

Personnel Commission Annual Report 2012-2013



ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

501 Crescent Way
Anaheim, CA 92803
(714) 999-3549
www.auhsd.us

PERSONNEL COMMISSION

The Personnel Commission is governed by the Merit System which is part of the California Education Code. The Personnel Commissioners and staff are endowed with the responsibility of overseeing the administration of the Merit System. Furthermore, they are committed to providing Human Resources services which are client oriented and in conjunction with the overall goals of Anaheim Union High School District. The Commission recognizes that an effective employment program is dependent upon a strong selection program and is complemented by a diligent performance management program. Through continuous staff development, the Personnel Commission is committed to working with the Board of Trustees, Administration, and the employee representatives to ensure that Anaheim Union High School District ranks highest in the classified employment program.

VISION STATEMENT

The Human Resources department will create an atmosphere of teamwork and fair employment practices to recruit, train, develop and retain a successful workforce to help our students succeed.

MISSION STATEMENT

The Human Resources department is committed to providing professional, timely, efficient, and effective service in attracting and retaining the best-qualified employees based on demonstrated job-related merit and fitness for the purpose of providing the District with a quality workforce that promotes a culture of teamwork, fairness and an environment dedicated to student success.

THE MERIT SYSTEM

The Anaheim Union High School District (AUHSD) became a member of the Merit System in 1967. Anaheim Union High School District is committed to the goal of fair and equitable employment practices, and is one of approximately 100 school districts in California utilizing the Merit System. The guiding principles of the Merit System and the Personnel Commission are: We believe in...

fair and equitable treatment in all personnel management matters.

equal pay for work of equal value.

recruitment from all segments of society and advancement on the basis of ability, knowledge, and skill under fair and open competition.

high standards of integrity and conduct and concern for the public interest.

the retention of employees who perform well.

improved performance through effective education and training.

protection of employees from arbitrary action, personal favoritism, or political coercion.

the protection of employees against reprisal for lawful disclosures of information.

COMMISSIONERS

Commissioners	Title	Appointed by	Current Term Expires
Charles Darrington	Chairperson	Joint Appointee	December 1, 2013
Audrey Cherep	Vice-Chairperson	CSEA	December 1, 2014
Espiridion Castillo	Member	Board of Trustees	December 1, 2015

The Personnel Commission is an independent body composed of three persons appointed for a three-year staggered term. Regular Personnel Commission meetings are once a month on the second Tuesday at 3:30p.m in the Anaheim Union High School District Board Room. Personnel Commissioners must reside within the school district boundaries and be community members who are known adherents of the principles of merit. Authority for the Personnel Commission functions is provided in Sections 45220 through 45320 of the State Education Code and the Personnel Commission Rules.

Joint Appointee: Charles Darrington

Charles Darrington was first appointed as a Commissioner on December 14, 2010, as the Joint Appointee and continues to serve in that capacity. Mr. Darrington worked for Anaheim Union High School District as a Teacher, Counselor and Administrator for 22 years. He then worked for Los Alamitos School District for 11 years in the capacity of Principal and Assistant Superintendent. After retiring Mr. Darrington worked for the State Teachers Retirement Systems for 16 years as a Benefit Counselor. Mr. Darrington is involved in the professional organization Community Advisory Committee for Measure G.

Union Appointee: Audrey Cherep

Audrey Cherep was first appointed as a Commissioner on July 1, 2003, as the Classified School Employee Association (CSEA) appointee and has served as the Commission Vice-Chair since December 2012. Ms. Cherep worked for Anaheim Union High School District for over 27 years as an ASB Account Technician. She was the CSEA President for 10 years and has been a long-time supporter of the Merit System.

District Appointee: Espiridion "Speed" Castillo

Espiridion "Speed" Castillo was first appointed as a Commissioner in 1997 as the Board of Trustees Appointee, and last year accepted an additional three year appointment to the Commission lasting until December 2015. Mr. Castillo retired from AUHSD after 35 years of service. During his time with AUHSD, Mr. Castillo worked as a Teacher, Counselor, Coach, Assistant Principal, and Coordinator for Federal Projects. Mr. Castillo is very involved in the community and supports several community organizations such as: Liaison for the CIF of Orange County Schools, Anaheim Alumni Association, California Athletic Directors Association, Orange County Athletic Directors Association, American Legion Post 72 and Veterans of Foreign Wars, Flagstaff.

CLASSIFICATION AND COMPENSATION

The Personnel Commission is responsible for defining, categorizing, and allocating positions to appropriate classifications, assigning classifications within occupational hierarchies and developing written classification specifications. This is accomplished through a scientific process of job analysis which includes interviews, questionnaires completed by incumbents and supervisors as well as researching job classifications from other educational and private agencies and other resources. Salary studies and surveys are conducted for the purpose of attracting and retaining quality personnel and ensuring equal pay for equal work.

CLASSIFICATION ACTIONS

NEW CLASSIFICATIONS

Nutritional Services Sous Chef
Nutrition Services Production Assistant
HVAC-EMCS Technician
Nutrition Services Operations Specialist

JOB ANALYSIS/ REVISED

Maintenance Lead (In process)
Maintenance Service Worker
Site Custodial Supervisor I (In Process)
Site Custodial Supervisor II
Warehouse Worker - Central Warehouse
Warehouse Worker - Nutrition Services
Administrative Assistant (In Process)
Administrative Assistant - Bilingual (In Process)
Senior Administrative Assistant - Program Support
Senior Administrative Assistant - Program Support - Bilingual
Senior Administrative Assistant - School Support
Senior Administrative Assistant - School Support - Bilingual
Food Service Assistant IV - Production to Nutrition Services Production Assistant
Food Service Assistant IV - Preparation to Nutrition Services Operations Specialist
Food Service Cook to Nutritional Services Sous Chef
HVAC Technician to HVAC-EMCS Technician
Inventory Control Specialist
Assessment and Evaluation Technician

RECLASSIFICATION

APPEAL HEARINGS

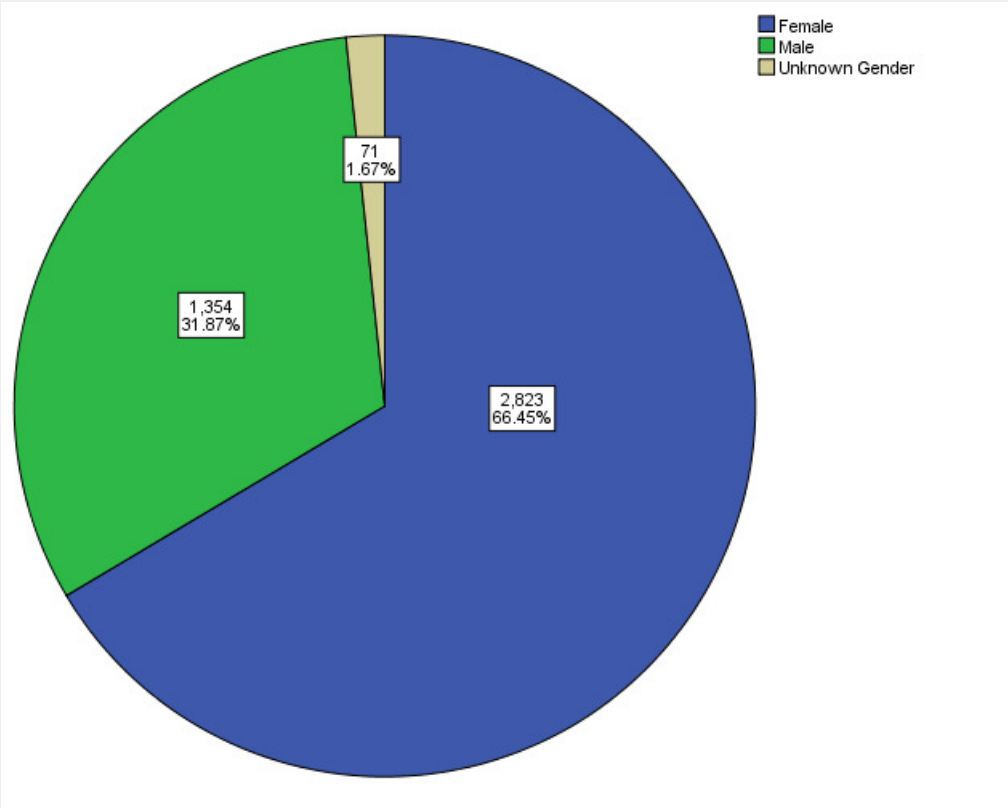
Permanent Classified employees have the right to appeal a disciplinary action (termination, suspension, involuntary demotion) taken by the Board of Trustees. The Personnel Commission may sustain, modify, or reverse the decision of the Board of Trustees and order retroactive compensation/seniority to the employee, if appropriate.

During the 2012 - 2013, year the Personnel Commission had two appeal hearings.

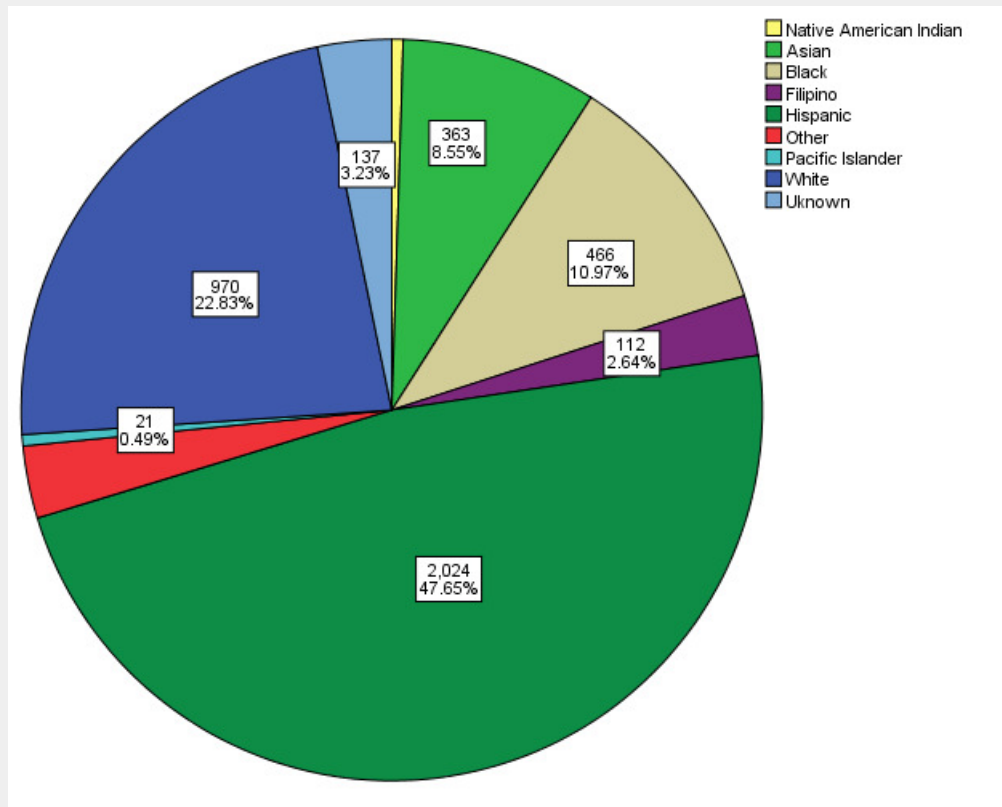
RECRUITMENT AND SELECTION STATISTICS

Recruitments	2009-2010	2010-2011	2011-2012	2012 - 2013
Position Requisitions	95	155	195	189
Applications Received	1367	2595	3808	4248
Qualified Applications	983	2156	3660	3344
Disqualified Applications	384	439	148	904
Measures	2009-2010	2010-2011	2011-2012	2012-2013
Written Exam Applicants	1307	1601	2222	2521
Performance Exams Applicants	26	168	121	219
Structured Interviews	32	300	247	460
Eligible Candidates	411	489	477	572
Gender	2009-2010	2010-2011	2011-2012	2012-2013
Female	889	1565	2125	2823
Male	418	922	1641	1354
Unknown	83	108	42	71
Total	1367	2595	3808	4248
Ethnicity	2009-2010	2010-2011	2011-2012	2012-2013
American Indian	6	13	35	21
Asian	109	189	343	363
Black	78	228	483	466
Filipino	24	35	122	112
Hispanic	633	1331	1456	2024
Other	54	62	147	134
Pacific Islander	13	15	20	21
White	369	584	113	970
Unknown	81	131	89	137

2012-13 Applications Received: Gender



2012-13 Applications Received: Ethnicity



EXAMINATIONS CONDUCTED

The 2012-2013 recruiting/selection process included positions in paraprofessional, technical, maintenance and operations, supervisory and Director level classifications. A total of 39 eligibility lists were created and 96 exams were conducted.

ASB Accounting Technician
Assistant Director Nutritional Services
Auditorium Operations Assistant
Bus Driver
Business Technician
Credentials Technician
Employee Relations Analyst
Executive Assistant to the Superintendent
Food Service Assistant I
Food Service Assistant II
Food Service Manager I
Food Service Manager II
Human Resources Assistant
Human Resources Technician
HVAC-EMCS Technician
Instructional Assistant- Adult Transition
Instructional Assistant-Behavioral Support
Instructional Assistant Deaf/Hard of Hearing/Visual Impaired
Instructional Assistant-Special Abilities
Instructional Assistant-Specialized Academic Instruction
Instructional Assistant-Specialized Academic Instruction
Information Systems Specialist II
Inventory Control Specialist
Job Developer/Job Coach
Nutritional Services Operations Supervisor
Occupational Therapist
Office Assistant Bilingual/Spanish
Programmer Analyst
School Community Liaison Bilingual (Spanish)
School Library/Media Technician
Secretary Attendance - Bilingual
Secretary Attendance
Senior Administrative Assistant-Bilingual/Senior Administrative Assistant-School Support Bilingual
Senior Administrative Assistant/Senior Administrative Assistant-School Support
Sign Language Interpreter
Sign Language Interpreter
Office Assistant/Office Assistant-Bil
Translator - Spanish
Warehouse Worker - Central Services

EMPLOYMENT ACTIONS 2012-2013

Human Resources Action	2009-2010	2010-2011	2011-2012	2012-13
Employment & Promotions	41	158	198	341
Employment for Extended School Year	138	330	320	421
Workability Employees	171	229	213	233
Student Workers	104	74	81	107
Avid Tutors	4	29	15	15
Pay Adjustments for JROTC/NJROTC	7	7	11	11
Leave of Absence			291	319
Classified/Certificated			172/119	187/132
Resignations	46	43	49	46
Retirements	21	17	20	23
Reinstatements	9	66	2	37
Reemployment Placement	78	16	111	52
Examination Appeals	0	0	0	3
Disciplinary Hearings	1	1	2	1

DATA ENTRY FROM JULY 1, 2012 TO JUNE 30, 2013

Screen	Pay Class	Records Added	Records Changed	Totals	Estimate per day	
Evaluation		1193	970	2163	8.79	
Employee track		2062	868	2930	11.91	
Employee master		644	1927	2571	10.45	
Employee pay	Certificated	2732	2169	4901	19.92	
Employee pay	Classified	4268	6711	10,979	44.63	
			Total Records	23,544	95.71	Per day

CLASSIFIED SERVICE CELEBRATIONS

During the 2012-2013 school year the Personnel Commission staff prepared for several employee celebrations. The first celebration was the 17th Annual Classified Employee of the Year Awards on May 9, 2013, sponsored by Schools First Federal Credit Union and Classified Schools Employee Association. Robert Alvarado, Instructional Assistant - Special Abilities at Hope School was recognized as the 2012-13 Classified Employee of the Year.

On May 01, 2013, the Years of Services Awards for Certificated and Classified Employees were held at the Savanna High School Auditorium. Over 102 employees were recognized for 20 or more years of service. Robert Schneider Site Custodian Supervisor II at Savanna and Robert Hatch , Teacher at Orangeview Junior High, were recognized for their 40 years of service with Anaheim Union High School District.

On June 1, 2013, the Retirement Tea celebration recognized 32 Certificated and Classified employees who retired during the 2012-2013 school year.

PERSONNEL COMMISSION STAFF

Victoria Wintering, Ph.D.	Executive Director Human Resources-Classified
Marie Ragazzo	Human Resources Analyst
Melanie Thomasson	Employee Relations Analyst
Jeff Gilbert	Human Resources Assistant
Michelle Eichenauer	Human Resources Technician
Vanessa Koch	Human Resources Technician
Lilia Palos-Bergado	Human Resources Technician
Shara Staine	Human Resources Technician