



AGENDA

**Regular Meeting
 Tuesday, November 13, 2012 – 3:30 a.m.
 Board Room – District Office**

AGENDA POSTED: November 9, 2012 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

| | | PRESENT | ABSENT |
|--------------------|---------------------------|---------|--------|
| Chairperson | Charles Darrington | _____ | _____ |
| Vice-Chairperson | Speed Castillo | _____ | _____ |
| Commissioner | Audrey Cherep | _____ | _____ |
| Executive Director | Victoria Wintering, Ph.D. | _____ | _____ |

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Charles Darrington, will lead the Pledge of Allegiance to the Flag of the United States of America.

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

This is the appropriate point in the agenda for those present to speak to any item on the agenda.

Those who wish to speak to any item of concern not on the agenda, no action will be taken at this time.

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Approve the agenda as submitted or amended.

Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of the regular meeting of October 9, 2012.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Communication

- 2013 Annual CSPCA Conference Flyer
- Bus Driver Flyer
- Business Technician Flyer
- Warehouse Worker – Central Services Flyer

No Action Required

6.0 **SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

Exhibit B

No Action Required



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6.2 Certification/Ratification of Eligibility Lists

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

6.2.1 Inventory Control Specialist - Promotional

6.2.2 Programmer Analyst - Open

6.2.3 Sign Language Interpreter - Open

7.0 **OTHER**

7.1 Presentation of Personnel Commission Annual Report

No Action Required

7.2 Unfinished Business

No Action Required

7.3 Commissioner's Comments

No Action Required

8.0 **CLOSED SESSION**

8.1 Adjourn to Closed Session

To consider matters pursuant to Government Code Section 54956.9 (b): Conference with legal counsel, anticipated litigation, AAA Case No. 30-2012 00609759.

Adjourn to Closed Session _____ p.m.

Reconvened to Regular Meeting _____ p.m.

9.0 **NEXT REGULAR MEETING**

The next regular meeting date:

Date: December 11, 2012
Time: 3:30 p.m.
Location: Board Room-District Office

10.0 **ADJOURNMENT:** _____ p.m.



MINUTES

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

1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Vice-Chairperson Charles Darrington at 4:15 p.m.

2.0 ROLL CALL

Present: Chuck Darrington, Chairperson; Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner; and Victoria Wintering, Ph.D., Executive Director.

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Chuck Darrington, led the Pledge of Allegiance to the Flag of the United States of America.

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

Dr. Victoria Wintering, Executive Director of Human Resources Classified notified the Superintendent and the Board of Trustees that Mr. Espiridion Castillo's appointment to the Personnel Commission would expire on December 1, 2012, and that Mr. Castillo is willing to be reappointed for another 3-year term.

5.0 GENERAL FUNCTIONS

5.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as submitted.

5.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of September 11, 2012.

5.3 Communication

5.3.1 None

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 6.2.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Job Developer/Job Coach - Promotional.

6.2.1.1 Ms. Cherep inquired about the job description for the Job Developer/Job Coach.

**The Personnel Commission
Anaheim Union High School District**
501 Crescent Way • Post Office Box 3520
Anaheim • California 92803•3544



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MINUTES

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6.2.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Legal Administrative Assistant - Open.

6.2.3 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Translator – Korean - Open.

7.0 NEXT REGULAR MEETING

Date: **Tuesday, November 13, 2012**
Time: 3:30 p.m.
Location: Board Room

8.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:21 p.m.

Charles Darrington, Chairperson

Personnel Commission
2012-2013
CURRENT TEST PLAN

| Classification | Req to test rec'd | Posted | Closed | Days Posted | Field of Competition | NCLB Test | Written Test | Performance Test | Oral Test | Bilingual Certification | List Established | PC Approval Date | Bus. Days from Closing | Recruiter |
|--|-------------------|-------------------------|--------|-------------|----------------------|----------------------------|--------------|------------------|------------|-------------------------|------------------|------------------|------------------------|-----------|
| Bus Driver | 10/17/2012 | 11/6/12 | 15 | Open | None | 11/27/2012 | TBD | N/A | N/A | N/A | | | | JG |
| School Library Media Technician | 9/28/2012 | 8/18/12 | 15 | Promo | None | 11/16/2012 | N/A | TBD | TBD | N/A | | | | VK |
| Programmer Analyst | 8/16/2012 | 9/5/12 | 15 | Open | None | N/A | 9/27/2012 | 10/24/2012 | 10/24/2012 | N/A | 10/25/12 | 11/13/12 | 37 | VK |
| Inventory Control Specialist | 9/13/2012 | 10/3/12 | 15 | Promo | None | None | 10/23/2012 | 11/6/2012 | 11/6/2012 | N/A | 11/7/12 | 11/13/12 | 26 | LP |
| Instructional Assistant-Special Abilities | 9/13/2012 | 10/3/12 | 15 | Open | 11/6/2012 | 11/15/2012 | N/A | N/A | N/A | N/A | | | | VK |
| Instructional Assistant-Adult Transition | 9/13/2012 | 10/3/12 | 15 | Open | 11/6/2012 | 11/16/2012 | N/A | N/A | N/A | N/A | | | | VK |
| Instructional Assistant-DHH/M | 9/13/2012 | 10/3/12 | 15 | Open | 11/6/2012 | 11/14/2012 | N/A | TBD | TBD | N/A | | | | VK |
| Instructional Assistant-Behavioral Support | 9/13/2012 | 10/3/12 | 15 | Open | 11/6/2012 | 11/13/2012 | N/A | TBD | TBD | N/A | | | | LP |
| Executive Assistant to the Superintendent | 9/17/2012 | 10/5/12 | 15 | Open | None | 10/26/12, 11/1/12, 11/5/12 | 11/29/2012 | 12/7/2012 | 12/7/2012 | N/A | | | | MR/WW |
| School Community Liaison-Bil, Spanish | 9/24/2012 | 10/15/12 | 15 | Open | None | 11/9/2012 | N/A | 12/4/2012 | 12/4/2012 | 12/4/2012 | | | | LP |
| Translator-Spanish | 9/24/2012 | 10/15/12 | 15 | Promo | None | N/A | 10/23/2012 | 11/28/2012 | 11/28/2012 | 11/28/2012 | | | | LP |
| Occupational Therapist | 9/17/2012 | Continuous until Filled | n/a | Open | None | N/A | N/A | N/A | N/A | N/A | | | | MR |
| Warehouse Worker-Central Services | 9/27/2012 | 10/17/12 | 15 | Open | None | 11/8/2012 | TBD | TBD | TBD | N/A | | | | LP |
| Business Technician | 10/8/2012 | 10/30/12 | 15 | Promo | None | 12/5/2012 | TBD | TBD | TBD | N/A | | | | VK |
| FS Manager II | | | | | | | | | | | | | | VK |
| Information System Specialist II | 11/6/2012 | 11/30/2012 | 16 | Open | None | TBD | TBD | TBD | TBD | N/A | | | | LPB |



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. W01-2012-LPB

POSITION: INVENTORY CONTROL SPECIALIST – PROMOTIONAL ONLY

DATE ADVERTISED: 09/13/12 – 10/03/12

NUMBER OF APPLICATIONS RECEIVED: 187

NUMBER OF APPLICANTS ADMITTED TO EXAM 19

DATE OF PERFORMANCE EXAM: 10/23/2012

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 16

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 4

DATE OF ORAL EXAM: 11/06/12

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 4

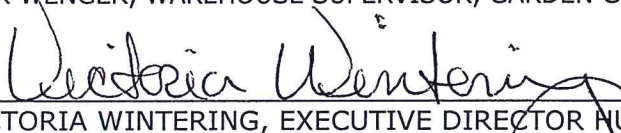
NUMBER OF APPLICANTS PASSING ORAL EXAM 4

| | |
|--|----------|
| TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: | 4 |
|--|----------|

PANEL MEMBERS:

DEREK REED, WAREHOUSE SUPERVISOR, LONG BEACH USD

FRANK WENGER, WAREHOUSE SUPERVISOR, GARDEN GROVE USD


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: NOVEMBER 13, 2012

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2012-LPB-ProgAnalyst

POSITION: PROGRAMMER ANALYST – OPEN 2012

DATE ADVERTISED: 08/22/12 – 09/13/12

| | |
|--|----------|
| NUMBER OF APPLICATIONS RECEIVED: | 46 |
| NUMBER OF APPLICANTS ADMITTED TO EXAM | 33 |
| DATE OF WRITTEN/PERFORMANCE EXAM: 09/27/12 | |
| NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM | 23 |
| NUMBER OF APPLICANTS PASSING WRITTEN EXAM | 12 |
| DATE OF ORAL EXAM: 10/24/12 | |
| NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM | 11 |
| NUMBER OF APPLICANTS PASSING ORAL EXAM | 8 |
| TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: | 8 |

PANEL MEMBERS:

PARHAM SADEGH, NETWORK SPECIALIST II, FOUNTAIN VALLEY SCHOOL DISTRICT
LAM BUI, TECHNOLOGY SERVICES, WALNUT VALLEY UNIFIED SCHOOL DISTRICT



VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: NOVEMBER 13, 2012

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

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PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64E13-LPB-2012

POSITION: SIGN LANGUAGE INTERPRETER - OPEN

DATE ADVERTISED: 07/11/12 - 08/31/12

NUMBER OF APPLICATIONS RECEIVED: 9

NUMBER OF APPLICANTS WHO MET CERTIFICATION REQUIREMENTS 3

| | |
|--|----------|
| TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: | 3 |
|--|----------|

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: NOVEMBER 13, 2012

EXTENDED:

EXPIRED: