Personnel Director Shall Review All Protests

The Personnel Director shall inform the protestant of his/her decision review and act upon all protests within five (5) working days of receipt of a timely filed protest. The Personnel Director may allow more than one (1) answer to a question, disqualify a question, direct the examination be re-scored, disqualify a rater or take any other appropriate action if the protest is valid. A protest resulting in any change will result in the test papers of all candidates or eligibles being reviewed and re-scored accordingly.

Reference: Education Code 45274

5.3.4 Protest Review By The Commission

~~If the Personnel Director he/she rules against the protest, the applicant may appeal to the Personnel that decision may be reviewed by the Commission. Filing a request for review by the Commission but the appeal shall not stop or otherwise delay other parts of the examination process unless so directed by the Commission.~~

- A. Requests for review of a protest by the Commission shall be submitted in writing to the Commission Office within three (3) working days of receipt of the Personnel Director's decision.**
- B. The Commission shall review all written materials regarding the protest and may render a decision. If the commission requires more information, they may review additional materials or hear oral information from the person protesting or other persons as determined by the Commission. The Commission shall render a decision in the matter as soon as practicable. The decision of the Commission is final.**

Reference: Education Code 45274

5.3.5 Disposition of Protests Prior To Appointment

No appointment shall be made from an eligibility list until all protests have been resolved. Resolution may be that the candidate or eligible is satisfied with the Personnel Director or Commission's response, a protest is not timely filed and/or the Commission has made a final determination. The District shall be notified when a protest results in a delay of an appointment.

Reference: Education Code 45274

5.3.6 Request For Review Of Test

Requests to review exam segments shall be made within ten (10) working days of receipt of the examination results. The review of exam segments shall be made within thirty (30) days of the request. No person shall remove or copy any information or exam material from the examination.

Reference: Education Code 45274

5.4 RETENTION OF RECORDS

5.4.1 Retention of Examination Records

Examination records, including, but not limited to, exam answer sheets, tape recordings of interviews, and the rating sheets of each member of a structured interview panel shall be retained for a period of one (1) year.

Reference: Education Code 45274

5.4.2 Examination Records To Be Confidential

Examination records shall be confidential. Records, such as identifiable ratings of panel members and confidential references from previous employers shall not be available for review.

Reference: Education Code 45274

5.4.3 Records Available For Review

Remaining examination records, such as papers, recorded interviews and scores of the candidate or eligible shall be available for review only by the candidate or eligible or a designated representative. The candidate or eligible or designated representative shall not review the records of any other person.

Reference: Education Code 45274