

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

Education Center - Fifth Floor Board Room
10331 Stanford Avenue, Garden Grove, CA
April 19, 2017 – 5:10 P.M.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADMINISTRATION AND POLICY**
 - 3.1 Director's Report
4. **MINUTES OF THE REGULAR MEETING OF MARCH 1, 2017***
5. **AUDIENCE** – This is the public's opportunity to address the Commission on items not on the agenda. The public will have an opportunity for comment on agenda items as those items are discussed.
6. **CORRESPONDENCE AND COMMUNICATIONS**
 - ⇒ Classified Personnel Report – 03/07/17
 - ⇒ Classified Personnel Report – 03/21/17
 - ⇒ Classified Personnel Report – 04/04/17
 - ⇒ PCASC Mini Conference – 06/02/17
7. **APPROVAL OF CLASSIFICATION ACTIONS***
 - 7.1 Classification Description Revision – Network Analyst
 - 7.2 New Position – Accounting Technician I (Business Services)
 - 7.3 New Position – Clerical Specialist I (K-12 Educational Services)
 - 7.4 New Position – Central Office Clerk I (Information Technology)
 - 7.5 New Positions – Custodian (Bryant, Cook, Enders, McGarvin, Patton, Ralston, Sunnyside)
 - 7.6 New Position – Intensive Behavioral Instruction Assistant (Office of Special Education)
 - 7.7 New Positions – Instructional Aide (Pre-School) – (Carver ECEC, Clinton Corner Family Campus, Heritage, Lawrence, Rosita, Violette)
8. **ORDERING OF EXAMINATIONS***
 - 8.1 Buyer Open
 - 8.2 Cook-Baker Promotional
 - 8.3 Health Assistant Open
 - 8.4 Testing Clerk – Bilingual Spanish Open
 - 8.5 Testing Clerk – Bilingual Vietnamese Open
9. **RATIFICATION OF ELIGIBILITY LISTS***
 - 9.1 Campus Safety Assistant Open
 - 9.2 Custodian (extension) Open
 - 9.3 Food Service Manager Promotional
 - 9.4 Instructional Aide – Bilingual Vietnamese Open
 - 9.5 Instructional Aide II – Special Education Open
 - 9.6 Lead Technology Assistant Promotional
 - 9.7 School Testing Assistant Open
 - 9.8 Technology Assistant Open

Personnel Commission Meeting packets are available for public viewing on the Garden Grove Unified School District website www.ggusd.us (Departments/Personnel Services/Personnel Commission Meeting Agendas).

Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services, in order to participate in a personnel commission meeting, shall contact the Office of Personnel Services by noon on the Monday before the scheduled meeting. Requests shall be made by calling (714) 663-6368 or by fax to (714) 663-6500.

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

Education Center - Fifth Floor Board Room
10331 Stanford Avenue, Garden Grove, CA
April 19, 2017 – 5:10 P.M.

AGENDA

10. OTHER BUSINESS

- 10.1 Commissioners
- 10.2 Next Personnel Commission Meeting

11. ADJOURNMENT OF REGULAR MEETING

***DENOTES ACTION TO BE TAKEN**

Personnel Commission Meeting packets are available for public viewing on the Garden Grove Unified School District website www.ggusd.us (Departments/Personnel Services/Personnel Commission Meeting Agendas).

Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services, in order to participate in a personnel commission meeting, shall contact the Office of Personnel Services by noon on the Monday before the scheduled meeting. Requests shall be made by calling (714) 663-6368 or by fax to (714) 663-6500.

***DENOTES ACTION TO BE TAKEN**

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
March 1, 2017

CALL TO ORDER

Commissioner Tortolano called the meeting of March 1, 2017 to order at 5:10 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Bernice Flatebo
Mr. Jim Franks
Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Ms. Joli Armitage
Mr. Pat Collison
Ms. Suzy Seymour
Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Director Seymour stated that due to commissioner and staff vacation schedules, it will not be possible to hold the next two personnel commission meetings on the first Wednesday of the month. The commissioners and Director Seymour discussed possible dates and determined that the next two Personnel Commission meetings will be held on Wednesday, April 19, 2017 and Wednesday, May 17, 2017.

Assistant Director Smith introduced the new Supervising Personnel Analyst, Eliana Ceja, whose first day of work is today. Ms. Ceja was previously a supervising Senior Analyst with CODESP, which is the consortium staff utilizes as a source for testing materials.

The commissioners extended a warm welcome to Ms. Ceja and stated that they were glad to have her as a new member to the staff.

Director Seymour stated that the district is once again hosting the California Association of School Transportation Officials' (CASTO) annual ROADEO, which is scheduled for Saturday, March 11, 2017 at 8:00 a.m. Key events will be taking place during the morning hours with the event ending at around noon. Director Seymour commended the employees in the maintenance department for volunteering to set up for the event, cooking during the event and then assisting in moving items back into their original places.

Commissioner Franks commented that districts receive extra credit points when commissioners and board members attend the ROADEO.

Commissioner Tortolano inquired as to whether a date has been set for the annual Community Dinner.

Assistant Superintendent Armitage stated that the Community Dinner has been scheduled for Monday, April 24, 2017 at 5:30 p.m. at the Hyatt Hotel in Garden Grove.

Director Seymour stated that she will have staff member, Ms. Cantoran, contact the commissioners to confirm their availability.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the February 1, 2017 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. No comments were heard.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 02/07/17
- Classified Personnel Report – 02/21/17

Commissioner Flatebo commented that by the looks of the Classified Personnel Reports, a lot of activity is taking place in terms of hirings and placements. Director Seymour stated that Assistant Director Collison's team is doing a great job of hiring and processing existing and new employees. Additionally, other departments have been complimenting staff on all of their hard work.

Assistant Director Collison stated that his staff who are primarily responsible for hiring all special education aides are doing a wonderful job and that in fact, for a brief 24 hour period of time, there were zero Special Education vacancies!

APPROVAL OF CLASSIFICATION ACTIONS

7.1 Reclassification – General Maintenance Workers (Mechanical Maintenance Department)

Assistant Director Smith stated that the Mechanical Maintenance Worker classification is an established classification but not currently occupied by any employees. In 2014, due to various departmental vacancies, it was decided to fill Mechanical Maintenance Worker vacancies with General Maintenance Workers in order to have a broader pool of employees. The intent was that these employees could have more opportunities to cross train and transfer among the three Mechanical, Structural and Construction departments. However, as it turns out, once the General Maintenance Workers were assigned to a department, they have stayed and gained substantial technical experience as it relates to that department's expertise.

Currently, the Mechanical Maintenance Department consists of Electricians, HVAC Technicians and Plumbers, with General Maintenance Workers for support. This department's supervisor, Mr. Art Blais, currently has one General Maintenance Worker vacancy and has requested that this position, along with the two other General Maintenance Worker positions in his department, be reclassified to Mechanical Maintenance Workers. Mr. Blais' department is in charge of all air conditioning units district wide and is hoping to fill his vacancy with a mechanical maintenance worker with possible HVAC experience.

Assistant Director Smith has met with all parties involved including Mr. Rodriguez, Director of Maintenance, Operations and Transportation, Mr. Bessey, Assistant Director of Maintenance, Operations and Transportation, CSEA President, Chris Leon, Mr. Blais and the two current General Maintenance Workers in the Mechanical Maintenance Department who are all in agreement regarding the proposed reclassification. The two General Maintenance Workers in the Mechanical Maintenance Department would like to be reclassified and qualify to do so based on the accretion of Mechanical Maintenance duties over a two year period. These two employees' current duties will not be changing and have already been performing all of the duties as outlined in the Mechanical Maintenance Worker job description. Assistant Director Smith stated that one of the existing General Maintenance Workers has a strong background in electrical work and the other has a strong plumbing background. Neither employee has expressed a desire to transfer to another department nor have they worked in another department as General Maintenance Workers.

Therefore, staff is recommending that the current General Maintenance Worker vacancy in the Mechanical Maintenance Department be classified as a Mechanical Maintenance Worker for which a new recruitment would then be necessary. Assistant Director Smith has made revisions to the Mechanical Maintenance Worker job description in preparation of this recruitment. With the Personnel Commission's approval tonight, CSEA can then proceed with their internal reclassification approval as well and staff can proceed with the Mechanical Maintenance Worker recruitment.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo that the General Maintenance Worker positions (salary range 30) in the Mechanical Maintenance Department be reclassified to Mechanical Maintenance Workers (salary range 30) and that the incumbents be reclassified with the positions, effective March 2, 2017. The motion passed 3-0.

7.2 New Position – Mechanical Maintenance Worker (Mechanical Maintenance Department)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new position listed above as Mechanical Maintenance Worker, salary range 30, effective March 1, 2017. The motion passed 3-0.

7.3 Classification Description Revision – Mechanical Maintenance Worker

Employee Joe Ragusa, who works in the Mechanical Maintenance Department as a HVAC Technician, stated that it takes a long time to train someone to work in that department. Additionally, Mr. Ragusa stated that it takes a lot of time on the job to explain, train and properly execute all of the duties related to just the Mechanical Maintenance department. Some employees in the Mechanical Maintenance Department have received extensive formal training and have the desire to become experts in their field which will allow them to excel in their craft.

In summary, Assistant Director Smith stated that all Mechanical Maintenance Department support workers would then be Mechanical Maintenance Workers and there would no longer be any General Maintenance Workers in that department.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for the Mechanical Maintenance Worker, effective March 1, 2017. The motion passed 3-0.

7.4 New Positions – Campus Safety Assistant (2 positions – Los Amigos High School)

7.5 New Position – Intensive Behavioral Instruction Assistant – (Office of Special Education)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions as listed above, effective March 1, 2017. The motion passed 3-0.

ORDERING OF EXAMINATIONS

8.1	Accountant	Open
8.2	Campus Safety Assistant	Open
8.3	Instructional Aide – Bilingual Vietnamese	Open
8.4	Mechanic's Helper	Open
8.5	Stock Clerk II	Promotional
8.6	Technology Assistant	Open

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists. The motion passed 3-0.

RATIFICATION OF ELIGIBILITY LISTS

9.1	Assistant Director of Transportation	Open
9.2	Intensive Behavioral Instruction Assistant	Open
9.3	Lead Custodian	Promotional

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective March 1, 2017. The motion passed 3-0.

OTHER BUSINESS

10.1 Commissioners

None of the Commissioners had other business to comment on or discuss.

Assistant Director Smith commended audience member and Network Analyst, Mr. Keith Davidson, for assisting today in the set up and configuration of the Lead Technology Assistant performance examinations. Today's performance examinations consisted of two panels for which technology was set up and took upwards of an hour and a half of Mr. Davidson's time.

Commissioner Tortolano added that it is nice to see Information Technology employees in the audience on a regular basis.

10.2 New Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, April 19, 2017 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran

AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS

CORRESPONDENCE AND COMMUNICATIONS

- ⇒ Classified Personnel Report – 03/07/17
- ⇒ Classified Personnel Report – 03/21/17
- ⇒ Classified Personnel Report – 04/04/17
- ⇒ PCASC Mini Conference – 06/02/17

Report No.	<u>03/07/17-2</u>
Action Taken	<u>✓</u>
As Recommended	<u>✓</u>
With Revisions	<u> </u>
With Addendum	<u> </u>

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 03/07/17-2

EMPLOY

Employee Contractors
Noon Duty Supervisors
Regular
Reinstate/Reemploy
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Increase/Decrease
Promotions
Reclassifications

MISCELLANEOUS

Terminations

It is recommended that the Board approve actions as listed in Board Report No. 03/07/17-2.

On motion of Trustee Rocco, seconded by Trustee Muneton, and
unanimously carried, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 03/07/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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EMPLOY

Employee Contractors

Cervantes, Michael J	Employee Contractor	\$20.00	Garden Grove	HOURLY - will teach the fundamentals of percussion and compose music for competitions; not to exceed 247 hours.	02/14/17	06/21/17
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Noon Duty Supervisors

Camarillo, Lisa M	Noon Duty Supervisor/CL	\$13.09	Stanley		12/05/16	
Quazi, Salma	Noon Duty Supervisor	\$13.09	Hill		09/01/16	

Regular

Altamirano, Carlos M	Custodian - Swing	25/1	\$21.94	Russell		02/09/17
Armstrong, Angelique N	School Office Clerk I	21/1	\$19.88	Jordan ATP		02/10/17
Geertson, Micah	Technology Assistant	18/1	\$18.46	Parkview		02/09/17
Gomez, Joshua L	HVAC Technician II	39/4	\$6,230.00	District Maintenance Center		02/17/17
Guerrero, Juan M	Custodian - Swing	25/1	\$21.94	Allen		02/21/17
Hawkins, Shani Z	Lead Food Service Worker	17/1	\$18.01	Enders		02/21/17
Heavrin, Anita M	Breakfast Worker	16/2	\$18.46	Carrillo		02/16/17
Kwan, Albert	Programmer Analyst	47/1	\$6,546.00	Information Technology		02/15/17
Lopez, Jesus	Library Media Technician I	18/2	\$19.39	Murdy		02/15/17
Nguyen, Elizabeth T	Food Service Worker I	13/2	\$17.13	Bell		03/01/17
Nguyen, Ha T	Instructional Aide II - Special Ed.	19/2	\$19.88	Sunnyside		02/16/17
Ramirez Torres, Aron	Instructional Aide - Bil Spanish	15/2	\$18.01	Russell		02/27/17
Rios Cortes, Francisco	Custodian - Swing	25/1	\$21.94	Heritage		02/14/17
Sugita, Darren	Technology Assistant	18/1	\$18.46	Bryant	Shared with Gilbert	02/14/17
Tran, Lina U	School Office Clerk I	21/1	\$19.88	Alamitos		02/14/17
Truong, Jason K	Custodian	24/1	\$21.40	Allen		02/08/17
Voss, Joseph J	Electrician	37/4	\$5,930.00	District Maintenance Center		02/01/17
Wygmans, Valentina	Translator-Interpreter-Bil Span	26/1	\$22.48	A.R.C.		02/27/17

Reinstate/Reemploy

Amos, Matthew D	Instructional Aide II - Special Ed.	19/2	\$19.88	La Quinta		02/21/17
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Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Substitutes						
Gandarilla, Frank	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		02/17/17
Gonzales, Bernice	Sub Bus Driver		\$18.82	Transportation		02/08/17
Itzep, Marcela A	Sub Bus Driver		\$18.82	Transportation		02/09/17
Manalese, Micah J	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		02/21/17
Ortiz, Carlos V	Sub Bus Driver		\$18.82	Transportation		01/27/17
Plender, Jeff S	Sub Bus Driver		\$18.82	Transportation		02/14/17
Souza, Talyn I	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		02/15/17
Victor, Sandra L	Sub Food Service Worker		\$13.65	Varies		03/06/17
Temporary						
Almaraz, Amanda M	Student Worker - Trainee		\$8.93	Pacifica		02/09/17
Arredondo, Jazmin	Student Worker - Trainee		\$8.93	Santiago		01/30/17
Ayala, Austin	Student Worker - Trainee		\$8.93	Rancho Alamitos		01/21/17
Calderon, Marbella	Student Worker		\$10.50	Pacifica		02/07/17
Cano, Adriana A	Student Worker - Trainee		\$8.93	Bolsa Grande		01/26/17
Carrillo, Alvaro	Student Worker - Trainee		\$8.93	Santiago		01/27/17
Castaneda, Natividad	Student Worker		\$10.50	Pacifica		02/17/17
Castillo, Maria R	Food Service Worker I	13/2	\$21.40	Rosita	Temporary additional assignment	08/31/16
Castro Morrison, Darrell R	Student Worker - Trainee		\$8.93	Pacifica		01/31/17
Cruz-Gonzalez, Josue A	Student Worker		\$10.50	Rancho Alamitos		02/11/17
Delarosa Rdz., Esmeralda	Student Worker - Trainee		\$8.93	Rancho Alamitos		01/31/17
Dominguez, Ernesto E	Student Worker - Trainee		\$8.93	Santiago		01/27/17
Galeana, Maite	Student Worker - Trainee		\$8.93	Rancho Alamitos		01/21/17
Gomez, Kimberly	Tutor		\$14.00	K-12 Educational Services		02/22/17
Hamilton, Sydney L	Student Worker - Trainee		\$8.93	La Quinta		01/30/17
Jimenez, Zayra	Tutor		\$14.00	Walton		02/07/17
Manrique, Samantha Y	Student Worker - Trainee		\$8.93	Rancho Alamitos		02/02/17
Martinez, Isaac	Student Worker - Trainee		\$8.93	La Quinta		01/25/17
Martinez, Samuel C	Student Worker - Trainee		\$8.93	La Quinta		01/25/17
Ornelas, Samantha D	Student Worker - Trainee		\$8.93	Los Amigos		01/28/17
Razo Rubio, Henry	Student Worker - Trainee		\$8.93	Garden Grove		01/23/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Rico, Samuel	Student Worker - Trainee		\$8.93	Los Amigos		01/27/17
Salgado, Matthew J	Student Worker - Trainee		\$8.93	Rancho Alamitos		01/23/17
Soto, Alexis	Student Worker - Trainee		\$8.93	Santiago		01/23/17
Suchite, Vasily E	Student Worker - Trainee		\$8.93	La Quinta		01/27/17
Thai, Christopher	Tutor		\$14.00	K-12 Educational Services		02/14/17
Viramontes, Citliali	Student Worker - Trainee		\$8.93	Pacifica		02/04/17
<u>LEAVES</u>						
<u>Requests</u>						
Castillo, Valerie	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	02/01/17
Estrin, Karen	Clerical Specialist I			District Education Center	Paid medical leave	03/27/17
Grace, Natalie	Central Office Clerk II			District Education Center	Parental bonding leave	01/30/17
Lopez Bates, Patricia	Health Assistant			La Quinta	Paid medical leave	01/06/17
Saldivar, Armando	Instructional Aide II - Special Ed.			Rancho Alamitos	Paid medical leave	01/16/17
Seng Chanh, Boun	Custodian - Swing			Peters 4-6	Paid medical leave	01/30/17
Wakefield, Pam	Clerical Specialist I			Personnel	Intermittent family care leave	12/23/16
<u>RESIGNATIONS/RETIREMENTS</u>						
<u>Resignations</u>						
Kaiser, Sonia Y	Sch-Comm Liaison Wkr-Bil Span			Walton		02/09/17
Redondo, Jan Remcee G	Instructional Aide II - Special Ed.			Post		04/07/17
Salcedo, Lorena A	Testing Clerk-Bilingual Spanish			A.R.C.		02/20/17
<u>Retirements</u>						
Seyler, Ruth A	Accounting Technician II			Business Office		05/01/17
<u>CHANGE IN ASSIGNMENT</u>						
<u>Increase/Decrease</u>						
Beyer, Kristen A	Instructional Aide II - Special Ed.	19/5	\$23.05	Paine	Decrease from 29 to 17.5 hours per week	01/30/17
Bui, Mui T	Food Service Worker I	13/5	\$19.88	Carrillo	Increase from 10 to 11.25 hours per week	09/01/16
Kassajikian, Alice P	Food Service Worker I	13/5	\$21.40	Carrillo	Decrease from 16.25 to 13.75 hours per week	09/01/16
Tang, Julia Q	Food Service Worker I	13/5	\$20.37	Carrillo	Increase from 12.5 to 13.75 hours per week	09/01/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<u>Promotions</u> Pacheco, Rosa Pham, My C	Custodian Translator-Interpreter-Bil Viet	24/2 26/4	\$22.48 \$26.76	Eisenhower A.R.C.	From Breakfast Worker From School Community Liaison Worker - Bilingual Vietnamese	02/16/17 02/21/17
Veravides Galarza, Nataly	Lead Food Service Worker	17/1	\$18.01	Faylane	From Food Service Worker I	02/16/17
<u>Reclassifications</u> Naber, Sylva H	Instructional Aide II - Special Ed.	19/5	\$23.40	Jordan	From Instructional Aide I - Special Education	01/17/17
<u>MISCELLANEOUS</u>						
<u>Terminations</u> 9727	Health Assistant			K-6 Instructional Services		02/24/17

Report No.
Action Taken
As Recommended
With Revisions
With Addendum

03/21/17-2

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 03/21/17-2

EMPLOY

Employee Contractors
Noon Duty Supervisors
Regular
Reinstate/Reemploy
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations

CHANGE IN ASSIGNMENT

Increase/Decrease
Promotions

MISCELLANEOUS

Other
Separation

It is recommended that the Board approve actions as listed in Board Report No. 03/21/17-2.

On motion of Trustee Rocco, seconded by Trustee Dina Nguyen and
Unanimously Carried the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 03/21/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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EMPLOY

Employee Contractors

Taylor, Courtney R	Employee Contractor		\$20.00	Garden Grove	HOURLY - Will provide instruction relating to Winter Guard Arts team including choreography, design, writing and practices; not to exceed 190 hours.	02/28/17 06/15/17
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Noon Duty Supervisors

Flores, Elizabeth	Noon Duty Supervisor		\$13.09	Russell		02/01/17
<u>Regular</u>						
Ceja, Eilana I	Supervising Personnel Analyst	49/5	\$6,379.00	Personnel		03/01/17
Gandarilla, Frank	Instructional Aide II - Special Ed.	19/2	\$19.88	Irvine		02/27/17
Garcia, Jazmin	Food Service Worker I	13/2	\$17.13	Bell		02/14/17
Gonzalez, Ashley S	Food Service Worker I	13/2	\$17.13	Bell		02/22/17
Guzman, Rocio	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Riverdale		03/01/17
Guzman, Rosalie E	Breakfast Worker	16/2	\$18.46	Sunnyside		03/09/17
Hejazin, Sana J	Instructional Aide II - Special Ed.	19/2	\$19.88	Irvine		03/06/17
Herrera, Refugio	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Violette		02/24/17
Ho, Minh K	Sch-Comm Liaison Wkr-Bil Viet	21/3	\$21.94	Mitchell		02/27/17
Kwon, Shelby H	Instructional Aide II - Special Ed.	19/2	\$19.88	Post		02/17/17
Pacheco, Mary T	Instructional Aide II - Special Ed.	19/2	\$19.88	Ralston		03/01/17
Pham, Phuong	Instructional Aide - Bil Viet	15/2	\$18.01	Allen		03/06/17
Thai, Newton	Technology Assistant	18/1	\$18.46	Eisenhower		02/27/17

Reinstater/Reemploy

Torres Padilla, Sibia	Special Education Assistant		\$24.21	Mark Twain		02/01/17
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Substitutes

Areliano, Jaime S	Sub Noon Duty Supervisor		\$13.09	Carrillo		02/14/17
Brannon, Liron	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		03/06/17
Cretu, Magdalena N	Sub Noon Duty Supervisor		\$13.09	Sunnyside		02/15/17
Leming, Mariah T	Sub Noon Duty Supervisor		\$13.09	Parkview		02/17/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Maus, Melissa A	Sub Food Service Worker		\$13.65	Varies		03/01/17
Medrano Saucedo, Mayra L	Sub Clerk		\$15.44	Rosita		02/17/17
Morales, Rosemary D	Sub Noon Duty Supervisor		\$13.09	Bryant		02/27/17
Nguyen, James V	Sub Food Service Worker		\$13.65	Varies		02/28/17
Patino De Martinez, Elia M	Sub Noon Duty Supervisor		\$13.09	Hazard		02/23/17
Peralta Terrones, Santa H	Sub Food Service Worker		\$13.65	Varies		03/02/17
Rodriguez, Rosalina	Sub Clerk		\$15.44	Peters K-3		03/16/17
Roman, Elida C	Sub Clerk		\$15.44	Excelsior		03/24/17
Sears, Evangelina	Sub Noon Duty Supervisor		\$13.09	Peters 4-6		02/14/17
Tran Scherer, Jenny T	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		01/31/17
Velazquez, Brenda G	Sub Noon Duty Supervisor		\$13.09	Simmons		09/01/16
Woo, Susan C	Sub Food Service Worker		\$13.65	Varies		03/02/17
Temporary						
Arreola, Steve B	Lead Stage Technician		\$24.21	Garden Grove	From Auditorium Attendant	01/03/17
Barrett, Jonathan L	Auditorium Attendant		\$22.48	Garden Grove		02/10/17
Barriga Campuzano, Jorge	Tutor		\$14.00	Walton		02/06/17
Espinoza, Lorena A	Student Worker - Trainee		\$8.95	Los Amigos		02/18/17
Fernandez, Guy T	Auditorium Attendant		\$22.48	Garden Grove		01/03/17
Gagnon, Justin A	Auditorium Attendant		\$22.48	Garden Grove		01/04/17
Galvan, Jose E	Student Worker - Trainee		\$8.95	Garden Grove		01/27/17
Galvez, Paola	Student Worker - Trainee		\$8.95	Los Amigos		02/26/17
Gomez Limon, Carlos I	Student Worker - Trainee		\$8.95	Los Amigos		02/19/17
Green, Earl P	Auditorium Attendant		\$22.48	Garden Grove		01/03/17
Hernandez, Kimberly	Student Worker - Trainee		\$8.95	Los Amigos		02/25/17
Herrera, Jairo A	Student Worker - College		\$13.00	Business Office		03/08/17
Khalil, Amany G	Student Worker - Trainee		\$8.95	Hare		02/23/17
Levitt, Keith L	Auditorium Attendant		\$22.48	Garden Grove		01/03/17
Lopez, Edward R	Student Worker - Trainee		\$8.95	Rancho Alamitos		02/26/17
Montiel, Kaitlin A	Student Worker - Trainee		\$8.95	Garden Grove		02/24/17
Ngo, Huy Q	Student Worker - Trainee		\$8.95	La Quinta		02/24/17
Nguyen, Jason N	Student Worker - Trainee		\$8.95	Hare		02/23/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Nguyen, Kathleen T	Student Worker - College		\$13.00	Business Office		01/27/17
Noriega, Nayeli	Student Worker - Trainee		\$8.95	Santiago		02/17/17
Patlan, Alexis	Student Worker - College		\$13.00	Business Office		02/10/17
Ramos, Diana E	Student Worker - Trainee		\$8.95	Santiago		02/20/17
Roach, Eugene H	Auditorium Attendant		\$23.62	Garden Grove		01/03/17
Rosas, Wendy M	Student Worker - Trainee		\$8.95	Hare		02/19/17
Savage, Michelle	Auditorium Attendant		\$22.48	Garden Grove		01/03/17
Silva, Jessie O	Student Worker - Trainee		\$8.95	Rancho Alamitos		02/27/17
Strain, Austin T	Auditorium Attendant		\$22.48	Garden Grove		01/09/17
Suluqui-Cruz, Cindy X	Student Worker		\$10.50	Rancho Alamitos		02/21/17
Taylor, Patric D	Student Worker - Trainee		\$8.95	Bolsa Grande		02/22/17
Tovar, Christian	Student Worker - Trainee		\$8.95	Pacifica		02/25/17
Truong, Kim T	Food Service Worker I	13/2	\$20.37	Marshall	Temporary additional assignment	11/14/16
Velasco, Katherine Y	Auditorium Attendant		\$22.48	Garden Grove		01/03/17
Vieyra, Vanitty	Student Worker - Trainee		\$8.95	Bolsa Grande		02/26/17
Vo, Anh-Thu N	Tutor		\$14.00	K-12 Educational Services		02/24/17
LEAVES						
<u>Requests</u>						
Alcaraz, Jennifer	Sch-Comm Liaison Wkr-Bil Span			Irvine	Pregnancy disability leave	02/24/17
Brown, David M	Instructional Aide II - Special Ed.			Woodbury	Parental bonding leave	03/27/17
Burklund, Vince	General Maintenance Worker			Facilities	Paid medical leave	01/27/17
Cantoran, Hilda	Lead Food Service Worker			Carrillo	Extend paid medical leave	02/20/17
Cardenas, Erin	Campus Safety Assistant			La Quinta	Paid medical leave	02/27/17
Clark, Alyssa	Instructional Aide II - Special Ed.			Gilbert	Paid medical leave	02/13/17
Davidson-Waggener, Dawn	Instructional Aide I - Special Ed.			Clinton	Paid medical leave	01/02/17
Dhillon, Jasbir	Food Service Worker I			La Quinta	Paid medical leave	02/16/17
DIGioli, Hollie	Instructional Aide I - Special Ed.			Russell	Paid medical leave	02/14/17
Hernandez, Veronica	Food Service Worker I			Northcutt	Extend paid medical leave	02/06/17
Huizar, Frank	Plant Supervisor I			Alamitos	Paid medical leave	02/09/17
Hutcherson, Caitlin	Instructional Aide II - Special Ed.			Jordan ATP	Extend pregnancy disability leave	03/03/17
Lopez, Gabriela	Instructional Aide II - Special Ed.			Bell	Unpaid leave	02/10/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Martinez, Sandra	Food Service Worker I			Food Service Department	Unpaid leave	02/21/17 03/30/17
Miller, Neil	Custodian - Swing			Lincoln Education Center	Paid medical leave	01/16/17 02/24/17
Morris, Virginia	Cook-Baker			Bell	Paid medical leave	02/02/17 03/27/17
Nam, Sandra	Instructional Aide I - Special Ed.			Warren	Extend paid medical leave	03/04/17 03/21/17
Packing, Rhea E	Instructional Aide II - Special Ed.			Rancho Alamitos	Parental bonding leave	02/14/17 05/15/17
Ramich, Richard	Lead Technology Assistant			Boisa Grande	Intermittent parental bonding leave	02/24/17 05/05/17
Sweet, Cathrine	Bus Driver			Transportation	Extend paid medical leave	03/02/17 03/22/17
Tran, Hanh	Sch-Comm Liaison Wkr-Bil Viet			Carrillo	Pregnancy disability leave	01/05/17 04/14/17
Wakefield, Pam	Clerical Specialist I			Personnel	Extend intermittent family care leave	02/04/17 03/15/17
Yago, Karlston	Intensive Behavioral Instr. Asst.			Special Education	Paid medical leave	02/01/17 02/15/17
Zwerneman, Meaghan	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	02/06/17 05/08/17
<u>RESIGNATIONS/RETIREMENTS</u>						
<u>Resignations</u>						
Garcia, Andrea	Sch-Comm Liaison Wkr-Bil Span			Lawrence		03/10/17
Lozano, Nancy	Instructional Aide I - Special Ed.			Gilbert		02/27/17
Pham, Phuong Thao T	Translator-Interpreter-Bil Viet			Special Education		03/03/17
Richardson, Sterling	Technology Assistant			Rancho Alamitos		03/02/17
<u>CHANGE IN ASSIGNMENT</u>						
<u>Increase/Decrease</u>						
Anderson, Christy L	Instructional Aide II - Special Ed.	19/2	\$19.88	Lincoln Education Center	Increase from 15 to 17 hours per week.	03/01/17
Banuelos, Iliani N	Intensive Behavioral Instr. Asst.	23/5	\$26.08	Special Education	Voluntary decrease from 40 to 32.5 hours per week.	01/05/17
Hedani, Tanya A	Instructional Aide II - Special Ed.	19/5	\$23.05	Lincoln Education Center	Increase from 15 to 17 hours per week	03/01/17
Rodriguez, Elizabeth L	Instructional Aide II - Special Ed.	19/5	\$23.05	Lincoln Education Center	Increase from 15 to 17 hours per week	03/01/17
Russell-Garcia, Tanya Y	Instructional Aide II - Special Ed.	19/5	\$23.62	Lincoln Education Center	Increase from 15 to 17 hours per week	03/01/17
Sundara, Jessica A	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	Increase from 25 to 32.5 hours per week	02/14/17
<u>Promotions</u>						
Roman, Yesenia	Central Office Clerk I	21/1	\$19.88	Information Technology	From Instructional Aide	02/18/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

3/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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MISCELLANEOUS

Other

Nguyen, Lan	Board Member	District Education Center		Verification of illness and consequent absence from the Board meeting of 03/07/17 and authorization to pay compensation for that meeting pursuant to Education Code Section 35120(c).	03/07/17
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Separation

Clark, Timothy Hernandez, Veronica	Intensive Behavioral Instr. Asst. Food Service Worker I	Special Education Northcutt		Exhaustion of all paid leaves Exhaustion of all paid leaves	02/24/17 02/23/17
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Report No.	<u>04/04/17-2</u>
Action Taken	<u>✓</u>
As Recommended	<u>✓</u>
With Revisions	<u> </u>
With Addendum	<u> </u>

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 04/04/17-2

EMPLOY

Noon Duty Supervisors
Regular
Reinstate/Reemploy
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Increase/Decrease
Promotions
Working Out of Class

MISCELLANEOUS

Separation
Terminations

It is recommended that the Board approve actions as listed in Board Report No. 04/04/17-2.

On motion of Trustee Dina Nguyen seconded by Trustee Rocco, and
unanimously carried, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 04/04/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

4/4/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
EMPLOY						
<u>Noon Duty Supervisors</u>						
Nguyen, Ha T	Noon Duty Supervisor/CL		\$13.09	Sunnyside		02/21/17
Rodriguez, Ana M	Noon Duty Supervisor		\$13.09	Murdy		03/16/17
<u>Regular</u>						
Andreozzi, Jessica M	Instructional Aide II - Special Ed.	19/2	\$19.88	Post		03/23/17
Arzate, Tanya	Campus Safety Assistant	17/2	\$18.92	Russell		03/06/17
Brannon, Liron	Instructional Aide II - Special Ed.	19/2	\$19.88	Enders		03/20/17
Bustamante, Zaira	Instructional Aide - Bilingual Spanish	15/2	\$18.01	Barker		03/07/17
Cruz, Alexis	Custodian - Swing	25/1	\$21.94	Warren		03/23/17
Dodero Centeno, Luis E	Sch-Comm Liaison Wkr-Bilingual Span	21/1	\$19.88	Los Amigos		03/20/17
Escoto, Peter J	Custodian	24/1	\$21.40	Lawrence		03/17/17
Godsey, Garrett R	Instructional Aide II - Special Ed.	19/2	\$19.88	Lake		03/16/17
Gonzales, Emily	Instructional Aide - Bilingual Spanish	15/2	\$18.01	Violette		03/15/17
Gtz, Betancourt, Abianet	Food Service Worker I	13/2	\$17.13	Alamitos		03/06/17
Luna, Damian A	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		03/31/17
Montesinos-Patino, Eneida	Instructional Aide - Bilingual Spanish	15/2	\$18.01	Russell		03/07/17
Nguyen, Annie B	Instructional Aide II - Special Ed.	19/2	\$19.88	Post		03/09/17
Nguyen, Dung N	Instructional Aide - Bilingual Viet	15/2	\$18.01	Parkview		03/15/17
Ortiz, Carlos V	Bus Driver	26/5	\$4,365.38	Transportation		03/06/17
Payan Del Valle, Julio	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		03/13/17
Perez, Jacqueline	Lead Food Service Worker	17/1	\$18.01	Zeyen		03/10/17
Rodriguez, Victor A	Breakfast Worker	16/2	\$18.46	Evans		03/20/17
Ruiz, Denise N	Vocational Specialist	23/3	\$23.05	Special Education		03/06/17
Solorzano, George	Technology Assistant	18/1	\$18.46	Post		03/13/17
Tjahjadi, Helen	Food Service Worker I	13/2	\$17.13	Lake		03/22/17
Valdez, Yolanda	School Office Clerk I	21/1	\$19.88	Sunnyside		03/06/17
Vargas, Jazmin E	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		03/13/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

4/4/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Reinstatement/Reemploy						
Acevez-Rivera, Cristina	Intensive Behavioral Instr. Asst.	23/5	\$25.44	Special Education		03/08/17
Hdz. Lombera, Desmond	Instructional Aide II - Special Ed.	19/2	\$19.88	Gilbert		03/23/17
Substitutes						
Andreozzi, Jessica	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		03/20/17
Diaz, Jessica D	Sub Noon Duty Supervisor		\$13.09	Stanley		02/02/17
Duff, Nicola P	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		04/05/17
Franco, Jr., Michael D	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		03/22/17
Hdz. Lombera, Desmond	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		03/20/17
Honda, Lauren A	Sub Food Service Worker		\$13.65	Varies		03/17/17
Kennedy, Shanna M	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		03/23/17
Lancaster, Ryan	Sub Custodian		\$17.91	Garden Grove		03/15/17
Leming, Mariah L	Sub Clerk		\$15.44	Parkview		03/02/17
Lezo, Victor E	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		03/16/17
Nguyen, Linda T	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		03/02/17
Prasad, Sneha	Sub Noon Duty Supervisor		\$13.09	Bryant		03/09/17
Price, Courtney A	Sub Custodian		\$17.91	Garden Grove		03/07/17
Rahmany, Masud A	Sub Bus Driver		\$18.82	Transportation		03/21/17
Rinus, Elva C	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		02/04/17
Rodriguez, Katrina T	Sub Food Service Worker		\$13.65	Varies		03/21/17
Rogers, Joseph S	Sub Food Service Worker		\$13.65	Varies		03/20/17
Tanaka, Allison A	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		02/11/17
Victor, Sandra L	Sub Noon Duty Supervisor		\$13.09	Woodbury		03/06/17
Washington, Brenda	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		02/02/17
Temporary						
Ali, Tamara M	Breakfast Worker	17/5	\$22.48	Evans	Temporary additional assignment	02/16/17
Awan, Wiyam M	Technology Assistant	18/2	\$19.39	Clinton	Temporary additional assignment	02/07/17
Ayuzo-Bravo, Angel	Student Worker		\$10.50	Bolsa Grande		02/25/17
Bacarella, Laurie D	Breakfast Worker	21/4	\$21.94	Jordan	Temporary additional assignment	10/26/16
Bacarella, Laurie D	Breakfast Worker	21/4	\$21.94	Rosita	Temporary additional assignment	01/20/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

4/4/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Bui, Hau D	Student Worker		\$10.50	La Quinta		03/16/17
Cove, Cindy R	Food Service Worker II	18/5	\$24.21	Pacifica	Temporary additional assignment	01/04/17
Gonzalez, Paula A	Sch-Comm Liaison Wkr-Bil Span	21/5	\$25.79	Rosita	Temporary additional assignment	01/05/17
Gonzalez, Rosa M	Health Assistant	18/5	\$23.62	Russell	Temporary additional assignment	02/01/17
Gutierrez, Soyla C	Central Office Clerk I	21/5	\$26.78	District Education Center	Temporary additional assignment	03/08/17
La Combe, Irma G	Sch-Comm Liaison Wkr-Bil Span	21/5	\$26.43	Riverdale	Temporary additional assignment	01/17/17
Lancaster, Ryan P	Auditorium Attendant		\$22.48	Garden Grove		03/15/17
Mallory, Melissa L	Student Worker - College		\$13.00	District Education Center		03/20/17
Merino, Miguel A	Student Worker - Trainee		\$8.95	Bolsa Grande		03/03/17
Moosa, Rabia K	Breakfast Worker	17/5	\$23.05	Bryant	Temporary additional assignment	11/02/16
Moosa, Rabia K	Breakfast Worker	17/5	\$23.05	Wakeham	Temporary additional assignment	01/05/17
Nguyen, Ngoc Quyen A	Tutor		\$14.00	Pacifica		03/02/17
Nguyen, Timothy V	Tutor		\$14.00	K-12 Educational Services		03/10/17
Nguyen, Tinh T	Student Worker		\$10.50	La Quinta		03/22/17
Nichols, Virginia	Lead Food Service Worker	17/5	\$24.21	Carrillo	Temporary additional assignment	12/12/16
Pineda, Nancy	Student Worker		\$10.50	Rancho Alamitos		03/02/17
Price, Courtney A	Auditorium Attendant		\$22.48	Garden Grove		03/07/17
Rasey, Kimberly M	Student Worker - Trainee		\$8.95	Pacifica		03/03/17
Rocha, Avilio	Student Worker		\$10.50	Garden Grove		03/22/17
Sigala, Alyssa R	Tutor		\$14.00	Bell		03/08/17
Tamayo, Rosemary	Breakfast Worker		\$23.62	Violette	Temporary additional assignment	11/02/16
Taylor, Linda K	Breakfast Worker	17/5	\$23.05	Gilbert	Temporary additional assignment	11/16/16
Tran, Thang V	Student Worker		\$10.50	La Quinta		03/16/17
Trinh, Hong T	Food Service Worker I	13/5	\$20.88	Anthony	Temporary additional assignment	12/12/16
Trujillo, Erica S	Instructional Aide	15/5	\$20.88	Enders	Temporary additional assignment	11/09/16
Vargas, Carmina	Student Worker		\$10.50	Rancho Alamitos		02/28/17
Vieyra, Manuel	Student Worker - Trainee		\$8.95	Bolsa Grande		02/27/17
LEAVES						
Requests						
Cardenas, Erin	Campus Safety Assistant			La Quinta	Extend paid medical leave	03/09/17 04/30/17
Diaz, Thalia	Instructional Aide II - Special Ed.			Violette	Parental bonding leave	03/01/17 06/07/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

4/4/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Fagel, Veronica	School Office Clerk II			Garden Grove	Paid medical leave	02/10/17 05/01/17
Flores, Sarah	Instructional Aide II - Special Ed.			Violette	Unpaid leave	03/01/17 04/21/17
Godoy, Maria G	Food Service Worker I			Monroe	Parental bonding leave	03/08/17 06/07/17
Guillen, Ana L	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	03/09/17 06/02/17
Huttner, Patricia	Elementary School Secretary			Carrillo	Extend paid medical leave	03/22/17 04/09/17
Knight, Linda F	School Office Clerk I			Peters K-3	Extend paid medical leave	02/28/17 05/01/17
Kroll, Elizabeth D	Technology Assistant			Clinton	Parental bonding leave	01/17/17 04/18/17
Mable, Mary	Instructional Aide II - Special Ed.			Garden Grove	Paid medical leave	03/10/17 04/08/17
Nam, Sandra	Instructional Aide I - Special Ed.			Warren	Extend paid medical leave	03/22/17 04/16/17
Nelson, Debra	Lead Food Service Worker			Crosby	Paid medical leave	02/17/17 03/20/17
Oregon, Sandy	Bus Driver			Transportation	Parental bonding leave	03/03/17 04/03/17
Ojeda-Al Omari, Elizabeth	Intensive Behavioral Instr. Asst.			Special Education	Extend pregnancy disability leave	03/09/17 04/05/17
Ramich, Carolee	Accounting Technician I			Business Office	Pregnancy disability leave	02/13/17 03/31/17
Sengchanh, Bon	Custodian - Swing			Peters 4-6	Paid medical leave	01/30/17 03/24/17
Traviglia, Dana	School Office Clerk II			Bolsa Grande	Paid medical leave	02/15/17 03/02/17
Wakefield, Pam	Clerical Specialist I			Personnel	Extend intermittent family care leave	03/16/17 04/30/17
Watkins, Rick	Pool Maintenance Worker			Santiago	Extend paid medical leave	03/20/17 04/23/17

RESIGNATIONS/RETIREMENTS

Resignations

Albrecht, Mary H	Instructional Aide II - Special Ed.	Violette	03/31/17
Le, Billy	Sch-Comm Liaison Wkr-Bil Viet	Doig	04/07/17
Nguyen, Elizabeth	Food Service Worker I	Bell	03/09/17
Payne, Leonard	Custodian - Swing	Stanley	03/02/17
Valenzuela, Judith	Instructional Aide - Bil Spanish	Cook	03/10/17

Retirements

Hubbs, Ramona A	Instructional Aide I - Special Ed.	Woodbury	06/20/17
Sweet, Cathrine L	Bus Driver	Transportation	04/11/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

4/4/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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CHANGE IN ASSIGNMENT

Increase/Decrease

Alvarez, Emily N	Intensive Behavioral Instr. Asst.	23/5	\$25.44	Special Education	Increase from 25 to 32.5 hours per week	03/09/17
Hirzel, Mistie M	Intensive Behavioral Instr. Asst.	23/3	\$23.05	Special Education	Increase from 25 to 32.5 hours per week	03/09/17
Koger, Jennifer A	Intensive Behavioral Instr. Asst.	23/5	\$25.44	Special Education	Voluntary decrease from 40 to 32.5 hours per week	03/13/17
Ngo, Stacey A	Intensive Behavioral Instr. Asst.	23/2	\$3,802.00	Special Education	Increase from 32.5 to 40 hours per week	03/13/17
Nguyen, Donna	Lead Food Service Worker	17/1	\$18.01	Carver ECEC	Increase from 11.5 to 12.5 hours per week	02/16/17
Sotelo-Cisneros, Carmela	Intensive Behavioral Instr. Asst.	23/5	\$4,520.00	Special Education	Increase from 32.5 to 40 hours per week	03/13/17
Torre, Laura Lynn K	Instructional Aide II - Special Ed.	19/5	\$23.05	Enders	Increase from 17.5 to 29 hours per week	02/21/17
Truong, Jason K	Custodian - Swing	25/1	\$21.94	Allen	From day shift (range 24) to swing shift (range 25) custodian.	02/08/17

Promotions

Chavez, Amanda E	Intensive Behavioral Instr. Asst.	23/4	\$24.21	Special Education	From Instructional Aide II - Special Education	03/23/17
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Working Out of Class

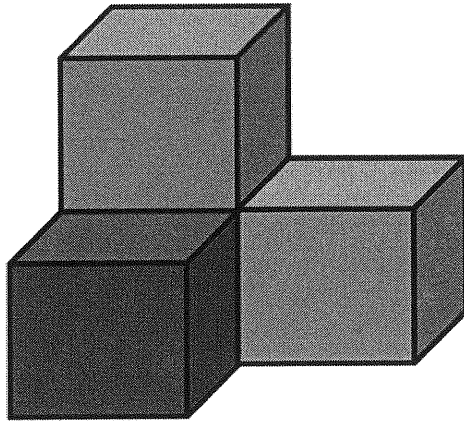
Bankson, Judy L	Lead Food Service Worker	17/5	\$24.21	Zeyen	From Breakfast Worker	01/30/17
Bodozian, Nvard	Lead Food Service Worker	17/4	\$21.94	Hill	From Food Service Worker I	01/23/17
Bui, Loc Q	Lead Food Service Worker	17/4	\$21.40	Hazard	From Food Service Worker I	01/17/17
Camacho de Elias, Maria	Cook-Baker	21/2	\$21.94	La Quinta	From Food Service Worker I	01/03/17
Cordon, Yesenia D	School Bus Delegated Trainer	28/5	\$4,473.00	Transportation	From Bus Driver	02/01/17
Crisanto, Christine E	Lead Food Service Worker	17/4	\$20.88	Zeyen	From Breakfast Worker	01/19/17
Hernandez, Claudia	Food Service Worker II	18/4	\$21.94	Garden Grove	From Food Service Worker I	01/03/17
Huyh, Vanessa T	Lead Food Service Worker	17/4	\$20.88	Fitz	From Food Service Worker I	01/17/17
Iverson, Karen A	Food Service Manager	34/1	\$28.08	Pacifica	From Food Service Worker II	01/03/17
Ling, Hsui Mie	Lead Food Service Worker	17/4	\$21.94	Anthony	From Food Service Worker I	12/12/16
Lopez, Delfina	Lead Food Service Worker	17/4	\$21.94	Marshall	From Food Service Worker I	11/14/16
Lopez, Delfina	Lead Food Service Worker	17/4	\$21.94	Marshall	From Food Service Worker I	01/03/17
Mitchell, Gloria A	School Office Clerk I	21/5	\$24.21	Sunnyside	From Food Service Worker I	11/29/16
Munoz, Lilia	Cook-Baker	21/5	\$21.40	Bell	From Health Assistant	02/06/17
Orozco, Lydia M	Breakfast Worker	16/5	\$21.94	Riverdale	From Food Service Worker I	01/19/17
Santacruz, Christina	Buyer	32/5	\$5,892.00	Business Office	From Assistant Buyer	02/16/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

4/4/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Santacruz, Christina	Buyer	32/5	\$5,954.00	Business Office	From Assistant Buyer	03/01/17
Santacruz, Marco	Cook-Baker	21/4	\$23.62	Fitz	From Lead Food Service Worker	01/17/17
Tran, Tammy	Cook-Baker	21/2	\$21.40	Rancho Alamitos	From Food Service Worker I	11/09/16
<u>MISCELLANEOUS</u>						
<u>Separation</u>						
Ruiz, Gloria	Food Service Worker I			Boisa Grande	Exhaustion of all paid leaves	03/16/17
Sapien, Grace	Food Service Worker I			Rancho Alamitos	Exhaustion of all paid leaves	03/07/17
<u>Terminations</u>						
6186	Intensive Behavioral Instr. Asst.			Special Education		03/17/17



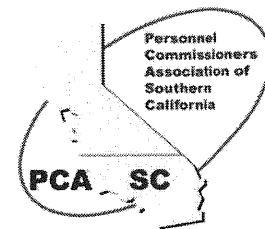
A Staff Development Mini-Conference

Building a Foundation for Merit

Friday, June 2, 2017

Paradise Pier Hotel in Anaheim

8:00 AM to 3:30 PM



KEYNOTE SPEAKER

Anthony P. De Marco, Esq. — Partner, Atkinson, Andelson, Loya, Ruud & Romo

PRESENTATIONS

Merit Family Feud

Hosted by Anthony P. De Marco, Esq. - Work with your designated team to answer questions regarding the Education Code, other legal cases, and other applicable law that affect merit system agencies. You can earn prizes as well as learn critical information that may affect your school district.

Choose Among Four Breakout Sessions!

Choose between technical or soft skills topics... Or choose one of each... Topics include testing, salary studies, building relationships, and applying motivational strategies.

Kristine E. Kwong, Esq. — Attorney and Partner of the Law Firm of Musick and Peeler

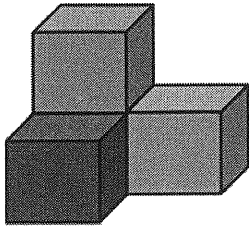
Find out the latest legal challenges and learn important lessons from selected case law decisions that can help you work with others to support merit.

WE WANT TO MEET YOUR STAFF MEMBERS!

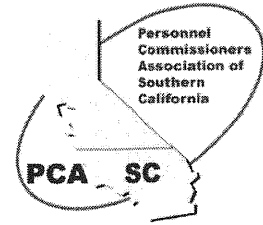
The Personnel Commissions Association of Southern California (PCASC) is offering an opportunity for one staff member to attend this mini-conference for free when a PCASC Member Personnel Commissioner or Director attends. Additional staff members from PCASC Commissions may also attend at no cost with each additional Personnel Commissioner or Director. This offer will also extend to any new Personnel Commission offices that join PCASC the same day of the conference.

Need a registration form?

Contact Bernie Konig at (310) 263-3750 or email at konigb@centinela.k12.ca.us.



2017 PCASC Mini-Conference
“Building a Foundation for Merit”
Friday, June 2, 2017
8:00 AM to 3:30 PM



Mini-Conference Registration Form (Please print legibly or type)

Name: _____ Title: _____

Organization: _____ Phone: _____

Address: _____

FAX #: _____ Email: _____

Conference Registration Fees (Please note quantities below. Fees include all meals)

	PCASC/CSPCA Members	Free Staff Member (see below)	Non-Members
Personnel Commissioner	<input type="checkbox"/> \$75 x ____		<input type="checkbox"/> \$125
Director	<input type="checkbox"/> \$75		<input type="checkbox"/> \$125
Staff Member	<input type="checkbox"/> \$50 x ____	<input type="checkbox"/> \$0 x ____	<input type="checkbox"/> \$75
Honorary Life Members	<input type="checkbox"/> \$0		
PCASC Membership	<input type="checkbox"/> \$40		
Total Paid:	_____		_____

To Register

Payment by check or money order ONLY, payable to “PCASC”. No purchase orders accepted. There is a \$25 processing fee for all refunds & returned checks.

Mail check & completed registration form to:
 Centinela Valley UHSD
 Personnel Commission
 c/o Bernie Konig
 4900 W. 147th Street
 Hawthorne, CA 90250
 (310) 263-3750
 konigb@centinela.k12.ca.us

Cancellation Policy
 Refund requests MUST be made in writing. There will be no refunds for “no-shows,” or for cancellations after May 26, 2017.

SPECIAL CONFERENCE OFFER FOR PCASC MEMBERS

One PCASC Commissioner or Director attends... Your Staff Member attends for **FREE!**

How it works

For every PCASC Member Personnel Commissioner or Director who attends the conference, a staff member from the same school district or organization can attend for **free!** Please indicate your Personnel Commissioner or Director and

Personnel Commissioner or Director (Include title: PC or Director)	Email Address	STAFF MEMBER (One staff member is FREE for each Commissioner or Director)	Email Address

Please register ALL your attendees by May 19, 2017 to ensure adequate materials and space are available.

Paradise Pier Hotel — 1717 South Disneyland Drive, Anaheim, CA 92802

Make hotel reservations by Phone: (714) 520-5005 or Email: dir.convention.groups@disney.com

Room Rates are \$296 plus tax, applicable charges, and self-parking fees.

This room rate is valid for June 1, 2017 only

Please make your reservations early as rooms are limited to space availability.

AGENDA ITEM #7.1: CLASSIFICATION DESCRIPTION REVISION – NETWORK ANALYST

BACKGROUND

In anticipation of filling a vacancy due to a retirement in the Network Analyst classification, staff worked with the Director of Information Technology, the Assistant Director of Information Technology, and the incumbents of the Network Analyst classification to review the classification description.

FINDINGS AND CONCLUSIONS

After reviewing the classification description, staff determined that some minor revisions were necessary. Some terms referring to technology that is no longer used at our district are being recommended for removal and the IP video surveillance references are being removed because they are supported by another department. There are some proposed revisions in the Employment Standards section to remove the language regarding the specific formal trainings and certifications due to the fact that some of them are referring to the technology that is no longer used at our district. So it is being proposed that the formal trainings language be kept general to encompass any training on current products and with current manufacturers. Minor revisions were also made to the Knowledge and Abilities section.

The classification description for Network Analyst with the proposed revisions is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the revised classification description for Network Analyst, effective April 19, 2017.

NETWORK ANALYST

JOB SUMMARY

Under general supervision, leads and participates in planning, analyzing, designing, installing, maintaining, implementing, testing, and repairing the district's information technology equipment, including hardware, software, servers and networks, and telecommunications; and performs related duties as assigned.

ESSENTIAL DUTIES

- Leads and participates in projects to install, maintain, troubleshoot, and repair microcomputers, telecommunications equipment, and network equipment and peripherals.
- Maintains high-level support focusing on design, implementation, and installation of the enterprise voice and data network as well as application solutions.
- Develops, updates, and maintains manuals, databases, and documentation.
- Oversees the more complex enterprise voice and data network systems, including firewall, intrusion prevention, email, network monitoring, ~~IP video surveillance~~, voice-over-IP, IP paging and broadcasting, ~~and emergency responder systems, and network switching and routing.~~
- Contributes to overall design and maintenance of local or remote network architecture and configuration.
- Analyzes network performance ~~and computer functions~~; provides cost effective solutions and recommendations.
- Provides technical assistance to end users to resolve the more complex problems in person and by telephone.
- Provides immediate response to emergencies.
- Maintains effective communication with administrators, support staff, end users, and vendors.
- Transports small equipment to and from various district locations.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited college with a bachelor's degree in information technology; and three or more years of experience in network implementation and troubleshooting in a LAN/WAN environment, including the equivalent of one year as a network project leader. Successful completion of related formal training programs and certifications with current products and manufacturers ~~such as Microsoft Certified Systems Engineer (MCSE), Cisco Certified Network Associate (CCNA) and/or Cisco Certified Network Professional (CCNP)~~ is highly desirable. Significant related education/training/experience comparable to a four-year degree will be considered on an individual basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Network design which include routing, switching, TCP/IP, BGP, ~~EIGRP~~, OSPF, VLAN, Spanning Tree, HSRP, EtherChannel, SNMP, DNS, DHCP, VoIP, multicast, ~~IPVS~~, server environments, and other internet communication protocols.
- Desktop virtualization, server virtualization, network and cloud computing.
- Windows Server, Linux Server, Windows OS, Apple OS and iOS, Android, and Chrome OS.
- Computer hardware, software, telecommunications, and networks.
- Concepts, principles, and practices of information technology systems.
- Effective equipment utilization and troubleshooting procedures and techniques.

Ability to:

- Install, configure, and troubleshoot network equipment and high speed copper and fiber connections.
- Configure ~~Cisco~~ routers, switches, and wireless access points.
- Demonstrate use of test equipment and monitoring software.
- Participate effectively in project teams utilizing oral and written presentation skills.
- Communicate effectively to instruct users at all levels of district employees, as well as support technicians, in proper usage of various networks and programs.
- Troubleshoot, diagnose, and resolve problems in person and over the telephone effectively.
- Keep accurate records, prepare reports, make recommendations, and implement corrective actions.
- Meet critical deadlines.
- Quickly learn, acquire skills, and train support technicians in new technologies as they emerge.
- Speak and write effectively.
- Establish and maintain effective relations with department staff, user groups, vendors, and district personnel.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

PHYSICAL DEMANDS/WORKING CONDITIONS: Typical office setting in an information technology network environment, including sitting for extended periods of time and walking on uneven surfaces. Lifts and moves objects weighing up to 50 pounds. Climbs ladders while carrying equipment weighing up to 25 pounds. Bends, stoops and crouches to lay cable, install, connect, and disconnect equipment. Drives to various district sites in all kinds of weather.

AGENDA ITEM #7.2: NEW POSITION – ACCOUNTING TECHNICIAN I (BUSINESS SERVICES)

BACKGROUND

The Office of Business Services will be adding an additional position to its Accounting Department. Staff met with the Director of Business Services in order to review the duties, knowledge, and abilities of the new position.

FINDINGS AND RECOMMENDATIONS

The responsibilities of the new position will be processing Accounts Payable for purchase orders that are funded by modernization bonds. This will include the following duties:

- Matching invoices to purchase orders.
- Auditing the invoices for accuracy.
- Entering payments into the accounting system (BiTech).
- Filing paid invoices.
- Communicating with the Orange County Department of Education (OCDE) and the Facilities Department on related questions (amount of payments, unallowable items, additional documentation, etc.).
- Scanning documentation for submission to OCDE or for permanent storage.

These duties and the knowledge and abilities required for this position are consistent with those in the Accounting Technician I classification. The level of responsibility and work of the new position is also similar to that of the other Accounting Technician I positions in the Office of Business Services. Therefore, staff is recommending that the new position be classified as an Accounting Technician I at salary range 29.

The classification description for Accounting Technician I is attached to this report.

Recommendation:

It is recommended that the Personnel Commission approve the classification of the new position listed above as Accounting Technician I (salary range 29), effective April 19, 2017.

ACCOUNTING TECHNICIAN I

JOB SUMMARY

Under general supervision, performs technical accounting work of above average difficulty in keeping, reviewing, and maintaining district financial and statistical records in the payroll, budget, or accounting department; and performs related work as required.

ESSENTIAL DUTIES

- Balances district records with county records.
- Maintains ledgers of appropriations, encumbrances, expenditures, and unencumbered balances for various funds and accounts.
- Screens financial documents for accuracy and adherence to legal and procedural requirements.
- Submits reports as required.
- Prepares regular and variable payrolls for certificated and classified personnel.
- Checks and keeps current a variety of payroll deductions.
- Prepares retirement enrollment and withdrawal forms.
- Controls employee deductions and balances reports.
- Prepares authorized employment verifications.
- Audits invoices; processes invoices for payment and prepares invoices to be paid; creates district invoices.
- Processes cash receipts.
- Assists in compiling attendance accounting reports.
- Researches, tracks, and resolves accounting, payroll, and budget related inquiries.
- Reviews and maintains district budget records.
- Processes budget data forms and codes expenditures.
- Establishes new accounts.
- Assists in the preparation of the annual budget.
- Establishes and maintains pertinent files and records.
- Contacts district personnel or outside sources regarding fiscal matters.
- Prepares information for entry into computerized financial system.
- Operates a computer, calculator, scanner and other office equipment.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and two years of experience in financial recordkeeping work. A bachelor's degree in accounting, finance, or related field may be substituted for up to one year of the required experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods, practices, and terminology used in bookkeeping and financial recordkeeping.
- Current office practices, procedures, and equipment.
- Assigned computer software programs.

Ability to:

- Make mathematical computations rapidly and accurately.
- Operate calculators, computers, and other office equipment.
- Work cooperatively with others.
- Meet schedules and timelines.

Physical Demands/Working Conditions: Positions are located in an office and involve sitting for extended periods of time, along with walking/standing on hard or carpeted floors, bending, stooping, squatting, reaching, lifting of materials, and carrying moderately heavy materials. Dexterity of hands/fingers to operate office equipment, including a keyboard and computer work station and 10-key. Vision to read computer screen and complex written reports and materials; hearing and speaking to exchange information in person and by telephone.

AGENDA ITEM #7.3: NEW POSITION – CLERICAL SPECIALIST I (K-12 EDUCATIONAL SERVICES)

BACKGROUND

The Office of K-12 Educational Services will be adding an additional clerical position. Staff met with the Executive Director of K-12 Educational Services and the Director of K-12 Educational Services in order to perform a needs assessment and identify the duties, knowledge, and abilities of the new position.

FINDINGS AND RECOMMENDATIONS

The new clerical position in the Office of K-12 Educational Services will be providing specialized clerical support for the many mentoring programs, grants, and partnerships of the department. Some of these duties will include assisting with the following:

- Personnel management such as timecards, absence management, scheduling, purchase requisitions, and personnel requests.
- Data spreadsheet management such as data clean-up and running reports.
- Preparing training materials, files, reports, and materials for meetings.
- Managing appointments, timelines, and schedules for a variety of programs.
- Answering inquiries that require detailed knowledge of rules, procedures, and policies of the programs supported by the department.

These duties and the knowledge and abilities required for this position are consistent with those in the Clerical Specialist I classification. The level of responsibility and work of the new position is also similar to that of the other Clerical Specialist I positions in the Office of K-12 Educational Services. Therefore, staff is recommending that the new position be classified as a Clerical Specialist I at salary range 25.

The classification description for Clerical Specialist I is attached to this report.

Recommendation:

It is recommended that the Personnel Commission approve the classification of the new position listed above as Clerical Specialist I (salary range 25), effective April 19, 2017.

CLERICAL SPECIALIST I

JOB SUMMARY

Under general supervision, performs a wide variety of complex and technical clerical work requiring specialized knowledge, and involving frequent and responsible public contacts; and performs related work as required.

ESSENTIAL DUTIES

- Plans, schedules, and performs a wide variety of complex clerical and keyboarding work related to the specialized function to which assigned.
- Interacts with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, and policies.
- Performs tasks requiring the exercise of independent judgment within established district policy and guidelines.
- Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.
- Responds to telephone and in-person inquiries, explaining facts or interpretations of district policies and procedures to employees and the public.
- Inputs information into various database programs.
- Develops and maintains a system of files and records.
- Operates office equipment including computers.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school, or equivalent and three years of progressively responsible clerical experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office practices and procedures.
- District policies and procedures.

Ability to:

- Plan and conduct clerical operations requiring accountability and accurate controls.
- Perform clerical work involving independent judgment, accuracy, and speed.
- Use computers and learn related programs to enter, extract, compile, keyboard, and arrange data.
- Understand and carry out written and oral instructions.
- Meet the public with tact and courtesy both in person and on the telephone.
- Establish and maintain cooperative working relationships with subordinates, co-workers, supervisors, administrators, and the public.
- Learn and interpret rules, regulations, laws, and processes.

WORKING CONDITIONS: Positions are usually located at an administrative office and involve sitting at a desk for a major part of the day, with intermittent walking, standing, and lifting of up to 15 pounds. The use of computers and considerable public contact, both in person and by telephone, with district employees, parents and/or the public are typically involved.

AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS

- 7.4 New Position – Central Office Clerk I (Information Technology)
- 7.5 New Positions – Custodian (Bryant, Cook, Enders, McGarvin, Patton, Ralston, Sunnyside)
- 7.6 New Position – Intensive Behavioral Instruction Assistant (Office of Special Education)
- 7.7 New Positions – Instructional Aide (Pre-School) – (Carver ECEC, Clinton Corner Family Campus, Heritage, Lawrence, Rosita, Violette)

Recommendation: It is recommended that the Personnel Commission approve the classification of the new position(s) as listed above.

AGENDA ITEM #8: ORDERING OF EXAMINATIONS

It is requested that the Personnel Commission approve the ordering of the following examinations:

- | | |
|--|-------------|
| 8.1 Buyer | Open |
| 8.2 Cook-Baker | Promotional |
| 8.3 Health Assistant | Open |
| 8.4 Testing Clerk – Bilingual Spanish | Open |
| 8.5 Testing Clerk – Bilingual Vietnamese | Open |

Recommendation: It is recommended that the Personnel Commission approve the ordering of the examination(s) as listed above and the ratification of the resulting eligibility list(s).



GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10331 Stanford Ave., Garden Grove, CA 92840

Phone: (714) 663-6000 Fax: (714) 663-6500

www.ggusd.us

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CLASSIFIED EMPLOYMENT OPPORTUNITY

BUYER

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
 THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$4520 per month with four annual step increases to \$5507 per month (15-16 Rate)

POSTING DATE: MARCH 27, 2017

LAST DAY TO FILE: APRIL 17, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Under general supervision, purchases materials, supplies, equipment, and services used by the school district; performs other work as required.

BASIC FUNCTION: Purchases goods, supplies, materials, equipment, and services; researches and provides information on product source and availability; reviews and makes necessary changes to purchase requisitions including better qualified suppliers; prepares specifications for bids and quotations; ensures bids meet established criteria and regulations, and conducts bid openings; receives, reviews, and enters requisitions into computer-generated purchase order system; contacts vendors and obtains quotations, discusses procedures and availability of goods, and evaluates product quality and delivery timelines; creates and maintains vendor files; researches and responds to complaints about non payment, quality, shortages, and damaged or duplicated orders; assists in the development and maintenance of purchasing catalogs, calendars, and information records on bidders and vendors; answers inquiries from schools and district offices regarding purchasing procedures; prepares reports and correspondence; train and provide work direction and guidance to clerical staff.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and three years of responsible experience equivalent to full-time work in purchasing supplies, equipment, materials and services. Experience in a school district is highly desirable. Part-time experience will be considered and adjusted appropriately. Completion of training or courses in purchasing or related field at an accredited college may be substituted for up to two years of the required experience. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: District policies, rules, and practices pertaining to the purchase of materials, supplies, and equipment; governmental codes and purchasing practices; sources of supply, marketing, and pricing methods; research methods; material handling, inventory control, shelf life, and delivery turn-around times; fixed asset procedures; current office practices, procedures, equipment and filing systems and assigned computer software programs.

Ability to: Interpret and apply laws, rules, and regulations, including those in the Education Code and Public Contract Code; develop and maintain effective working relationships with district personnel, vendors, the public, and other agencies; communicate tactfully and courteously, both orally and in writing, with the public, vendors, and administrators; prepare clear and accurate reports and correspondence; learn and use assigned computer programs; utilize the Internet to locate vendors and products; meet schedules and timelines and operate required office equipment such as a calculator, scanner and computer.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

For more information on current job openings, call (714) 663-6456 or visit our website at www.ggusd.us



**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

COOK-BAKER

PROMOTIONAL RECRUITMENT
OPEN TO DISTRICT EMPLOYEES ONLY

THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$3445 per month with four annual step increases to \$4197 per month (15-16 Rate)

POSTING DATE: MARCH 27, 2017

LAST DAY TO FILE: APRIL 21, 2017 BY 5:00 P.M.

ABOUT THE JOB: Under general supervision, prepares, cooks, bakes, heats and helps serve a variety of main dishes, side dishes, and other cooked and baked foods in large quantities; assists in cleaning food service equipment and facilities and performs other work as required.

BASIC FUNCTION: Prepares and heats menu items for breakfast and lunch for students; prepares, cooks, and seasons casseroles, meats, fish, poultry, sauces, gravies, baked goods, and other foods for staff and students; reads, follows, and adjusts, as necessary, recipes, labels, and instructions; checks and follows recipes; estimates and orders quantities of supplies needed; measures and assembles ingredients; mixes, slices, grinds, chops, cuts, breads, grates, and mashes foods to meet desired standards; heats and cooks food; prepares food for transport to another site; participates in setting up and serving foods to students, staff, and visitors; washes and cleans kitchen surfaces, equipment, and utensils; stores equipment and food according to department rules and regulations; operates computerized point-of-sale equipment or cash register and makes change; loads food onto carts to be sent to other school sites; receives deliveries; may supervise others in the absence of the manager and prepares for catering functions.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and one year of paid experience equivalent to full-time work in a school kitchen preparing, cooking, baking, heating and serving large quantities of foods. Part-time work experience will be considered and adjusted appropriately. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

CERTIFICATE: Must possess and maintain a valid California Food Safety Certificate. New appointees must obtain the required certificate within 90 days following appointment.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Healthy Hunger Free Kids Act (HHFKA) rules and regulations for reimbursable breakfast and lunch; procedures and equipment used in the preparation, cooking, baking, and serving of a variety of foods; proper use of common institutional kitchen equipment and tools; proper safety and sanitation methods and procedures for preparing, handling, and serving foods; as well as sanitizing pots, pans, utensils, equipment, and preparation areas and portion control and food measurements.

Ability to: Calculate quantities of ingredients and make accurate calculations to alter the number of servings provided by various recipes; evaluate the taste and appearance of food, making adjustments as appropriate; use common institutional kitchen equipment and tools safely and effectively; cook and heat food and baked goods properly in large quantities; follow standardized recipes; read and understand recipes and labels; evaluate available options and make reasonable substitutions or variations in standard recipes; evaluate needs and order ingredients and supplies as appropriate; understand, be understood, give and carry out instructions spoken and written in English; work effectively with food service staff, students, teachers, and others; coordinate a variety of cooking, heating and baking activities to meet time schedules; lift and move moderately heavy containers of food, using a cart as appropriate; perform addition and subtraction and make change; keep written and numerical records and operate computerized point-of-sale equipment.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEALTH ASSISTANT

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
 THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$18.46 per hour with four annual step increases to \$22.48 per hour (15-16 Rate)

POSTING DATE: MARCH 24, 2017

APPLICATION FILING PERIOD: APRIL 11, 2017 TO APRIL 13, 2017 BY 5:00 P.M.

**APPLICATIONS WILL ONLY BE ACCEPTED DURING THIS TIME
 WE ARE ONLY ACCEPTING ONLINE APPLICATIONS**

ABOUT THE JOB: Persons in these positions work 3 hours per day, Monday – Friday, school session. Under immediate supervision, performs a variety of clerical duties of moderate difficulty and related to student health care; performs minor first aid; maintains student health records; performs related work as required.

BASIC FUNCTION: Records and maintains student health data; (i.e. maintains records of students referred to the school health office, medication records, and immunization records) all in a confidential manner; assures there is a health record on file for every student, and alerts school nurse to serious medical conditions e.g. diabetes, seizures, cardiac problems, cancer, and any severe allergies; takes temperatures; administers minor first aid; administers student medications in accordance with established district policy and procedures; notifies site administrator and school nurses as early as possible of serious illness or injury; performs specialized health procedures, (i.e. basic blood sugar readings, assists in asthmatic breathing treatments or toileting) as trained and assigned; keeps health office and equipment clean and orderly; maintains inventory of health office and first aid supplies and submits orders, as appropriate; serves as a continuing liaison between home and school; distributes health notices; assists parents in completing necessary enrollment, consent, and medical forms; assists in the process of meeting identified medical needs of children and following up within district guidelines; makes referrals to community resources for children and families, in accordance with guidelines; monitors classroom and school attendance patterns; compiles required statistics and reports for Federal, State, and local agencies as required; performs a variety of related clerical duties and participates in scheduled staff development meetings, as assigned.

♦ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school, or equivalent. One year of experience in office clerical work desirable. Some experience working with community service organizations is highly desirable. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

CERTIFICATE: Must possess and maintain per CPR and First Aid guidelines a valid First Aid Certificate and a Cardio-Pulmonary Resuscitation Certificate (through classes endorsed by the American Heart Association or American Red Cross). **A copy of current certification cards must be submitted at first examination.**

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Resources and services available in the local school community; current first aid and CPR principles and practices, as well as related health and safety precautions and personal hygiene practices.

Ability to: Understand and apply rules, regulations, procedures, and policies; maintain accurate records; work independently and in a confidential manner; establish and maintain effective working relationships with students, staff, parents, and others in the community; follow oral and written instructions; follow current universal precautions relative to first aid methods and appropriate responses to illness and injury; understand and correctly implement specialized medical procedures as trained (i.e. blood sugar levels, seizures, allergic reactions) and work with frequent interruptions.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

For more information on current job openings, call (714) 663-6512 or visit our website at www.ggusd.us



GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
 10331 Stanford Ave., Garden Grove, CA 92840
 Phone: (714) 663-6000 Fax: (714) 663-6500
www.ggusd.us

**** NOW AVAILABLE ONLINE ****
 Fill-in Application Forms
www.ggusd.us
 Click on Employment, click on
 Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

TESTING CLERK – BILINGUAL SPANISH

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
 THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$19.88 per hour with four annual step increases to \$24.21 per hour (15-16 Rate)

POSTING DATE: APRIL 10, 2017

LAST DAY TO FILE: MAY 1, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions typically work 3.5 hours per day, 10.5 months per year. Under general supervision, administers student assessments at the Assessment and Registration Center or schools; and performs related clerical work as required.

BASIC FUNCTION: Administers a variety of student assessments at the Assessment and Registration Center and at schools as necessary; inputs student testing data into the district student information system; compiles and tabulates data; explains assessment results to parents/guardians in their home language; maintains files; completes necessary forms; verifies completion and accuracy of documentation; requests and provides scores to and from other districts and follows-up as necessary; assists schools in communicating with parents by interpreting over the telephone; may assist parents/guardians with paperwork and may interpret for parents in meetings and in student assessments.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school, or equivalent, and some experience working in an office/clerical setting and computer/record keeping experience. Test administration experience is desirable. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

SPECIAL NOTE: These positions require fluency in English/Spanish.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: District and State testing procedures and practices; office practices, procedures, and equipment, including knowledge of computers; telephone techniques and etiquette and record keeping techniques.

Ability to: Read, write and speak fluently in English and in Spanish; speak clearly and distinctly; provide information in an understandable manner; perform clerical work with accuracy; maintain accurate student records; learn, interpret, and apply regulations and instructions; compare names and numbers rapidly and accurately; work cooperatively and effectively with students and district personnel; work independently and learn new computer programs.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

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www.ggusd.us
 Click on Employment, click on
 Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

TESTING CLERK – BILINGUAL VIETNAMESE

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
 THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$19.88 per hour with four annual step increases to \$24.21 per hour (15-16 Rate)

POSTING DATE: APRIL 10, 2017

LAST DAY TO FILE: MAY 1, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions typically work 3.5 hours per day, 10.5 months per year. Under general supervision, administers student assessments at the Assessment and Registration Center or schools; and performs related clerical work as required.

BASIC FUNCTION: Administers a variety of student assessments at the Assessment and Registration Center and at schools as necessary; inputs student testing data into the district student information system; compiles and tabulates data; explains assessment results to parents/guardians in their home language; maintains files; completes necessary forms; verifies completion and accuracy of documentation; requests and provides scores to and from other districts and follows-up as necessary; assists schools in communicating with parents by interpreting over the telephone; may assist parents/guardians with paperwork and may interpret for parents in meetings and in student assessments.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school, or equivalent, and some experience working in an office/clerical setting and computer/record keeping experience. Test administration experience is desirable. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

SPECIAL NOTE: These positions require fluency in English/Vietnamese.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: District and State testing procedures and practices; office practices, procedures, and equipment, including knowledge of computers; telephone techniques and etiquette and record keeping techniques.

Ability to: Read, write and speak fluently in English and in Vietnamese; speak clearly and distinctly; provide information in an understandable manner; perform clerical work with accuracy; maintain accurate student records; learn, interpret, and apply regulations and instructions; compare names and numbers rapidly and accurately; work cooperatively and effectively with students and district personnel; work independently and learn new computer programs.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

For more information on current job openings, call (714) 663-6512 or visit our website at www.ggusd.us

AGENDA ITEM #9: RATIFICATION OF ELIGIBILITY LISTS

Staff has completed the necessary recruitments and examinations for the classifications listed below. The resulting eligibility lists are presented for the Personnel Commission's review and are attached to this agenda item.

9.1	Campus Safety Assistant	Open
9.2	Custodian (extension)	Open
9.3	Food Service Manager	Promotional
9.4	Instructional Aide – Bilingual Vietnamese	Open
9.5	Instructional Aide II – Special Education	Open
9.6	Lead Technology Assistant	Promotional
9.7	School Testing Assistant	Open
9.8	Technology Assistant	Open

Recommendation: It is recommended that the Personnel Commission ratify the eligibility list(s) as listed above.

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Campus Safety Assistant

Recruitment: 16/33.0

Recruitment Type: Open

Advertising: Employment
Bulletin, GGUSD Website, Edjoin,
Governmentjobs.com

Commission Ordered Recruitment: 03/01/2017

Recruitment Opened: 02/17/2017

Recruitment Closed: 03/10/2017

Commission Approved Eligibility Lists: 04/19/2017

Eligibility List Effective Date: 04/10/2017

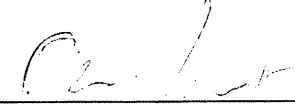
Eligibility List Expiration Date: 04/09/2018


Test #: 1	Application Screening	
Applications Total: 150		Test Weight: 0%
Passed: 68		
Failed: 82		

Test #: 2	Multiple Choice Exam	
Applicants Total: 68		Test Weight: 40%
Passed: 36	No Show: 25	Test Date: 03/23/2017
Failed: 7		

Test #: 3	Oral Rating Exam	
Applicants Total: 36		Test Weight: 60%
Passed: 30	No Show: 3	Test Date: 04/07/2017
Failed: 3		
Merged: 0		

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.





Recruitment: Campus Safety Assistant

Recruitment # 16/33.0

Eligibility List Effective Date: 04/10/2017

Eligibility List Expiration Date: 04/09/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	17018522	100
2	28190378	99
3	17659824	97
4	19544296	96
4	9972865	96
4	4163496	96
5	28893994	94
6	30656238	93
6	26856578	93
7	16305688	92
7	30863792	92
8	26184233	90
9	21558442	89
9	25009544	89
10	29467977	87
11	29895751	86
11	23068889	86
11	11885008	86
12	31582714	84
12	17639518	84
13	31613258	83
13	31632965	83
13	30306383	83
14	31636597	81
15	21249665	79
15	17065265	79
15	13381443	79
16	11734703	78
16	31629909	78
17	23258059	75

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Custodian

Recruitment: 15/38.0

Recruitment Type: Open

Advertising: Employment
Bulletin, GGUSD Website,
Governmentjobs.com

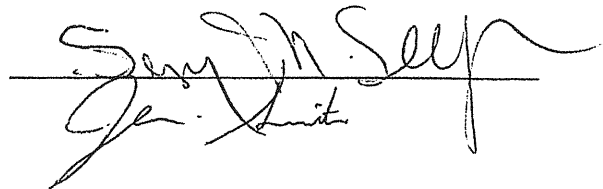
Commission Ordered Recruitment: 03/30/2016
Recruitment Opened: 03/14/2016
Recruitment Closed: 04/01/2016
Commission Approved Eligibility Lists: 06/01/2016
Eligibility List Effective Date: 05/16/2016
Eligibility List Expiration Date: ~~05/15/2017~~ 01/15/2018

Test #: 1	Application Screening	
Applications Total: 530		Test Weight: 0%
Passed: 502	No Show: 0	
Failed: 28		

Test #: 2	Oral Rating Exam	
Applications Total: 502		Test Weight: 50%
Passed: 358	No Show: 122	Test Date: 04/27/2016
Failed: 22		04/28/2016, 04/29/2016, 05/02/2016, 05/03/2016

Test #: 3	Performance Exam	
Applications Total: 358		Test Weight: 50%
Passed: 340	No Show: 0	Test Date: 04/27/2016
Failed: 18		04/28/2016, 04/29/2016, 05/02/2016, 05/03/2016

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



 Jerry H. Selby

Recruitment: Custodian

Recruitment # 15/38.0

Eligibility List Effective Date: 05/16/2016

Eligibility List Expiration Date: ~~05/15/2017~~ 01/15/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	20710136	103 *
2	18994481	101 **
2	24190342	101 *
2	13161929	101 *
2	7740795	101 *
3	13758805	100
3	17078176	100
3	13488487	100
3	684950	100
3	17026490	100
3	27805253	100
3	17078910	100
3	14833273	100
3	19273485	100
3	7984039	100
3	12011260	100
3	13166706	100 *
3	21282748	100
3	14185502	100
3	3899	100
3	1114318	100
3	21662555	100 *
3	13130921	100
3	24194244	100 *
3	27079478	100
3	24113397	100 *
3	17898378	100
3	5270916	100
3	27089864	100
3	24723786	100
3	13131062	100 *
3	27926667	100
3	14799931	100
3	27941787	100
4	27913452	98
4	2364349	98
4	27910666	98

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
4	17718506	98
4	20396461	98
4	27912460	98
4	25694816	98
4	27913210	98
4	17076840	98
4	14072328	98
4	27670394	98
4	27848246	98
4	27943675	98
4	18515334	98
4	27924284	98
4	27862932	98
4	14860746	98
4	22422147	98
4	13090351	98
4	27942229	98
4	23235164	98
5	26660095	97
5	6750351	97
5	24155670	97 *
5	27913783	97
5	24608040	97 **
5	12976757	97
6	27724372	96
6	17413955	96
6	27911863	96
6	17059363	96
6	24203518	96
6	25381911	96
6	27849797	96
6	15876845	96
6	27943324	96
6	27913077	96
6	6606236	96
6	27913750	96
6	7922852	96
6	27922582	96
6	4705702	96
6	13128072	96
6	27924672	96
6	27926888	96
6	26875055	96

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
7	27907789	95
7	19167168	95
7	22201491	95
7	19441374	95
7	26083368	95
7	27910477	95
7	13090663	95
7	16507726	95
7	17053045	95
7	26521107	95
7	27863630	95
7	13171633	95
7	27943861	95
7	27836148	95
7	10847064	95 **
7	12898784	95
7	13623290	95
7	27924969	95
8	13094245	94
8	17659824	94
8	27943376	94
9	27894646	93
9	19272258	93
9	27908720	93
9	26635380	93
9	27838448	93 **
9	24223636	93
9	27845541	93
9	5005717	93
9	3163436	93
9	24203268	93
9	27913908	93
9	27829885	93
9	21192229	93
9	27847680	93
9	27943195	93
9	27663739	93
9	27942574	93
9	27849506	93
9	2448301	93
9	24571911	93
9	27943151	93
9	875943	93
9	27913823	93

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
9	27493622	93
9	25015572	93
9	27913963	93
9	23515011	93
9	27915175	93
9	27232424	93
9	27856765	93
9	8623896	93
9	18115514	93
9	25194826	93
9	27924704	93
9	24864367	93
9	27926954	93
9	14028971	93
9	12983649	93
10	27839984	92
10	17059801	92
10	27859064	92
10	8744093	92
10	27910048	92
10	27838601	92
10	27854496	92
10	22064092	92
10	27845223	92
10	26937016	92
10	22312065	92
11	24105823	91
11	5323094	91
11	14061383	91
11	18067205	91
11	27841505	91
11	27926748	91
11	27863737	91
11	27941224	91
11	15385375	91
11	20729187	91
12	27908294	90
12	22662340	90
12	8870451	90
12	27908832	90
12	27853594	90
12	27518745	90
12	18699398	90
12	27848832	90

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
12	25111192	90
12	27913633	90
12	27914182	90
12	27914337	90
12	17065265	90
12	2971646	90
12	27846597	90
12	27853969	90
12	25102753	90
12	12943754	90
12	27915035	90
12	13227159	90
12	27922895	90
12	14781	90
12	22634011	90
12	13562690	90
12	27871067	90
12	27942042	90
12	16301117	90
13	27909120	89
13	13591541	89
13	24062560	89
13	4980361	89
14	7441448	88
14	27908183	88
14	15773936	88
14	16667286	88
14	27909830	88
14	27909883	88
14	27909967	88
14	24210333	88
14	27913031	88
14	9972865	88
14	21578995	88
14	27914233	88
14	27829133	88
14	17463808	88
14	27860887	88
14	25914562	88
14	27913043	88
14	16427051	88
14	27724595	88
14	22337379	88
14	27915070	88

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
14	27915144	88
14	14299592	88
14	27665171	88
14	14720160	88
14	17097427	88
14	20190575	88 *
14	27925273	88
14	27790204	88
14	6976640	88
14	27941394	88
14	16233358	88
14	27855236	88
14	27942276	88
15	8328200	87
15	27910517	87
15	27910553	87
15	27912639	87
15	27940756	87
15	21871784	87
15	15747816	87
15	27747836	87
15	19534907	87
15	27865981	87
16	27867880	86
16	27909012	86
16	27912378	86
16	24226787	86
16	18372372	86
16	27913355	86
16	15238271	86 **
16	21769102	86
16	20354727	86
16	27541150	86
16	27942181	86
16	27144825	86
17	27894788	85
17	27907538	85
17	18103321	85
17	27856171	85
17	27867981	85
17	27908968	85
17	23796321	85
17	11789331	85
17	17852438	85 *

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
17	27942872	85
17	27845355	85
17	27914680	85
17	17548235	85
17	27926777	85
17	27926827	85
18	27908465	84
18	25393355	84
18	27925178	84
18	27852383	84
19	23272125	83
19	1628818	83
19	27908439	83
19	14287774	83
19	27847363	83
19	27910585	83
19	13162925	83
19	27912402	83
19	27942637	83
19	27942772	83
19	27942326	83
19	27656951	83
19	27789201	83
19	27942979	83
19	27943409	83
19	27855408	83
19	25129947	83
19	13162877	83
19	27845545	83
19	27829228	83
19	21824554	83
19	27914874	83
19	15970186	83
19	14301030	83
19	27924255	83
19	27925043	83
19	27941126	83
19	24196242	83
19	19015927	83
20	27910442	82
20	27853193	82
20	17077170	82
21	20127986	81
21	22749077	81

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
21	27789733	81
21	27923523	81
21	27924164	81
21	27723987	81
22	27908085	80
22	27700958	80
22	5303713	80
22	26904386	80
22	27854403	80
22	27913099	80
22	27943791	80
22	27943254	80
22	27913297	80
22	27848175	80
22	27812803	80
22	18499877	80
22	17046759	80
23	17300084	79
24	27849615	78
24	26829324	78
24	27912668	78
24	27913279	78
24	27686604	78
24	27942461	78
24	27922953	78
24	27715608	78
24	22503882	78
24	27941264	78
25	4474080	77
26	27914740	76
27	27894517	75
27	27910617	75
27	27912278	75
27	25068733	75
27	27914837	75
27	27922351	75
27	27740409	75
28	27912518	73
28	27914119	73
28	27855174	73

* Seniority Points

** Veterans Points

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Food Service Manager

Recruitment: 16/26.0

Recruitment Type: Promotional

Advertising: Employment
Bulletin, GGUSD Website,
Governmentjobs.com

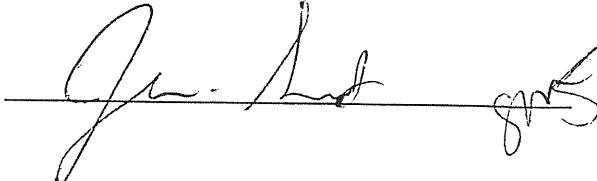
Commission Ordered Recruitment: 01/04/2017
Recruitment Opened: 01/09/2017
Recruitment Closed: 01/30/2017
Commission Approved Eligibility Lists: 04/19/2017
Eligibility List Effective Date: 03/02/2017
Eligibility List Expiration Date: 03/01/2018

Test #: 1	Application Screening		
Applications Total: 23			Test Weight: 0%
Passed: 15	No Show: 0		
Failed: 8			

Test #: 2	Multiple Choice		
Applications Total: 15			Test Weight: 40%
Passed: 14	No Show: 0		Test Date: 02/15/2017
Failed: 1			

Test #: 3	Oral Rating Exam		
Applications Total: 14			Test Weight: 60%
Passed: 11	No Show: 0		Test Date: 02/28/2017
Failed: 3			
Merged: 0			

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Food Service Manager

Recruitment # 16/26.0

Eligibility List Effective Date: 03/02/2017

Eligibility List Expiration Date: 03/01/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	31039692	95
2	21830104	94
3	15874408	93
4	26134705	90
5	30945433	89
6	31030975	87
7	15929165	86
7	2741282	86
8	28557071	83
9	30985961	82
9	31139780	82

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Instructional Aide – Vietnamese Speaking **Recruitment:** 16/03.1

Recruitment Type: Open

Advertising: Employment
Bulletin, GGUSD Website, Edjoin,
Governmentjobs.com

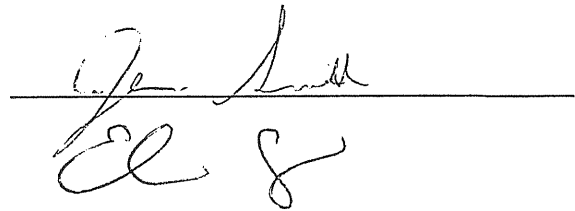
Commission Ordered Recruitment: 03/01/2017
Recruitment Opened: 02/14/2017
Recruitment Closed: 03/07/2017
Commission Approved Eligibility Lists: 04/19/2017
Eligibility List Effective Date: 04/04/2017
Eligibility List Expiration Date: 04/03/2018

Test #:	Application Screening		
1	Applications Total: 72	No Show: 0	Test Weight: 0%
	Passed: 44		
	Failed: 28		

Test #:	NCLB Exam		
2	Applications Total: 44	No Show: 19	Test Weight: 40%
	Passed: 18		Test Date: 03/16/2017
	Failed: 7		

Test #:	Performance/Oral Rating Exam		
3	Applications Total: 18	No Show: 1	Test Weight: 60%
	Passed: 16		Test Date: 03/29/2017
	Failed: 1		
	Merged: 0		

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Instructional Aide - Vietnamese Speaking

Recruitment # 16/03.1

Eligibility List Effective Date: 04/04/2017

Eligibility List Expiration Date: 04/03/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	31273797	97
2	30410967	95
2	30224475	95
3	31496590	91
3	29709552	91
4	31579621	89
5	31420018	88
5	30882923	88
6	28230112	87
7	15413514	85
7	31353376	85
7	30569167	85
8	31464698	84
9	30819974	80
9	24934885	80
10	21592618	72

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Instructional Aide II – Special Education **Recruitment:** 16/18.1

Recruitment Type: Open

Advertising: Employment
Bulletin, GGUSD Website, Edjoin,
Governmentjobs.com

Commission Ordered Recruitment: 02/01/2017
Recruitment Opened: 01/06/2017
Recruitment Closed: 01/27/2017
Commission Approved Eligibility Lists: 04/19/2017
Eligibility List Effective Date: 03/03/2017
Eligibility List Expiration Date: 03/02/2018

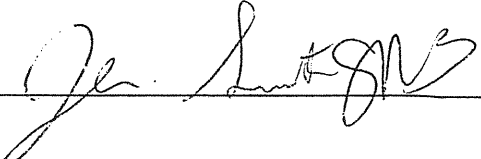
Test #: 1	Application Screening	
Applications Total: 280		Test Weight: 0%
Passed: 189	No Show: 0	
Failed: 91		

Test #: 2	NCLB Exam	
Applications Total: 174		Test Weight: 0%
Passed: 60	No Show: 96	Test Date: 02/06/2017 and 02/07/2017
Failed: 18		

Test #: 3	Multiple Choice Exam	
Applications Total: 75		Test Weight: 40%
Passed: 65	No Show: 7	Test Date: 02/06/2017 and 02/07/2017
Failed: 3		

Test #: 4	Oral Rating Exam	
Applications Total: 65		Test Weight: 60%
Passed: 56	No Show: 4	Test Date: 02/24/2017
Failed: 5		
Merged: 38		

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Instructional Aide II - Special Education

Recruitment # 16/18.1

Eligibility List Effective Date: 03/03/2017

Eligibility List Expiration Date: 03/02/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	30919565	96
2	13545870	95 *
2	14025920	95
3	7734116	94
4	29988818	92
4	30978072	92
4	24534481	92 *
4	29150214	92
5	30890969	91
5	27224916	91 *
6	28359503	90 *
6	25951148	90
6	28361110	90
6	30019997	90 *
7	31108830	89
7	31027453	89
7	24345832	89 *
7	11784871	89
7	27029750	89 *
7	29993023	89 *
7	15607676	89
7	30796478	89
8	23024963	88
8	27084178	88 *
8	28267110	88
9	30389880	87
9	30928950	87
9	27439080	87 *
9	29590188	87 *
9	27212432	87
9	27123618	87
9	26287859	87
10	18001735	86
10	18753452	86 *
11	30032148	85
11	14952577	85 *
11	31085435	85

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
12	19565321	84 *
12	31010872	84
12	29865518	84 *
12	26804822	84
12	31052150	84
12	22776708	84 *
13	30977434	83 **
13	30979178	83
13	30945390	83
14	31002591	82
14	27211762	82 *
14	30700615	82
14	27113042	82 *
14	19397166	82
14	10480749	82
14	14084731	82
14	30850644	82
15	28294266	81
15	30801491	81
15	28183688	81
15	18724203	81
16	27141982	80
16	30897119	80
16	24346904	80 *
16	23391845	80
16	25690886	80
16	7093635	80 *
17	13912866	79 *
17	31092147	79
17	28359802	79 *
17	23759547	79
17	29917674	79 *
18	29851293	78 *
18	25331025	78
18	29862980	78
18	11544018	78 *
18	24210750	78
19	24370859	77 *
19	25926939	77 *
19	31112850	77
19	25192739	77 *
19	28153718	77
19	29858030	77 *
19	22910026	77 *

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
20	4710112	76 *
20	31098113	76
20	17642875	76 *
20	24381087	76 *
20	30984047	76
21	30854958	75 *
21	20923232	75
22	29887139	74 *
22	31080699	74
22	25903253	74 *
23	21419199	73
24	24492208	72 *
24	23231355	72 *

* Merged Candidate

** Veterans Points

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Lead Technology Assistant

Recruitment: 16/25.0

Recruitment Type: Promotional

Advertising: Employment
Bulletin, GGUSD Website,
Governmentjobs.com

Commission Ordered Recruitment: 01/04/2017

Recruitment Opened: 01/09/2017

Recruitment Closed: 01/30/2017

Commission Approved Eligibility Lists: 04/19/2017

Eligibility List Effective Date: 03/07/2017

Eligibility List Expiration Date: 03/06/2018

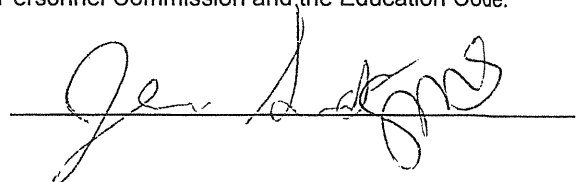
Test #:	1	Application Screening	
Applications Total:	21		Test Weight: 0%
Passed:	12	No Show: 0	
Failed:	9		

Test #:	2	Multiple Choice Exam	
Applications Total:	12		Test Weight: 40%
Passed:	10	No Show: 1	Test Date: 2/10/2017
Failed:	1		

Test #:	3	Oral Rating Exam	
Applications Total:	10		Test Weight: 60%
Passed:	8	No Show: 2	Test Date: 3/03/2017
Failed:	0		

Test #:	4	Performance Exam	
Applications Total:	8		Test Weight: 0%
Passed:	6	No Show: 0	Test Date: 3/03/2017
Failed:	2		

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Lead Technology Assistant

Recruitment # 16/25.0

Eligibility List Effective Date: 03/07/2017

Eligibility List Expiration Date: 03/06/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	2032821	97
2	13437013	96
3	27614584	94
4	11879858	91
5	18346474	82
6	22581693	78

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: School Testing Assistant

Recruitment: 16/27.0

Recruitment Type: Open

Advertising: Employment
Bulletin, GGUSD Website, Edjoin,
Governmentjobs.com

Commission Ordered Recruitment: 01/04/2017
Recruitment Opened: 01/06/2017
Recruitment Closed: 01/27/2017
Commission Approved Eligibility Lists: 04/19/2017
Eligibility List Effective Date: 03/20/2017
Eligibility List Expiration Date: 03/19/2018

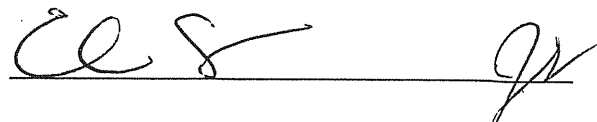
Test #: 1	Application Screening	
Applications Total: 227		Test Weight: 0%
Passed: 140		
Failed: 87		

Test #: 2	Multiple Choice Exam	
Applications Total: 140		Test Weight: 40%
Passed: 54	No Show: 38	Test Date: 02/14/2017 and 02/15/2017
Failed: 48		

Test #: 3	Typing Test	
Applications Total: 54		Test Weight: 0%
Passed: 36	No Show: 7	Test Date: 02/28/2017
Failed: 11		

Test #: 4	Oral Rating Exam	
Applications Total: 36		Test Weight: 60%
Passed: 35	No Show: 1	Test Date: 03/15/2017
Failed: 0		
Merged: 0		

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: School Testing Assistant

Recruitment # 16/27.0

Eligibility List Effective Date: 03/20/2017

Eligibility List Expiration Date: 03/19/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	9359302	100
2	28087375	98
2	22148153	98
2	20875831	98
2	6125348	98
2	19897592	98
2	31096943	98
2	30507392	98
2	15842184	98
2	31120501	98
2	3341560	98
3	21756591	97
3	29241681	97
3	31105896	97
3	27949746	97
4	31101634	96
4	27972933	96
4	16717214	96
5	23024963	95
5	29791245	95
5	21757050	95
6	10480749	94
7	28188862	93
7	21275716	93
7	29803964	93
7	25862361	93
8	2170786	91
9	30890741	90
10	24947981	88
10	28385266	88
11	25565081	87
12	18039906	86
13	7117315	84
14	31096785	81
15	30997309	78

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Technology Assistant

Recruitment: 16/31.0

Recruitment Type: Open

Advertising: Employment
Bulletin, GGUSD Website, Edjoin,
Governmentjobs.com

Commission Ordered Recruitment: 03/01/2017

Recruitment Opened: 02/14/2017

Recruitment Closed: 03/07/2017

Commission Approved Eligibility Lists: 04/19/2017

Eligibility List Effective Date: 04/04/2017

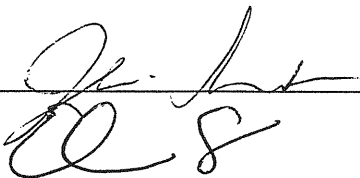
Eligibility List Expiration Date: 04/03/2018

Test #: 1	Application Screening		
Applications Total:	133		Test Weight: 0%
Passed:	35	No Show: 0	
Failed:	98		

Test #: 2	Multiple Choice Exam		
Applications Total:	35		Test Weight: 40%
Passed:	26	No Show: 8	Test Date: 03/17/2017
Failed:	1		

Test #: 3	Oral Rating Exam		
Applications Total:	26		Test Weight: 60%
Passed:	22	No Show: 3	Test Date: 03/31/2017
Failed:	1		
Merged:	3		

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Technology Assistant

Recruitment # 16/31.0

Eligibility List Effective Date: 04/04/2017

Eligibility List Expiration Date: 04/03/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	31588991	96
2	31362629	94
2	8992095	94
2	31593714	94
3	31364992	91
4	31419758	90
4	11800145	90
5	26978764	89 *
6	29977009	88
7	9139189	85
7	31589047	85
7	15984691	85
7	20392061	85
8	31326719	83
9	31347262	82
9	27658909	82
10	23026038	81
11	14046680	79
11	20127846	79
12	20669828	77
12	12012512	77
13	833701	76 *
14	23521446	75 *
14	30886007	75
15	14535627	72

* Merged Candidate