



**AGENDA**

**Regular Meeting  
 Tuesday, December 11, 2012 – 3:30 p.m.  
 Board Room – District Office**

AGENDA POSTED: December 7, 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 November 13, 2012. **Exhibit A**  
Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

5.3 Re-appointment of Espiridion Castillo as Commissioner to the Personnel Commission. Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

5.4 Election of Officers of the Personnel Commission for the term of December 2012 to December 2013

5.4.1 Election of Chairperson \_\_\_\_\_ Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_

5.4.2 Vice-Chairperson \_\_\_\_\_ Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_



## AGENDA

**Regular Meeting**  
**Tuesday, December 11, 2012 – 3:30 p.m.**  
**Board Room – District Office**

- 5.5 Communication No Action Required
- California School Personnel Commissioners Association Annual Association Dues Invoice
  - Food Service Manager II Flyer
  - Information Systems Specialist 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, D**
- 6.2.1 School Community Liaison Bilingual (Spanish) - Open Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_
- 6.2.2 Translator – Spanish – Promotional Only
- 6.3 Approve the extension of the Human Resources Technician Eligibility List, established on December 13, 2011 and expired on December 13, 2012, for a period of six months. **Exhibit E**
- Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_
- 7.0 **OTHER**
- 7.1 Approve the closure of the Personnel Commission office during the District Winter Break, December 26-28, 2012 and January 2-4, 2013. Moved by \_\_\_\_\_  
Seconded \_\_\_\_\_  
Vote \_\_\_\_\_
- 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.

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



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**AGENDA**

**Regular Meeting  
Tuesday, December 11, 2012 – 3:30 p.m.  
Board Room – District Office**

**9.0 NEXT REGULAR MEETING**

The next regular meeting date:

Date: January 15, 2013  
Time: 3:30 p.m.  
Location: Board Room-District Office

**10.0 ADJOURNMENT: \_\_\_\_\_ p.m.**



## **MINUTES**

**Regular Meeting**  
**Tuesday, November 13, 2012 – 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: 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**

Executive Director of Human Resources Classified, Dr. Victoria Wintering introduced Employee Relations Analyst, Michelle Eichenauer and HR Technician, Jeff Gilbert who are both working out of class in these positions.

CSEA President, Sharon Yager requested additional staff for the Human Resources Classified Department.

Superintendent, Dr. Elizabeth Novack commented Happy Thanksgiving.

### **5.0 GENERAL FUNCTIONS**

5.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as amended to 3:30 P.M.

5.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of October 9, 2012 revised and approved.

5.3 Communication

5.3.1 None

### **6.0 SELECTION PROCESS**

6.1 List of Current Recruitments (Test Plan)

6.1.1 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Inventory Control Specialist - Promotional.



## MINUTES

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

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

6.1.2 On the motion of Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Sign Language Interpreter - Open.

#### 7.0 OTHER

7.1 Presentation of 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 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.

Adjourned to Closed Session at 3:53 p.m.

Reconvened to Regular Meeting at 4:35 p.m.

#### 9.0 NEXT REGULAR MEETING

Date: **Tuesday, December 11, 2012**

Time: 3:30 p.m.

Location: Board Room

#### 10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:37 p.m.

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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	12/17/2012	N/A	N/A	N/A				JG
School Library Media Technician	9/28/2012	8/18/12	15	Promo	None	11/16/2012	12/19/12	N/A	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-DHHVI	9/13/2012	10/3/12	15	Open	11/6/2012	11/14/2012	N/A	N/A	TBD	N/A				VK
Instructional Assistant-Behavioral Support	9/13/2012	10/3/12	15	Open	11/6/2012	11/13/2012	N/A	N/A	TBD	N/A				VK
Executive Assistant to the Superintendent	9/17/2012	10/5/12	15	Open	None	11/5/12	11/29/2012	12/10/2012	12/10/2012	N/A				MR/VW
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	12/5/12	12/11/13	38	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	11/29/12	12/11/13	34	LP
Occupational Therapist	9/17/2012	Continuous	n/a	Open	None	N/A	N/A	N/A	N/A	N/A				MR
Warehouse Worker-Central Services	9/27/2012	until Filled	15	Open	None	11/8/2012	12/7/2012	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	11/13/2012	12/5/2012	15	Promo	None	N/A	12/20/2012	12/20/2012	12/20/2012	N/A				JG
Information System Specialist II	11/6/2012	11/30/2012	16	Open	None	12/19/2012	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. E-18-2012-LPB

POSITION: SCHOOL COMMUNITY LIAISON BILINGUAL (SPANISH) - OPEN

DATE ADVERTISED: 09/24/12 – 10/12/12

**NUMBER OF APPLICATIONS RECEIVED:** 183

NUMBER OF APPLICANTS ADMITTED TO EXAM 177

**DATE OF WRITTEN EXAM: 11/09/2012**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 88

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 44

**DATE OF BILINGUAL CERTIFICATION: 12/04/12**

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 44

NUMBER OF APPLICANTS PASSING ORAL EXAM 33

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>33</b>
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**PANEL MEMBERS:**

- MARIA AVILA, COMMUNITY OUTREACH SPECIALIST, GARDEN GROVE USD
- PATRICIA CASTELLANOS, INTERPRETER/TRANSLATOR, LACOE
- ARACELI CHAVEZ, FAMILY INVOLVEMENT SPECIALIST, ANAHEIM UNION HSD
- SANDRA DOMINGUEZ-RIVERA, BILINGUAL TESTING TECHNICIAN, FOUNTAIN VALLEY SD
- MARY FERREGUR, INTERPRETER/TRANSLATOR, LONG BEACH USD
- JESUS VILLASENOR, TRANSLATOR, ANAHEIM UNION HSD

  
 \_\_\_\_\_  
 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: DECEMBER 11, 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. S15-2012-LPB

POSITION: TRANSLATOR-SPANISH - PROMOTIONAL ONLY

DATE ADVERTISED: 09/24/12 - 10/15/12

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**NUMBER OF APPLICATIONS RECEIVED:** 87

NUMBER OF APPLICANTS ADMITTED TO EXAM 10

**DATE OF PERFORMANCE EXAM: 10/23/2012**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 8

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 3

**DATE OF ORAL EXAM: 11/28/12**

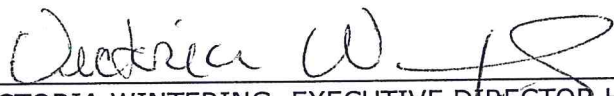
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 3

NUMBER OF APPLICANTS PASSING ORAL EXAM 3

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST: 3**

**PANEL MEMBERS:**

ROCIO LUNA, INTERPRETER/TRANSLATOR, GARDEN GROVE USD  
FRANCISCO RAMIREZ, TRANSLATOR, ROWLAND USD



VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: DECEMBER 11, 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. 64P03-2011

POSITION: HUMAN RESOURCES TECHNICIAN - PROMOTIONAL

DATE ADVERTISED: 10/03/11 – 10/21/11

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**NUMBER OF APPLICATIONS RECEIVED:** 38

NUMBER OF APPLICANTS ADMITTED TO EXAM 28

**DATE OF WRITTEN EXAM: 11/01/11**

NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 28

NUMBER OF APPLICANTS PASSING WRITTEN EXAM 8

**DATE OF BILINGUAL CERTIFICATION: 11/17/11**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 8

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 6

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>6</b>
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**PANEL MEMBERS:**

CAROL BAYAK, CLERICAL SPECIALIST II, HR GARDEN GROVE UNIFIED  
LAURI ESQUER, SENIOR PERSONNEL TECHNICIAN, ABC UNIFIED

  
VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: DECEMBER 13, 2011

EXTENDED: JUNE 13, 2013

EXPIRED: