



AGENDA

Regular Meeting
Tuesday, December 14, 2010 – 4:15 p.m.
Board Room – District Office

AGENDA POSTED: December 09, 2010 – Personnel Commission Office Window

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

2.0 **PLEDGE OF ALLEGIANCE**

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

3.0 **OATH OF OFFICE**

3.1 The oath of office will be administered to appoint Charles Darrington as Commissioner to the Personnel Commission

Moved by _____
 Seconded _____
 Vote _____

4.0 **ROLL CALL**

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

5.0 **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.

6.0 **GENERAL FUNCTIONS**

Reference **Action**

6.1 Approve the agenda as submitted or amended.

Moved by _____
 Seconded _____
 Vote _____

6.2 Approve minutes of regular meeting of November 09, 2010.

Exhibit A
 Moved by _____
 Seconded _____
 Vote _____

6.3 Election of Officers of the Personnel Commission for the term of December 2010 to December 2011.

6.3.1 Election of Chairperson _____

Moved by _____
 Seconded _____
 Vote _____

AGENDA

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Tuesday, December 14, 2010 – 4:15 p.m.
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- 6.3.2 Election of Vice-Chairperson_____ Moved by_____
- Secinded_____
- Vote _____
- 6.4 Communication No Action Required
- 7.0 **SELECTION PROCESS**
- 7.1 List of Current Recruitments (Test Plan) **Exhibit B** No Action Required
- 7.2 Certification/ratification of eligibility lists **Exhibit C**
- Moved by_____
- Secinded_____
- Vote_____
- 7.2.1 Administrative Assistant
- 7.2.2 Administrative Assistant-Bilingual
- 7.2.3 Parent Involvement Specialist
- 7.2.4 Senior Administrative Assistant
- 7.2.5 School Community Liaison-Bilingual
- 8.0 **CLASSIFICATION AND SALARY**
- 8.1 Approve the new job classification of **Exhibit D**
- Assistant Director-Nutrition Services Moved by_____
- at salary range MGMT/19 Secinded_____
- Vote _____
- 8.2 Approve the revised job classification of **Exhibit E**
- Programmer Analyst at salary range CSEA/75 Moved by_____
- Secinded_____
- Vote _____
- 9.0 **CLOSED SESSION**
- 9.1 Adjourn to Closed Session
- Public Employee Discipline/Dismissal/Release (Government Code 54957)
- Adjourn to Closed Session_____p.m.
- Reconvened to Regular Meeting_____p.m. No Action Required

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10.0 OTHER

10.1 Approval of the Educational Consulting Agreement for **Exhibit F** Moved by _____
Marc Steele to conduct hearing HR-2009-10-7 Secinded _____

Vote _____

10.2 Unfinished Business No Action Required

10.3 Commissioner's Comments No Action Required

11.0 NEXT REGULAR MEETING

Date: January 11, 2011
Time: 4:15 p.m.
Location Board Room-District Office

12.0 **ADJOURNMENT:** _____ **p.m.**

MINUTES

Regular Meeting
Tuesday, November 09, 2010 – 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; Speed Castillo, Vice Chairperson; Ron Costello, 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

There were no public comments at this time.

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.

5.2 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of October 19, 2010.

5.3 Communication

Food Service Assistant II Flyer
Food Service Manager I Flyer

6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

6.2.1 Occupational Therapist

On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission certified the eligibility list for Occupational Therapist.

6.2.2 Legal Administrative Assistant

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

MINUTES

Regular Meeting
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Board Room – District Office

- 6.3 On the motion on Mr. Castillo, duly seconded and unanimously carried, the Personnel Commission approved the extension of the Executive Assistant eligibility list established December 15, 2009 until March 15, 2011.

7.0 **CLASSIFICATION AND SALARY**

- 7.1 The new job classification of Custodian Roving/Flexible Hours and Week at salary range AFSCME/48 was pulled from the agenda.

8.0 **CLOSED SESSION**

- 8.1 Adjourn to Closed Session

Evaluation and Appointment of Employee (Government Code 54957)

Adjourned to Closed Session at 4:20 p.m.

Reconvened to Regular Meeting at 4:25 p.m.

No action was taken.

9.0 **OTHER**

- 9.1 Unfinished Business

No unfinished business at this time.

- 9.2 Commissioner's Comments

Mr. Charles Darrington was announced as the next Personnel Commissioner who will be replacing Ron Costello in his retirement. Dr. Wintering stated that Mr. Darrington would be sworn into the Personnel Commission at the next meeting to be held on Tuesday, December 14, 2010.

10.0 **NEXT REGULAR MEETING**

Date: **Tuesday, December 14, 2010**
Time: 4:15 p.m.
Location Board Room

11.0 **ADJOURNMENT**

The Personnel Commission adjourned the meeting at 4:26 p.m.

Audrey Cherep, Chairperson

Personnel Commission
2010-2011
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
Occupational Therapist		7/28/2010	10/28/2010	65	Open	None				N/A	11/4/2010	5	SD
Parent Involvement Specialist		8/19/2010	9/9/2010	15	Open	None	9/27/2010	10/27/2010	11/18/2010	Yes	12/14/2010	50	MT
Senior Administrative Assistant		8/20/2010	9/10/2010	15	Promo	None	9/30/2010	10/26/2010	11/17/2010	N/A	12/14/2010	45	VK
Sign Language Interpreter		8/23/2010	9/13/2010	15	Open	None				N/A			MT
Administrative Assistant		8/24/2010	9/14/2010	15	Promo	None	9/30/2010	10/18/2010	11/4/2010	N/A	12/14/2010	36	VK
Administrative Assistant/Bilingual		8/24/2010	9/14/2010	15	Promo	None	9/30/2010	10/18/2010	11/4/2010	Yes	12/14/2010	36	VK
Campus Safety Aide		8/25/2010	9/15/2010	15	Open	None	3/2010,9/29/2010,10/1/12	N/A	N/A	N/A	12/14/2010	35	VK
Job Developer/Job Coach		8/30/2010	9/20/2010	15	Open	None	10/12/2010	11/10/2010	12/15/2010	N/A			MT
School Community Liaison Bilingual		9/13/2010	10/13/2010	15	Open	None	10/18 & 10/19/10		11/30/2010	Yes	12/14/2010	30	MT
Substitute Bus Driver		9/16/2010	9/22/2010	5	Open	None	11/9/2010	3/2010,12/14/2010		N/A			VK
Food Service Manager I		11/1/2010	11/23/2010	15	Open	None	12/13/2010			N/A			SD
Food Service Assistant II		11/1/2010	11/23/2010	15	Promo	None	12/16/2010			N/A			VK



ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64E22-0910

POSITION: PARENT INVOLVEMENT SPECIALIST – PROMOTIONAL AND OPEN COMPETITIVE

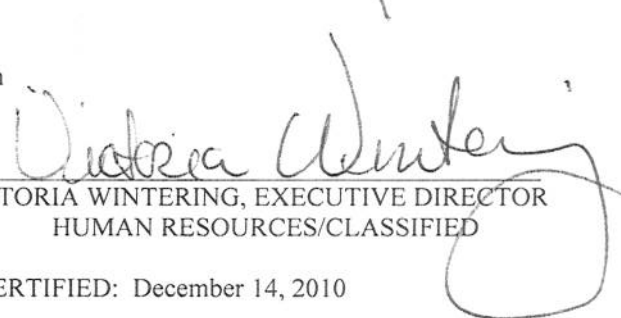
DATE ADVERTISED: 08/19/10 - 09/09/10

NUMBER OF APPLICATIONS RECEIVED:	217
NUMBER OF APPLICANTS ADMITTED TO EXAM	133
DATE OF WRITTEN EXAM: 9/27/10	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	77
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	33
DATE OF PERFORMANCE EXAM: 10/27/10	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	28
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	19
DATE OF ORAL EXAM: 11/18/10	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	19
NUMBER OF APPLICANTS PASSING ORAL EXAM	17

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	17
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PANEL MEMBERS:

- Alex Gonzalez, OC Migrant Education Program
- Omar Guillen, Anaheim City School District
- Samira Kassouni, Irvine Unified School District
- Wendy Rogan, Orange County Department of Education

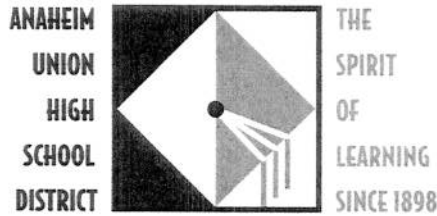

 VICTORIA WINTERING, EXECUTIVE DIRECTOR
 HUMAN RESOURCES/CLASSIFIED

CERTIFIED: December 14, 2010

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
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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 64E18-0910

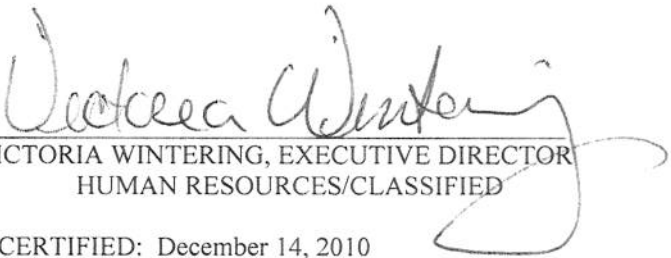
POSITION: SCHOOL COMMUNITY LIAISON BILINGUAL – PROMOTIONAL AND OPEN COMPETITIVE

DATE ADVERTISED: 09/14/10 – 10/04/10

NUMBER OF APPLICATIONS RECEIVED:	208
NUMBER OF APPLICANTS ADMITTED TO EXAM	200
DATE OF WRITTEN EXAM: 10/18&10/19/10	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	138
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	35
DATE OF ORAL EXAM: 11/30/10	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	25
NUMBER OF APPLICANTS PASSING ORAL EXAM	22
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	22

PANEL MEMBERS:

Oscar Carmona, Orange County Department of Education
 Araceli Chavez, AUHSD
 Sandra Ramirez, AUHSD
 Jesus Villasenor, AUHSD

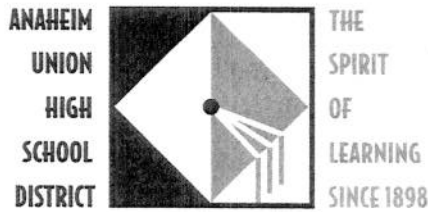

 VICTORIA WINTERING, EXECUTIVE DIRECTOR
 HUMAN RESOURCES/CLASSIFIED

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2010-64S12-Koch

POSITION: SENIOR ADMINISTRATIVE ASSISTANT-PROMOTIONAL ONLY

DATE ADVERTISED: 08/20/2010 TO 09/10/2010

NUMBER OF APPLICATIONS RECEIVED: 41
 NUMBER OF APPLICANTS ADMITTED TO EXAM 27

DATE OF WRITTEN EXAM: 09/30/10
 NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM 26
 NUMBER OF APPLICANTS PASSING WRITTEN EXAM 17

DATE OF PERFORMANCE EXAM: 10/26/2010
 NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM 16
 NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM 13

DATE OF ORAL EXAM: 11/17/2010
 NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM 13
 NUMBER OF APPLICANTS PASSING ORAL EXAM 12

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	12
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PANEL MEMBERS:

CHRISTI WINSLOW, PERSONNEL ANALYST, NEWPORT-MESA USD
 SUSAN BAREMBAUM, CERTIFICATED PERSONNEL SECRETARY, GARDEN GROVE USD


 VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: December 14, 2010

EXTENDED:

EXPIRED:

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2010-64S21-Koch

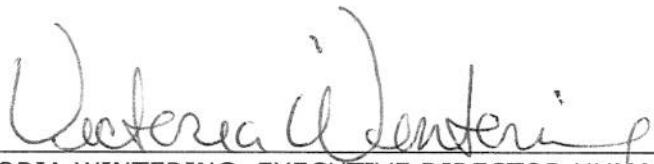
POSITION: ADMINISTRATIVE ASSISTANT/BILINGUAL-PROMOTIONAL ONLY

DATE ADVERTISED: 08/24/2010 TO 09/14/2010

NUMBER OF APPLICATIONS RECEIVED:	56
NUMBER OF APPLICANTS ADMITTED TO EXAM	17
DATE OF WRITTEN EXAM: 09/30/10	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	13
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	8
DATE OF PERFORMANCE EXAM: 10/18/2010	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	8
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	3
DATE OF ORAL EXAM: 11/04/2010	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	3
NUMBER OF APPLICANTS PASSING ORAL EXAM	3
TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	3

PANEL MEMBERS:

SHARON NEWBERG, SENIOR ADMINISTRATIVE ASSISTANT, DOWNEY USD
LINDA WILLIAMS, PERSONNEL SECRETARY, GARDEN GROVE USD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: December 14, 2010

EXTENDED:

EXPIRED:

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ANAHEIM UNION HIGH SCHOOL DISTRICT

PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2010-64S01-Koch

POSITION: ADMINISTRATIVE ASSISTANT-PROMOTIONAL ONLY

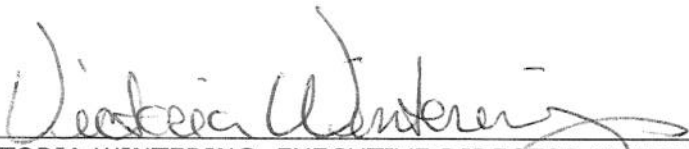
DATE ADVERTISED: 08/24/2010 TO 09/14/2010

NUMBER OF APPLICATIONS RECEIVED:	98
NUMBER OF APPLICANTS ADMITTED TO EXAM	31
DATE OF WRITTEN EXAM: 09/30/10	
NUMBER OF APPLICANTS PARTICIPATING IN WRITTEN EXAM	29
NUMBER OF APPLICANTS PASSING WRITTEN EXAM	20
DATE OF PERFORMANCE EXAM: 10/18/2010	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	20
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	11
DATE OF ORAL EXAM: 11/04/2010	
NUMBER OF APPLICANTS PARTICIPATING IN ORAL EXAM	10
NUMBER OF APPLICANTS PASSING ORAL EXAM	8

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:	8
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PANEL MEMBERS:

SHARON NEWBERG, SENIOR ADMINISTRATIVE ASSISTANT, DOWNEY USD
LINDA WILLIAMS, PERSONNEL SECRETARY, GARDEN GROVE USD


VICTORIA WINTERING, EXECUTIVE DIRECTOR HUMAN RESOURCES/CLASSIFIED

CERTIFIED: December 14, 2010

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ASSISTANT DIRECTOR – NUTRITION SERVICES

DEFINITION:

Under the direction of the Director of Nutrition Services, assists in planning, organizing, controlling and directing activities related to Nutrition Services, nutrition education and training of students, parents and district employees; develops and analyzes menus; implements and adheres to USDA and State Nutrition Standards in menu offerings; assures compliance with quality control in serving kitchens; coordinates activities in preparation for USDA/State of California Coordinated Review Effort audits; supervises and evaluates the performance of assigned personnel; assists the Director of Nutrition Services in the overall management of the Nutrition Services Department, and performs other 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.

Supervision and Training:

Under general supervision and direction, assists in planning, developing and implementing the work plans, systems and procedures of the Nutrition Services Department; works to achieve District and departmental goals and performance measures consistent with federal, state and District laws, policies, regulations and rules; manages and supervises the procurement, accounting, preparation, and delivery of meals; supervises and directs Nutrition Services staff in the operation of school breakfast and lunch programs; assists in selecting, training, directing and evaluating assigned staff; visits cafeterias and other food service sites to provide technical assistance to personnel in selecting, ordering, preparing and serving foods; recommends changes in the District's nutrition service programs related to products and methods of food preparation and service plans and implements special projects to facilitate meeting customer needs and to improve financial performance; trains staff on USDA meal patterns and compliance issues; maintains various reports and records; assumes responsibility for the Nutrition Service Program in the absence of the Director of Nutrition Services.

Nutrition Education/Research:

Establishes and implements nutrition education programs for students, staff and the community; conducts research and analyzes data regarding nutritional adequacy and assures compliance with government regulations; evaluates and adapts nutrition resource materials provided by outside sources to the needs and uses of the Nutrition Services Department; writes nutritional education curriculum; composes reports and publications which are provided to District personnel, students and parents; develops and facilitates nutrition surveys and needs assessments for student nutrition programs; provides technical advice and materials on nutritional matters to district employees, students, parents, and the community.

Menu Planning/Quality Control:

Monitors the District nutrition services program to ensure adherence to federal, state and local nutritional requirements and maintains appropriate records; develops and directs menu planning; tests and standardizes recipes; implements special diets; makes suggestions for food substitutions when requested by a recognized medical authority; resolves complaints received on product quality or delivery service to schools, District warehouses or central kitchen; maintains nutrient analysis software programs and department's standardized recipe programs; assures that quality control standards in satellite kitchens are maintained and are in compliance with nutrition analysis; performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Training:

Any combination equivalent to: A bachelor's degree in nutrition, dietetics, food science, food production, public health or related field. Registered Dietician (R.D.) status with the American Dietetic Association (ADA), and School Food Service and Nutrition Specialist (SFSNS) with the American School Food Services Association (ASFSFA) is required at the time of application and throughout employment.

Experience:

Four years of experience in the field of nutrition which includes responsibility involving nutritional and feeding programs for students in an institutional nutrition services setting and one year in a management or supervisory capacity.

Other Requirements:

The incumbent is required to use a personal automobile and must possess a valid California class C driver's license and liability insurance at time of appointment.

EMPLOYMENT STANDARDS:

Knowledge of:

Methods and principles of school nutrition service programs, nutritional requirements of food values, operations and activities.

Methods and techniques of overseeing and managing large-scale nutrition education programs including developing education lessons and activities, and training.

Meal production planning and scheduling.

Federal and state regulations as they apply to child nutrition programs, food preparation and services.

Principles, procedures, and methods of large quantity food service preparation, food merchandising, servicing and storing, inventorying, and price and portion controls.

Methods and practices of sound business communication.

Correct English usage, including spelling, grammar and punctuation.

Techniques of record-keeping and cost accounting.

Basic math, including calculations using fractions, percents, and/or ratios.

Report and research techniques, methods and procedures.

Principles and practices of effective management and supervision.

Ability to:

Assist in planning, developing, organizing, integrating and administering District-wide Nutrition Services programs, operations, and nutrition-education programs.

Evaluate food products, supplies and equipment.

Plan and implement motivational and creative nutrition education programs for adults and students.

Develop and implement operation and training policies and procedures.

Recognize and correct safety hazards.

Understand and interpret policies, laws, rules and regulations.

Work with a high level of independence and minimal direct supervision.

Analyze food service operations for efficiency and cost effectiveness.

Operate a computer using word processing, spreadsheets, and business software applications including nutritional analysis software.

Maintain records, compile and verify data, and prepare reports.

Organize, set priorities and exercise sound independent judgment within areas of responsibility and make recommendations in accordance with laws, regulations, rules and policies.

Organize and supervise recipe testing.

Communicate clearly and effectively orally and in writing.

Speak in front of small to large groups in formal and informal settings.

Use tact, discretion and courtesy in dealing with sensitive situations.

Establish and maintain effective working relationships with District and nutrition staff and supervisors, administrators, faculty, and students.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Employees in this classification work inside and outside with varying temperature changes, in confined spaces with poor ventilation, dry atmospheric conditions, dangerous machinery, inadequate lighting, loud noise, sharp objects, dust (moderate to high concentrations of silica or allergenic dust), cleaning chemicals, odors, toxic materials, machinery with moving parts, moving vehicles, hands in water, over 40 hours per week, exposure to minor and severe contagious illnesses, direct contact with public, students, and other assigned staff, without guidance from supervisor, occasionally negative interpersonal situations, high volume and tight deadlines with continuous interruptions, protective equipment used/required gloves.

Proposed Salary Range: MGMT-19 *Exempt

CLASS TITLE: PROGRAMMER ANALYST

BASIC FUNCTION:

DEFINITION:

Under the direction of the Director of Information Systems, perform system analysis and programming for computer system/software; provide support to school and District staff in proper operations of systems; maintain the integrity of student, finance and personnel data; produce reports for statistical studies and projections; and compile data for filing of periodic reports to local, state and federal agencies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

This 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.

Performs system analysis and programming for computer system/software; writes and maintains a variety of ~~programs in COBOL or other applicable~~ **computer** languages; writes programs for various computer systems including student information, attendance, human resources, payroll/budget, purchasing/warehouse, media and other programs; tests and debugs programs; **writes programs to bridge various computer systems to District's student information, attendance, human resources, payroll/budget, and purchasing/warehouse systems**; provides support to school and District staff in proper operations of various hardware and software systems; meets with end users to design and change computer software; maintains the integrity of student, finance and personnel data; troubleshoots hardware and network problems; writes operation procedures and documentation for computer system; produces reports for statistical studies and projections; compiles data for filing of periodic reports to local, state and federal agencies; creates reports on magnetic tapes or diskettes; maintains assigned databases; administers **enterprise RDBMS** user accounts. ~~on mainframe computer.~~

Operates a personal computer, servers, magnetic tape equipment, scanners, laser ~~and line~~ printers, ~~burst~~, ~~decoder~~ and other peripherals as assigned; performs a variety of computer operations including generating reports, and printing ~~and bursting~~ reports; prepares and maintains a variety of records and reports related to assigned activities; prepares special reports as required; participates in web page **programming**, design, and maintenance activities; evaluates computer software and makes recommendations as appropriate; performs related duties as assigned.

EMPLOYMENT STANDARDS

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 AND EXPERIENCE:

~~Any combination equivalent to: graduation from high school supplemented by college-level course work in computer science, management information systems or related field and two years increasingly responsible experience programming in COBOL or other applicable language.~~

Training and Experience:

Graduation from an accredited college with a Bachelor Degree in computer science or closely related field. Three years of experience that demonstrates a wide range of knowledge and abilities of the application programming function.

Knowledge Of:

Computer programming and system design.

~~COBOL and other applicable programming languages.~~

Operations of personal and mainframe computers.

~~HTML language and web page design.~~

Web programming and web page design.

Scripting languages

Enterprise, relational database management systems.

Interpersonal skills including tact, patience and courtesy.

Record-keeping techniques.

Uses, capabilities, characteristics and limitations of computers and related equipment.

Current methods, practices and procedures involving the use of computer technology and related equipment.

Ability to:

Perform system analysis and programming for computer system/software.

Translate functional requirements into systems specifications.

Provide support to school and District staff in proper operations of systems.

Maintain the integrity of student, finance and personnel data; **analyze data**; produce reports for statistical studies and projections.

Compile data for filing of periodic reports to local, State and federal agencies.

Prepare and maintain databases and reports.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Meet schedules and time lines.

Plan and organize work.

PHYSICAL DEMANDS:

Employees in this classification sit, repetitively use fingers, repetitively use hand and/or wrists in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, have color vision and distinguish shades, see small details, use a computer and telephone.

~~Seeing to view a computer monitor.~~

~~Dexterity of hands and fingers to operate a computer keyboard.~~

~~Hearing and speaking to exchange information.~~

~~Sitting for extended periods of time.~~

~~Bending at the waist, kneeling or crouching.~~

WORK ENVIRONMENT:

Employees in this classification work inside, in confined spaces, alone, over 40 hours per week, in direct contact with other District staff, in the absence of direct supervision, with high volume of work and tight deadlines.

Indoor environment.

Approved 2/21/01
Revised: 12/14/10
Salary Range: CSEA/75

ANAHEIM UNION HIGH SCHOOL DISTRICT
501 Crescent Way – P.O. Box 3520
Anaheim, CA 92803-3520

EDUCATIONAL CONSULTING AGREEMENT

THIS AGREEMENT is made and entered into this:

14th	day of	December	2010
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by and between

Marc Steele

Independent Contractor, hereinafter referred to as "Consultant" and the Anaheim Union High School District Personnel Commission, hereinafter referred to as "Personnel Commission."

WHEREAS the Personnel Commission is in need of special services and advice;

WHEREAS such services and advice are not available at no cost from public agencies;
and

WHEREAS Consultant is specially trained, experienced, and competent to provide the special services and advice required; and

WHEREAS such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

1. Services to be provided by Consultant:

Personnel Commission Appeal Hearing for Dan Clavel
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Site/School:	District Office	Funds (Cost Center):	01051058725810
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2. List of Other Supportive Staff or Consultants:

None

3. Consultant shall commence providing services under this AGREEMENT on:

Date: 12-15-10	During the appeal process and hearing for Dan Clavel
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and shall diligently perform as specified and complete performance by:

Date: unknown	The end of the appeal hearing of Dan Clavel
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Consultant shall perform said services as an independent contractor and not as an employee of the District. Consultant shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result is to be accomplished.

4. District/Personnel Commission shall prepare and furnish the following information to Consultant, upon request, such information as is reasonably necessary to the performance of Consultant to this AGREEMENT:

Marc Steele

5. District/Personnel Commission shall pay Consultant the maximum amount of

At an hourly rate of \$71.23, not to exceed \$ 8907.92 plus current employee rate for reimbursement of hotel, meals, and mileage (see Attachment A for hotel, meal, and mileage expense).

for services rendered

to # of people:	1	# hours per day:	8	# of days:	13
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pursuant to this AGREEMENT. Payment shall be made 15 to 30 days after receipt of invoice. Consultant shall submit an invoice to District/Personnel Commission.

6. District/Personnel Commission may at any time for any reason terminate this AGREEMENT. Written notice by the Personnel Commission Chair shall be sufficient to stop further performance of services by Consultant. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
7. Consultant agrees to and shall hold harmless and indemnify District and Personnel Commission, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
 - a. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, expense sustained by Consultant or any person, firm, or corporation employed by Consultant upon or in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of District, its officers, employees, or agents.

- b. Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including the District, arising out of, or in any way connected with the services covered by this AGREEMENT, whether said injury or damage occurs either on or off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, Personnel Commission, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment/lawsuit reimbursement that may be rendered against the District, Personnel Commission, its officers, agents, or employees in any action suit, or other proceedings as a result thereof.

- 8. This AGREEMENT is not assignable without written consent of the parties hereto.
- 9. Consultant and assistants shall comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including Worker's Compensation.
- 10. Consultant, if an employee of another public agency, certifies that Consultant shall not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to the AGREEMENT.
- 11. The following is a brief description of what will be achieved by Consultant as a result of this AGREEMENT:

The Consultant will act as the Personnel Director, Personnel Commission for the appeal hearing for Dan Clavel. The hearing is scheduled for ten days with an additional three days used for administrative services associated with the hearing.

- 12. What are the technical reasons Consultant is being hired as an Independent Contractor rather than an employee?

The current Personnel Director for the Personnel Commission might be called as a witness in the hearing of Dan Clavel.

List any technical support that will need to be supplied by District:

Technical support will be supported by the Human Resources Assistant, Jenni Smith.

**COMMON-LAW FACTORS
(IRS Revenue Rule 87-41)**

Mark all items that are true for the intended Consultant (if completing on-line, double click the box to mark):

- No Instructions:** The consultant will not be required to follow explicit instructions to accomplish the job.
- No Training:** The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.
- Work Not Essential to the Employer:** The employer's success or continuation does not depend on the services of the consultant.
- Right to Hire Others:** The consultant is being hired to provide a result and will have the right to hire others for actual work, unless otherwise noted.
- Control of Assistants:** Assistants hired at consultant's discretion; consultant responsible for hiring, supervising, paying of assistants.
- Not a Continuing Relationship:** If frequent, will be at irregular intervals, on call, or whenever work is available.
- Own Work Hours:** Consultant will establish work hours for the job.
- Time to Pursue Other Work:** Since specific hours are not required, consultant may work for other employers simultaneously, unless otherwise noted.
- Job Location:** Consultant controls job location, under district discretion, whether on employer's site or not.
- Order of Work:** Consultant, rather than employer, determines order or sequence of steps in performance of work.
- No Interim Reports:** Only specific pre-determined reports defined in the consulting agreement.
- Basis of Payment:** Consultant paid for services rendered, if applicable (see Agreement #4); total compensation set in advance of starting the job.
- Business Expenses:** Consultant is responsible for incidental or special business expenses.
- Tools and Equipment:** Consultant furnishes the identified tools and equipment needed for the job.
- Significant Investment:** Consultant can perform services without using the employer's facilities. Consultant's investment in own trade is real, essential, and adequate.
- Possible Profit or Loss:** Consultant does these (check valid items):
 - Hires, directs, pays assistants
 - Has equipment, facilities
 - Has a continuing and recurring liability
 - Performs specific jobs for prices agreed-upon in advance
 - Lists services in Business Directory
 - Other (explain) _____
- Work for Multiple Employers:** Consultant may perform services for more than one employer simultaneously, unless otherwise noted.
- Services Available to the General Public** (check valid items):
 - Maintains an office
 - Business license
 - Business signs
 - Advertises services
 - Lists services in Business Directory
 - Other (explain) _____
- Limited Right to Discharge:** Consultant not subject to termination as long as contract specifications are met, unless otherwise noted (see Agreement #5 and #11).
- No Compensation for Non-Completion:** Responsible for satisfactory completion of job; no compensation for non-completion.

