



AGENDA

**Regular Meeting
 Tuesday, December 20, 2011 – 4:15 p.m.
 Board Room – District Office**

AGENDA POSTED: December 13, 2011 – Personnel Commission Office Window

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

2.0 **ROLL CALL**

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

3.0 **PLEDGE OF ALLEGIANCE**

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

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

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

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

5.0 **GENERAL FUNCTIONS**

Reference

Action

5.1 Approve the agenda as submitted or amended. Moved by _____
 Seconded _____
 Vote _____

5.2 Approve minutes of regular meeting of November 8, 2011. **Exhibit A**
 Moved by _____
 Seconded _____
 Vote _____

5.3 Re-appointment of Audrey Cherep as Commissioner to the Personnel Commission. Moved by _____
 Seconded _____
 Vote _____

5.4 Election of Officers of the Personnel Commission for the term of December 2011 to December 2012

5.4.1 Election of Chairperson _____ Moved by _____
 Seconded _____
 Vote _____

5.4.2 Vice-Chairperson _____ Moved by _____
 Seconded _____
 Vote _____

5.5 Communication No Action Required

AGENDA

Regular Meeting
Tuesday, December 20, 2011 – 4:15 p.m.
Board Room – District Office

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_____ |
| 6.2.1 Human Resources Technician | | Seconded_____ |
| 6.2.2 Senior Warehouse Worker | | Vote_____ |

7.0 OTHER

- | | |
|--|--------------------|
| 7.1 Approve the closure of the Personnel Commission office during the District Winter Break, December 28-30, 2011 and January 4-6, 2012. | Moved by_____ |
| | Seconded_____ |
| | Vote_____ |
| 7.2 Presentation of Item Analysis | No Action Required |
| 7.3 Unfinished Business | No Action Required |
| 7.4 Commissioner's Comments | No Action Required |

8.0 NEXT REGULAR MEETING

Date: **Tuesday, January 10, 2011**
Time: 4:15 p.m.
Location: Board Room

9.0 ADJOURNMENT: _____p.m.

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



Page: 1 of 3

MINUTES

Regular Meeting
Tuesday, November 08, 2011 – 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 Speed Castillo at 4:15 p.m.

2.0 ROLL CALL

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

3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson, Audrey Cherep, led the Pledge of Allegiance to the Flag of the United States of America.

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

1. Julie Payne, CSEA Vice-President, spoke regarding the reappointment of Audrey Cherep to the Personnel Commission as CSEA's selection.

5.0 GENERAL FUNCTIONS

- 5.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission adopted the agenda as submitted.
- 5.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of October 11, 2011.
- 5.3 Communication

Dr. Wintering introduced Lynn Huson, Employee Relations Analyst, and welcomed her to the District and the Personnel Commission.

6.0 SELECTION PROCESS

- 6.1 List of Current Recruitments (Test Plan)
- 6.2 Certification/ratification of eligibility lists

6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission certified the eligibility lists for Employee Relations Analyst, Instructional Assistant – Medically Fragile/Orthopedically Impaired, Instructional Assistant Specialized (Deaf/Hard of Hearing, Visually Impaired), and Licensed Vocational Nurse.

7.0 CLASSIFICATION AND SALARY

MINUTES

Regular Meeting
Tuesday, November 08, 2011 – 4:15 p.m.
Board Room – District Office

- 7.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Jacqueline Brock from Accounting Technician to Business Technician. Salary range 57 – CSEA, effective November 9, 2011.
- 7.2 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the reclassification of Yolanda Berber from Senior Budget Technician to Accounting Technician and Y-rate her salary at salary range 57 – CSEA effective November 9, 2011.

8.0 OTHER

- 8.1 On the motion of Mr. Darrington, duly seconded and unanimously carried, the Personnel Commission approved the Revised Educational Consulting Agreement for Marc Steele to conduct hearing HR-2009-10-7.
- 8.2 No unfinished business.
- 8.3 Commissioner's Comments

Ms. Cherep inquired about upcoming Personnel Appeal Hearings are scheduled. Dr. Wintering stated that there are 2 more hearings scheduled.

Dr. Wintering spoke about the upcoming Veteran's Day Celebration at the District Campus scheduled for Thursday, November 10, 2011.

9.0 NEXT REGULAR MEETING

Date: **Tuesday, December 13, 2011**
Time: 4:15 p.m.
Location Board Room

10.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:30 p.m.

Audrey Cherep, Chairperson

Personnel Commission
2011-2012
CURRENT TEST PLAN

Classification	Req to test rec'd	Posted	Closed	Days Posted	Field of Competition	NCLB Test	Written Test	Perf Test	Oral/Perf Test	Bilingual Certification	List Established	Bus. Days from Closing	Recruiter
Substitute Bus Driver (Continuous)		6/13/2011			Open	None	11/7/2011	N/A	11/17/2011	N/A	12/13/2011	28	VK
Human Resources Tech (Promotional)		10/3/2011	10/24/2011	15	Promo	None	On hold	N/A		N/A			VK
Warehouse Worker (Promotional)		10/5/2011	10/26/2011	15	Promo	None	N/A	N/A		N/A			VK
Senior Warehouse Worker (Promotional)		10/5/2011	10/26/2011	15	Promo	None	N/A	N/A	11/29/2011	N/A	12/13/2011	19	VK
Speech & Language Pathologist		10/5/2011	10/26/2011	15	Open	None	12/9/2011			N/A			VK
Grounds Maintenance Worker		10/31/2011	11/21/2011	15	Promo	None	12/7/2011	N/A	12/22/2011	N/A			VK



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

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 ORAL EXAM: 11/17/11	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	8
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	6

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	6
--	----------

PANEL MEMBERS:

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

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: December 13, 2011

EXTENDED:

EXPIRED:



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 6414W-10/2011

POSITION: SR WAREHOUSE WRKR – CENTRAL - PROMOTIONAL

DATE ADVERTISED: 10/05/11 – 10/28/11

NUMBER OF APPLICATIONS RECEIVED: 20

NUMBER OF APPLICANTS ADMITTED TO EXAM 5

DATE OF ORAL EXAM: 11/29/11

NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 5

NUMBER OF APPLICANTS PASSING ORAL EXAM 4

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

PANEL MEMBERS:

ERIC BUTTERBAUGH, WAREHOUSE LEAD, LOS ALAMITOS USD

STEFFANY HOPKINS, WAREHOUSE SUPERVISOR, NEWPORT-MESA USD

VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: December 13, 2011

EXTENDED:

EXPIRED:

Human Resources • Personnel Commission
501 Crescent Way • Post Office Box 3520
Anaheim • California 92803•3544
Tel: 714•999•3548 Fax: 714•520•9752
We are an Equal Opportunity District