



AGENDA

**Regular Meeting
 Tuesday, December 10, 2013 – 3:30 p.m.
 Board Room – District Office**

AGENDA POSTED: December 6, 2013 – 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 special meeting of November 19, 2013.

Exhibit A

Moved by _____
 Seconded _____
 Vote _____

5.3 Election of Officers of the Personnel Commission for the term of December 2013 to December 2014

5.3.1 Election of Chairperson _____

Moved by _____
 Seconded _____
 Vote _____

5.3.2 Vice-Chairperson _____

Moved by _____
 Seconded _____
 Vote _____

6.0 **SELECTION PROCESS**

6.1 Certification/Ratification of Eligibility Lists

Moved by _____
 Seconded _____
 Vote _____

6.1.1 Health Services Technician I

Exhibit B



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6.1.2 Warehouse Worker – Nutrition Services **Exhibit C**

7.0 OTHER

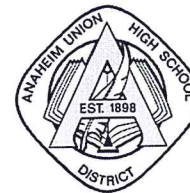
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|-----|--|--------------------|
| 7.1 | Approve the closure of the Personnel Commission office during the District Winter Break, December 23, 26, 27, and 30, 2013 and January 3-4, 2014 | Moved by_____ |
| | | Seconded_____ |
| | | Vote_____ |
| 7.2 | Approve the rescheduling of the next Regular Meeting from January 8, 2014 to January 15, 2014. | Moved by_____ |
| | | Seconded_____ |
| | | Vote_____ |
| 7.3 | Unfinished Business | No Action Required |
| 7.3 | Commissioner's Comments | No Action Required |

8.0 NEXT REGULAR MEETING

Date: January___, 2014
Time: 3:30 p.m.
Location: Board Room-District Office

9.0 **ADJOURNMENT:** _____p.m.

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



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MINUTES

**Special Meeting
Tuesday, November 19, 2013 – 3:30 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 Charles Darrington at 3:30 p.m.

2.0 ROLL CALL

Present: Charles Darrington, Chairperson; Speed Castillo, Vice-Chairperson; Audrey Cherep, Commissioner; and Victoria Wintering, Ph.D., Executive Director of Human Resources- Classified

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Charles 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

- 4.1 AFSCME Vice President Jack Janec asked the Commissioners if the Personnel Commission is the appropriate place to seek remedies of contractual grievances.
- 4.2 Commissioner Darrington stated that this is not one of the roles of the Personnel Commission.
- 4.3 Mr. Janec also expressed his frustration with the perceived differences with which transfer opportunities are handled between CSEA and AFSCME positions.
- 4.4 Mr. Janec stated that there have been occasions where laid off employees with less seniority were working as substitutes more than those with higher seniority.
- 4.5 Dr. Wintering stated that laid off employees working in a long term substitute assignment will not be pulled from said assignment because someone with more seniority is laid off, or becomes available to work, after the assignment has begun.
- 4.6 Mr. Janec stated that he believes that Education Code requires that the most senior laid off employees be given priority for any available substitute work.
- 4.7 Dr. Wintering stated that she can provide a report regarding Mr. Janec's concerns.

5.0 GENERAL FUNCTIONS

- 5.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended.
- 5.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting October 8, 2013.
- 5.3 The Personnel Commission discussed the reappointment of Personnel Commission Chairperson Charles Darrington.

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MINUTES

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- 5.4 Adjourn to a Public Hearing on the Personnel Commission appointment of Joint Appointee.
 Adjourned to Public Hearing at 3:53 P.M.
 Reconvened Special Meeting at 3:55 P.M.
- 5.5 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the reappointment of Charles Darrington as Personnel Commission Joint Appointee.

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)
- 6.2 Certification/ratification of eligibility lists
- 6.2.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Campus Safety Aide, Instructional Assistant – Behavioral Support, Nutrition Services Production Assistant, Secretary Registrar/Records, and Secretary Registrar/Records – Bilingual.
- 6.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the extension of the School Community Liaison – Bilingual Eligibility List established on December 11, 2012 and expiring on December 11, 2013, for a period of six months, to expire on June 11, 2014.
- 6.3 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission, in accordance with Personnel Commission Rule 6.1.11, ratified the removal of the following eligible(s):

Instructional Assistant – Adult Transition 2012 eligible(s): #1498863, #13898271

Instructional Assistant – Behavior Support 2013 eligible(s): #13878106, #5796442, #9067753, #13910983, #12294036, #5461216, #8961421, #13895932, #5803209, #14014795, #13303147, #13503969, #9837234, #11399748

Instructional Assistant – Specialized Academic Instruction 2012 eligible(s): #14304581, #15386655, #10208154, #15287481, #15172418, #11537938, #10966902, #15235255, #8057432, #13885940, #15346582, #13076754, #15380835, #15225242

Instructional Assistant – Special Abilities – 2012 eligible(s): #13898271

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7.0 OTHER

- 7.1 Dr. Wintering presented the Personnel Commission Annual Report
- 7.2 No unfinished business at this time.
- 7.3 No Commissioner’s comments at this time.

8.0 CLOSED SESSION

- 8.1 Adjourn to a Closed Session to consider matters pursuant to government code 54957:
Public employee performance evaluation,
Executive Director, Human Resources - Classified

Adjourned Special Meeting at 4:05 P.M.

Reconvened Special Meeting at 4:16 P.M.

No action taken.

9.0 NEXT REGULAR MEETING

Date: **December 10, 2013**
 Time: 3:30 p.m.
 Location: Board Room–District Office

10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:17 p.m.

Charles Darrington, Chairperson



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. H01-2013-LPB

POSITION: HEALTH SERVICES TECHNICIAN I – PROMOTIONAL AND OPEN

DATE ADVERTISED: 08/22/13 – 09/12/13

NUMBER OF APPLICATIONS RECEIVED:	130
NUMBER OF APPLICANTS ADMITTED TO EXAM	84
DATE OF WRITTEN EXAM: 10/07/13	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	53
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	44
DATE OF PERFORMANCE EXAM: 11/01/13	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	41
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	24

TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:	5
TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	19


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: DECEMBER 10, 2013

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT
Learning With Purpose: College and Career Ready

ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. W05-2013-SS

POSITION: WAREHOUSE WORKER NUTRITION SERVICES - OPEN

DATE ADVERTISED: 09/04/13 - 09/25/13

NUMBER OF APPLICATIONS RECEIVED:	180
NUMBER OF APPLICANTS ADMITTED TO EXAM	49
DATE OF WRITTEN EXAM: 10/15/13	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	24
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	17
DATE OF PERFORMANCE EXAM: 11/25/13	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	15
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	14
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	14


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: DECEMBER 10, 2013
EXTENDED:
EXPIRED: