

# GARDEN GROVE UNIFIED SCHOOL DISTRICT Personnel Commission Meeting

Education Center - Fifth Floor Board Room  
10331 Stanford Avenue, Garden Grove, CA  
May 17, 2017 – 5:10 P.M.

## AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADMINISTRATION AND POLICY
  - 3.1 Director's Report
  - 3.2 2017-18 Proposed Personnel Commission Budget – First Reading
4. MINUTES OF THE REGULAR MEETING OF APRIL 19, 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 – 04/18/17
  - ⇒ Classified Personnel Report – 05/02/17
7. APPROVAL OF CLASSIFICATION ACTIONS\*
  - 7.1 Classification Description Revision – Grounds Equipment Operator II
  - 7.2 New Position – Grounds Equipment Operator II (District Maintenance Center)
  - 7.3 New Position – Groundskeeper/Gardener (2 positions – District Maintenance Center)
8. ORDERING OF EXAMINATIONS\*

8.1 Clerical Specialist I	Open
8.2 Electronic and Technology Support Technician	Open
8.3 Elementary/Intermediate School Secretary	Open
8.4 Intensive Behavioral Instruction Assistant	Open
8.5 Instructional Aide II – Special Education	Open
8.6 Manager, Maintenance and Operations	Open
8.7 Mechanical Maintenance Worker	Open
8.8 Network Analyst	Open
9. RATIFICATION OF ELIGIBILITY LISTS\*

9.1 Accountant	Open
9.2 Mechanic's Helper	Open
9.3 Stock Clerk II	Promotional
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](http://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.*

**AGENDA ITEM #3.2: 2017-18 PROPOSED PERSONNEL COMMISSION BUDGET –  
FIRST READING**

The 2017-18 proposed Personnel Commission budget is attached for your review. The proposed budget reflects a 17% increase over the 2016-17 budget adopted by the Personnel Commission. A summary of noteworthy changes in the payroll-related expenses are listed below.

- ❖ For the 2016-17 year, the estimated actuals for Management Salaries (Object 2310) are higher than the adopted budget primarily due to the creation of an additional assistant director position. The estimated actuals for Confidential Employee Salaries (Object 2498) are lower than the adopted budget due to a vacancy for approximately seven months.
- ❖ The amount charged to the district's general fund (which includes the Personnel Commission budget) for Health & Welfare (Object 3402) was reduced in 2016-17. The rates will go back up to the regularly budgeted amount starting with the 2017-18 year.
- ❖ The amount expended for CalPERS (Object 3202) continues to climb steeply due to increases in the CalPERS rates charged to school districts. The CalPERS rate schedule is: current - 13.88%; 2017-18 - 15.50%; 2018-19 – 18.70%; 2019-20 – 21.60%
- ❖ 2017-18 salary expenses will increase if the district provides a salary increase for the 2016-17 and/or 2017-18 years.

Staff proposes that the June Personnel Commission meeting be established as the date for the public hearing on the proposed budget, as well as a second reading and adoption. After adoption, staff will forward the 2017-18 Personnel Commission budget to the Orange County Superintendent of Schools for review and approval. Upon County approval, the Commission's budget will then become a part of the district's general fund expenditures for the 2017-18 school year.

**Recommendation:** It is recommended that the Personnel Commission accept the 2017-18 proposed budget as a first reading and set the June Personnel Commission meeting date and time for the public hearing, second reading, and adoption of the budget.

**GARDEN GROVE UNIFIED SCHOOL DISTRICT - PERSONNEL COMMISSION  
2017-18 Budget**

Program Title: 0910 - Personnel Commission

Pseudo	Number Object	Description of Expenditure	2015-16 Actual	2016-17 Adopted	2016-17 Est. Act.	2017-18 Proposed
<b>1003719</b>		<b>GENERAL ADMINISTRATION</b>				
	2310	Management Salaries	\$231,066	\$231,066	\$325,006	\$354,732
	2380	Personnel Commissioners	1,800	2,100	1,650	2,100
	2410	Clerical Salaries	356,085	384,494	384,494	391,315
	2498	Confidential Employee Salaries	238,160	242,754	186,754	247,912
	2980	Classified Employee Contractor	150	0	150	0
	3202	PERS	96,877	109,631	129,718	154,177
	3314	Medicare	11,829	12,477	13,848	14,443
	3356	OASDI	47,771	49,997	55,855	58,858
	3402	Health & Welfare	120,797	159,273	59,526	180,901
	3502	State Unemployment Insurance	406	430	478	497
	3602	Workers' Compensation	4,137	4,303	4,776	4,981
	3752	OPEB - Classified	4,964	5,163	5,731	5,977
	3754	OPEB - Normal Classified	1,580	1,620	1,740	1,740
	4300	Materials & Supplies	1,788	5,000	2,573	5,000
	4400	Non-Capitalized Equipment	0	1,000	0	1,000
	5210	Mileage	55	600	80	950
	5230	Conferences	1,816	5,000	3,261	5,000
	5300	Dues & Memberships	3,008	3,408	3,190	3,408
	5711	IP/CC Printing Services	3,947	10,750	6,000	10,750
	5714	IP/CC Metered Postage/UPS	3,050	5,550	2,900	5,550
	5752	Food Services Catering	791	1,000	519	1,000
	5800	Services & Other Exp.	18,612	20,000	18,300	22,300
	5910	Communication - Phones	70	220	0	0
			\$1,148,759	\$1,255,836	\$1,206,549	\$1,472,591
<b>1003722</b>		<b>EMPLOYEE RECOGNITION</b>				
	4300	Materials & Supplies	\$1,834	\$1,400	\$0	\$1,400
	5711	IP/CC Printing Services	23	\$0	37	\$0
	5752	Food Services Catering	88	\$0	88	\$0
	5800	Services & Other Exp.	0	0	250	250
			\$1,945	\$1,400	\$375	\$1,400
		<b>TOTAL EXPENDITURES:</b>	\$1,150,704	\$1,257,236	\$1,206,924	\$1,473,991

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

**PERSONNEL COMMISSION MEETING**  
10331 Stanford Avenue  
Garden Grove, CA

### **MINUTES**

of the Meeting of  
April 19, 2017

### **CALL TO ORDER**

Commissioner Tortolano called the meeting of April 19, 2017 to order at 5:10 p.m. Director Seymour led the audience in the Pledge of Allegiance.

#### **COMMISSIONERS PRESENT**

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

#### **STAFF MEMBERS PRESENT**

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

### **ADMINISTRATION AND POLICY**

#### **3.1 Director's Report**

Director Seymour reminded the Personnel Commissioners that the annual community dinner will be held on Monday, April 24 starting at 5:30 p.m. at the Hyatt Hotel in Garden Grove.

Directed Seymour stated that a flyer for a Personnel Commissioners Association of Southern California (PCASC) mini conference has been placed in their packets for their review and consideration.

Director Seymour informed the commissioners that NeoGov has notified the district of a fee increase for their services. NeoGov is the program that the district uses for online applicant and testing tracking. There is another program on the market called Edjoin, but it does not allow for applicant test tracking. The district has been using NeoGov since 2011. Pricing has held steady at around \$14,000 per year up until this recent fee increase. Rates are increasing across the board for all districts. After having completed some research, Director Seymour is recommending that the district continue to use NeoGov. The new yearly cost will be approximately \$18,000 with a 2-year price guarantee. Overall, this most recent price increase equates to approximately a 3.5% yearly increase from 2011. Director Seymour will be discussing this increase with the business office in order to have the Personnel Commission budget increased accordingly for the next fiscal year.

### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the March 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 – 03/07/17
- Classified Personnel Report – 03/21/17
- Classified Personnel Report – 04/04/17
- PCASC Mini Conference – 06/02/17

Director Seymour stated that PCASC currently has a surplus of funds and would like to give some of it back to members by holding a mini conference where a staff member can attend free of charge if

accompanied by a Personnel Commissioner or Director. This mini conference will be held on Friday, June 2, 2017 in the city of Anaheim. Director Seymour requested that the Personnel Commissioners check their availability. Director Seymour will be recommending that Assistant Directors Collison and Smith, Supervising Personnel Analyst Ceja and Associate Personnel Analyst Henderson attend this one day conference.

Commissioner Tortolano stated that she may be able to attend the conference but will need some time to confirm her availability. Commissioners Franks and Flatebo stated that he will be attending.

CSEA President Leon stated his interest in possibly attending this conference.

Director Seymour stated that she has a PCASC board member meeting on April 21, 2017 where she will find out if Assistant Directors Collison and Smith can each take a free staff member or if they will be the Commissioners' free staff member. Director Seymour will obtain information as to the possibility of having Mr. Leon attend the conference.

Director Seymour will be requesting board approval for this conference. The conference registration form will be submitted once everyone interested in attending is confirmed.

### **APPROVAL OF CLASSIFICATION ACTIONS**

#### **7.1 Classification Description Revision – Network Analyst**

Assistant Director Smith reviewed the Network Analyst classification description due to an existing vacancy with an upcoming recruitment. This classification description was revised in 2014 but due to constant changes in the technology field, Assistant Director Smith had the Information Technology Department Director, Assistant Director and incumbents review the classification description for accuracy. The suggested revisions are minor, but significant. Changes to the employment standards and education and experience sections were revised to delete the reference to specific software programs that the Information Technology Department no longer uses. Instead, the phrase "*and certifications with current products and manufacturers*" is being added.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Network Analyst, effective April 19, 2017. The motion passed 3-0.

#### **7.2 New Position – Accounting Technician I (Business Services)**

Assistant Director Smith stated that this new Accounting Technician I position will provide assistance in the purchasing department with orders relating to district modernization funds.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the new position listed above as Accounting Technician I (salary range 29), effective April 19, 2017. The motion passed 3-0.

#### **7.3 New Position – Clerical Specialist I (K-12 Educational Services)**

Assistant Director Smith stated that the new position will provide assistance to K-12 Director Eimi Garcia. Director Garcia oversees student grant and mentoring programs and up until now has had no clerical support. Staff recommends that this new position be classified as a Clerical Specialist I due to the level of understanding and attention to detail that is necessary to comprehend the various grant and mentoring programs. There are currently other Clerical Specialists I in K-12 Educational Services that perform similar work.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the new position listed above as Clerical Specialist I (salary range 25), effective April 19, 2017. The motion passed 3-0.

Director Seymour stated that these new Accounting Technician I and Clerical Special I positions will be performing similar work to other established positions in those departments.

7.4 New Position – Central Office Clerk I (Information Technology)

7.5 New Positions – Custodian (Bryant, Cook, Enders, McGarvin, Patton, Ralston, Sunnyside)

Commissioner Tortolano inquired as to whether these new Custodian positions are due to growth or turnover.

Director Seymour stated the the Central Office Clerk I and Custodian positions are part-time positions to provide the corresponding sites/department with much needed additional assistance.

Director Seymour stated that these school sites have been understaffed for a couple of years now and have been in need of the additional help. Even so, student enrollment is declining.

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)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions as listed above, effective April 19, 2017. The motion passed 3-0.

#### **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

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	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

Commissioner Flatebo made an inquiry regarding the Custodian eligibility list. She observed that the top three ranks consist of thirty candidates and wondered if all three ranks were sent for hiring interviews.

Director Seymour stated that the hiring authority may not bypass any ranks, but can choose to only interview from only rank one, or ranks one and two, but can't skip ranks one and two to get to rank three. When interviews are set up for custodian positions, staff schedules a group interview with all of the hiring authorities involved. If the candidates from rank one are presented and do not seem to be a good fit, the hiring authority can opt to see an additional rank up to rank three.

Staff, however, does go farther down the eligibility list to hire substitutes. The next custodian recruitment may be promotional in order to allow for existing substitutes to promote into permanent positions without the competition from external candidates. After that recruitment, though, there would be a need to go open in order to replenish the substitute pool. The requested custodian extension will fulfill the need for custodians through the beginning of the 2017/2018 school year.

CSEA President Leon inquired as to whether current part-time custodians are first in line for permanent full time positions as opposed to substitutes. Director Seymour stated that substitutes would be eligible

to obtain full-time positions if they are on the eligibility list in the first three ranks. Part-time employees can submit transfer requests for consideration into full-time vacancies.

Commissioner Franks stated that it is disheartening when a candidate is in the first three ranks but tied with a lot of other candidates. Commissioner Franks stated that candidates wanting to work for the district are exceptional and that any district would be very lucky to have them, which says a great deal about the district's examination and selection process.

Director Seymour stated that more disheartening is being in rank four where candidates are waiting until one of the ranks above clear out in order to be eligible for an interview. Staff member, Ms. Lopez, is constantly getting calls about a candidate's status on the eligibility list.

Assistant Director Smith stated that the examination process is consistently updated in order to make sure that the top three ranks are truly the best most qualified candidates and not just good test takers.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective April 19, 2017. The motion passed 3-0.

## **OTHER BUSINESS**

### 10.1 Commissioners

Commissioner Franks stated that he recently attended the bus ROADEO. Commissioner Franks stated it is always good to see the district's talented bus drivers perform at their best.

Employee Jana McIver stated that one of the district bus drivers, Christopher Weckl, passed away during Spring Break. Mr. Weckl had just been hired on as a permanent bus driver in December.

Director Seymour stated that staff is working with Mr. Weckl's family to provide assistance during this difficult time. Commissioner Franks extended his condolences to Mr. Weckl's family.

Commissioner Flatebo extended a welcome to Supervising Personnel Analyst Ceja and commended her and her staff who has evidently been hard at work.

Assistant Director Smith stated that Ms. Ceja has been working for the district for about six weeks now and is doing a great job.

Commissioner Tortolano stated that she is looking forward to seeing everyone at the Garden Grove Community Dinner on Monday, April 24, 2017.

Commissioner Franks added that he was one of the Fitbit winners and thanked the district's insurance department for their innovative way of promoting health and wellness to district employees.

### 10.2 New Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, May 17, 2017 at 5:10 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

## **ADJOURNMENT**

The meeting was adjourned at 5:31 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran

**AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS**

**CORRESPONDENCE AND COMMUNICATIONS**

- ⇒ Classified Personnel Report – 04/18/17
- ⇒ Classified Personnel Report – 05/02/17



Report No.	04/18/17-2
Action Taken	<input checked="" type="checkbox"/>
As Recommended	<input checked="" type="checkbox"/>
With Revisions	<input type="checkbox"/>
With Addendum	<input type="checkbox"/>

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report  
Report No. 04/18/17-2

EMPLOY

Noon Duty Supervisors  
Regular  
Substitutes  
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations

CHANGE IN ASSIGNMENT

Increase/Decrease  
Promotions  
Working Out of Class

MISCELLANEOUS

Probationary Release  
Separation

It is recommended that the Board approve actions as listed in Board Report No. 04/18/17-2.

On motion of Trustee Rocco, seconded by Trustee Dina Nasser, and  
unanimously carried, the Board of Education approved actions relating to  
classified personnel, as recommended in Report No. 04/18/17-2.

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

4/18/2017

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

**Noon Duty Supervisors**

Camarillo, Lisa M	Noon Duty Supervisor		\$13.09	Stanley		12/05/16
De Luna, Gloria	Noon Duty Supervisor/CL		\$13.09	Faylane		09/01/16
Gutierrez, Juliana M	Noon Duty Supervisor		\$13.09	Murdy		04/03/17
Ramirez, Gildardo M	Noon Duty Supervisor/CL		\$13.09	Woodbury		09/02/16
Sanchez, Wendy Y	Noon Duty Supervisor		\$13.09	Woodbury		03/06/17

**Regular**

Cao, Vincent Q	Food Service Worker I	13/2	\$17.13	Pacifica		04/03/17
Carrasco, Angelique L	Health Assistant	18/1	\$18.46	Brookhurst		03/27/17
Copple III, John J	Custodian	24/1	\$21.40	Woodbury		03/27/17
Gonzalez, Yesenia I	Instructional Aide - Bil Spanish	15/2	\$18.01	Clinton Corner		03/27/17
Guevara Salgado, Erika Y	Instructional Aide - Bil Spanish	15/2	\$18.01	Clinton Corner		04/03/17
Hernandez, Corina	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Walton		03/30/17
Johnson, Shaktrah C	Instructional Aide II - Special Ed.	19/2	\$19.88	Post		04/04/17
Maus, Melissa A	Food Service Worker I	13/2	\$17.13	Northcutt		03/28/17
Melendrez, Jessica G	Instructional Aide - Bil Spanish	15/2	\$18.01	Violette		04/17/17
Peters, Jennifer	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		04/03/17
Rajput, Setu N	Technology Assistant	18/1	\$18.46	Patton		04/03/17
Rocha, Rosa E	Food Service Worker I	13/2	\$17.13	Rancho Alamitos		03/29/17
Valenzuela, Nina A	Instructional Aide II - Special Ed.	19/2	\$19.88	Riverdale		04/03/17

**Substitutes**

Aguilar-Verdin, Jairo R	Sub Custodian		\$17.91	Varies		03/30/17
Alvirez, Leah A	Sub Noon Duty Supervisor		\$13.09	Peters 4-6		03/30/17
Eldafashi, Dalia A	Sub Clerk		\$15.44	Carrillo		12/09/16
Garcia, Jennifer V	Sub Noon Duty Supervisor		\$13.09	Rosita		03/29/17
Hanley, Matthew R	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		04/03/17
Hernandez, Jennifer G	Sub Noon Duty Supervisor		\$13.09	Mitchell		04/06/17
Hernandez, Tomasa	Sub Noon Duty Supervisor		\$13.09	Mitchell		04/03/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

4/18/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Jardine, Dianna L	Sub Noon Duty Supervisor		\$13.09	Woodbury		03/23/17
Leon, Argelia	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		02/25/17
Mendoza, Desiree	Sub Noon Duty Supervisor		\$13.09	Mitchell		03/31/17
Prasad, Sneha	Sub Noon Duty Supervisor		\$13.09	Zeyen		03/30/17
Ramirez, Pedro A	Sub Noon Duty Supervisor		\$13.09	Peters K-3		03/21/17
Sarinana, Adela	Sub Clerk		\$15.44	Riverdale		03/16/17
Travis, Ryan R	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		04/03/17
Yardley, Amber M	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		03/28/17
<b>Temporary</b>						
Amezcu, Lilia	Sch-Comm Liaison Wkr-Bil Span	21/5	\$25.44	Los Amigos	Temporary additional assignment	02/06/17
Bautista, Jovanny	Student Worker		\$10.50	Bolsa Grande		03/23/17
Camarena, Rosa M	Food Service Worker I	16/5	\$23.05	Food Service Department	Temporary additional assignment	02/16/17
Carachure Herrera, Tirso	Student Worker		\$10.50	Santiago		03/16/17
Delgado, Julissa J	Student Worker - Trainee	16/3	\$8.95	Rancho Alamitos	Temporary additional assignment	03/27/17
Esparza, Brenda	Breakfast Worker		\$19.39	Zeyen		04/03/17
Flores, Mayah Linda E	Student Worker - Trainee		\$8.95	Hare		03/22/17
Huynh, Vanessa T	Food Service Worker I	13/5	\$19.88	Hazard	Temporary additional assignment	01/17/17
Janssen, Helga M	School Office Clerk I	21/2	\$20.88	Garden Grove	Temporary additional assignment	12/17/16
Le, Aby T	Tutor		\$14.00	Los Amigos		04/04/17
Le, Hongho T	Food Service Worker I	13/5	\$20.37	Hazard	Temporary additional assignment	02/16/17
Llanos, Jane	Breakfast Worker	17/5	\$23.05	Jordan	Temporary additional assignment	03/23/17
Ngo, Mai H	Food Service Worker I	13/5	\$20.37	Bryant	Temporary additional assignment	03/16/17
Phan, Nga T	Food Service Worker I	13/5	\$20.37	Bryant	Temporary additional assignment	03/16/17
Richardson, Calvin	Auditorium Attendant		\$22.48	Garden Grove		02/17/17
Rodriguez, Rosa M	Food Service Worker I	13/5	\$21.40	Crosby	Temporary additional assignment	02/17/17
Ta, Khang V	Student Worker		\$10.50	Pacifica		03/28/17
Tran, Dennis	Student Worker		\$10.50	Bolsa Grande		03/28/17
Vieyra Terres, Rosalba	Food Service Worker I	13/2	\$17.13	Paine	Temporary additional assignment	02/14/17
Wojciechowski, Robert	ASB Worker		\$10.00	Los Amigos		11/01/16

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

4/18/2017

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

Requests

Cortez-Garcia, Raquel	Food Service Worker I			Los Amigos	Paid medical leave	03/06/17 05/01/17
Gallegos, Sally L	Instructional Aide I - Special Ed.			Doig	Paid medical leave	03/24/17 04/21/17
Hernandez, Sherleen	Instructional Aide II - Special Ed.			Jordan	Pregnancy disability leave	03/25/17 05/17/17
Howard-Johnson, Maria	Instructional Aide II - Special Ed.			Bell	Paid medical leave	02/28/17 06/09/17
Hutcherson, Caitlin	Instructional Aide II - Special Ed.			Jordan ATP	Extend pregnancy disability leave	04/03/17 04/24/17
Huyhn, To C	Custodian			Enders	Paid medical leave	03/07/17 03/27/17
Jimenez, Veronica	Instructional Aide II - Special Ed.			Bell	Unpaid leave	05/01/17 06/20/17
Julian, Richard L	Instructional Aide II - Special Ed.			La Quinta	Paid medical leave	03/28/17 05/16/17
Lawyer, James	Custodian - Swing			Garden Grove	Paid medical leave	02/27/17 06/22/17
Lopez-Bates, Patricia	Health Assistant			La Quinta	Paid medical leave	01/06/17 05/31/17
Lyons, Lanoi L	Special Education Assistant			Mark Twain	Paid medical leave	03/01/17 04/03/17
Mabie, Mary	Instructional Aide II - Special Ed.			Garden Grove	Extend paid medical leave	04/09/17 05/03/17
Martinez, Sandra	Food Service Worker I			Food Service Department	Extend unpaid leave	03/31/17 04/28/17
Morris, Virginia	Cook-Baker			Food Service Department	Extend paid medical leave	03/28/17 06/01/17
Obregon, Sandy	Bus Driver			Transportation	Parental bonding leave	03/03/17 04/03/17
Ortega, Analiese	Instructional Aide II - Special Ed.			Carrillo	Pregnancy disability leave	03/21/17 06/20/17
Ramich, Richard	Lead Technology Assistant			Bolsa Grande	Intermittent parental bonding leave	02/16/17 03/09/17
Ramich, Richard	Lead Technology Assistant			Bolsa Grande	Intermittent parental bonding leave	03/31/17 05/01/17
Saldivar, Armando	Instructional Aide II - Special Ed.			Rancho Alamitos	Paid medical leave	01/16/17 04/27/17
Tuong, Loi	Community Outreach Spec. II			Special Education	Family care leave	03/30/17 04/24/17
Wilson, Lidia	Special Education Assistant			Mark Twain	Paid medical leave	03/13/17 04/24/17

**RESIGNATIONS/RETIREMENTS**

Resignations

Hernandez, Corina	Sch-Comm Liaison Wkr-Bll Span			Walton		04/04/17
Leon, Argetia	Noon Duty Supervisor/CL			Irvine		02/24/17
Panajon, Guia V	Instructional Aide II - Special Ed.			Gilbert		04/21/17
Santacruz, Christina	Assistant Buyer			Business Office		03/29/17
Yu, Michael	Technology Assistant			Evans		03/03/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

4/18/2017

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

Increase/Decrease						
Abbas, Shaista R	Noon Duty Supervisor		\$13.09	Hill	Increase from 8 hours 45 minutes to 10 hours per week	09/01/16
Castillo, Maria R	Food Service Worker I	13/5	\$21.40	Rosita	Increase from 10 to 15 hours per week	02/28/17
Ramos Salazar, Alejandra	Food Service Worker I	13/2	\$17.13	Rancho Alamitos	Increase from 10 to 17.5 hours per week	03/29/17
Shah, Shukria S	Food Service Worker I	13/5	\$20.88	Rosita	Voluntary decrease from 15 to 10 hours per week	02/28/17
Swaney, Leticia A	Noon Duty Supervisor/CL		\$13.09	Lawrence	Voluntary decrease from 6 hours 40 minutes to 5 hours per week	09/01/16
West, Leslie L	Noon Duty Supervisor		\$13.09	Hill	Increase from 6 hours 40 minutes to 8 hours 20 minutes per week	09/01/16

**Promotions**

Cabrera, Daniel	Intensive Behavioral Instr. Asst.	23/3	\$23.05	Special Education	From Instructional Aide II - Special Education	04/05/17
Karzazi, Melissa M	Intensive Behavioral Instr. Asst.	23/3	\$23.05	Special Education	From Instructional Aide II - Special Education	03/31/17
Kroeker, Alexandria R	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	03/23/17
Lopez, Marcedalia H	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	04/04/17
Reade, Jr., Craig A	Lead Technology Assistant	21/1	\$3,445.00	Santiago	From Technology Assistant	04/07/17
Sandiero, Gary	Lead Custodian - Swing	29/2	\$4,409.00	District Education Center	From Custodian - Swing	04/17/17
Siordia, Paul	Head Custodian I	27/5	\$5,113.00	Gilbert	From Custodian	04/07/17
St. Jean, Kristal	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	03/23/17

**Working Out of Class**

Esparza, Brenda E	Lead Food Service Worker	17/2	\$18.92	Zeyen	From Food Service Worker I	02/27/17
Jimenez, Jr., Gildardo	Food Service Manager	34/1	\$28.78	Peters K-3	From Cook/Baker	02/24/17
Kassajikian, Alice P	Breakfast Worker	16/5	\$23.05	Carrillo	From Food Service Worker I	01/25/17
Montoya, Jessica	Lead Food Service Worker	17/2	\$18.92	Northcutt	From Food Service Worker I	03/07/17
Moosa, Rabia K	Cook-Baker	21/4	\$24.21	Fitz	From Lead Food Service Worker	03/16/17
Nguyen, Maria B	Lead Food Service Worker	17/4	\$22.48	Paine	From Food Service Worker I	02/14/17
Olivia, Mayra Y	Lead Food Service Worker	17/4	\$21.94	Crosby	From Food Service Worker I	02/17/17
Ponce, Maria E	Lead Food Service Worker	17/4	\$21.40	Peters 4-6	From Food Service Worker I	02/24/17
Rodriguez, Rosa M	Cook-Baker	21/2	\$22.48	Peters K-3	From Food Service Worker I	02/24/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

4/18/2017

EMPLOYEE	TITLE	RANGE/ SALARY		SITE	ACTION REQUESTED	DATES	
		STEP	RATE			EFFECTIVE	ENDING
Sandoval-Lopez, Rebecca	Cook-Baker	21/2	\$20.88	Bell	From Food Service Worker I		03/01/17
Tang, Julia Q	Breakfast Worker	16/5	\$21.94	Carillo	From Food Service Worker I		01/23/17
<b>MISCELLANEOUS</b>							
<u>Probationary Release</u>							
Le, Nguyen T	Instructional Aide - Bill Viet			Patton			02/28/17
Tate II, Wiley C	Custodian - Swing			Bryant			03/29/17
<u>Separation</u>							
Dutton, Connie	School Office Clerk I			Barker	Exhaustion of all paid leaves		03/30/17
Munoz, Rosalva	Library Media Technician I			Russell	Exhaustion of all paid leaves		03/22/17

Report No. 05/02/17-2  
Action Taken ✓  
As Recommended ✓  
With Revisions \_\_\_\_\_  
With Addendum \_\_\_\_\_

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report  
Report No. 05/02/17-2

EMPLOY

Noon Duty Supervisors  
Regular  
Reinstate/Reemploy  
Substitutes  
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations  
Retirements

CHANGE IN ASSIGNMENT

Demotions  
Increase/Decrease  
Reclassifications  
Working Out of Class

MISCELLANEOUS

Deceased  
Probationary Release

It is recommended that the Board approve actions as listed in Board Report No. 05/02/17-2.

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. 05/02/17-2.

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

5/2/2017

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

**Noon Duty Supervisors**

Bastou, Chanel P	Noon Duty Supervisor		\$13.09	McGarvin		04/19/17
Gandarilla, Frank	Noon Duty Supervisor/CL		\$13.09	Irvine		02/27/17
Gregg, Helen A	Noon Duty Supervisor/CL		\$13.09	Woodbury		01/31/17
Vo, Phuong Nga T	Noon Duty Supervisor		\$13.09	Russell		04/18/17

**Regular**

Chu, Kimmuyen	Sch-Comm Liaison Wkr-Bil Viet		\$19.88	Peters 4-6		04/07/17
Dinh, Linh M	Instructional Aide II - Special Ed.		\$19.88	Hill		04/17/17
Dutton, Keren A	Instructional Aide - Bil Spanish		\$18.01	Carver ECEC		04/18/17
Franco, Jr., Michael D	Instructional Aide II - Special Ed.		\$19.88	Enders		04/06/17
Kennedy, Shanna M	Instructional Aide II - Special Ed.		\$19.88	Post		04/04/17
Lancaster, Salla C	Instructional Aide II - Special Ed.		\$19.88	Los Amigos		04/18/17
Myers, Vicki	School Office Clerk I		\$19.88	Garden Grove		04/20/17
Nguyen, Lan T	Intensive Behavioral Instr. Asst.		\$21.94	Special Education		04/17/17
Ramos, Estela	Instructional Aide - Bil Spanish		\$18.01	Cook		04/17/17
Schipske, David A	Instructional Aide II - Special Ed.		\$19.88	Rancho Alamitos		04/17/17
Simon Santos, Anabel	Instructional Aide II - Special Ed.		\$19.88	Violette		04/26/17
Strong, Nayeli	Sch-Comm Liaison Wkr-Bil Span		\$19.88	Lincoln Education Center		04/17/17
Torreblanca-Chona, Melissa	Food Service Worker I		\$17.13	Ralston		04/24/17
Travis, Ryan R	Instructional Aide II - Special Ed.		\$19.88	La Quinta		04/24/17
Victor, Sandra L	Food Service Worker I		\$17.13	Bell		04/03/17

**Reinstated/Reemploy**

Luu, Tiffany	Sch-Comm Liaison Wkr-Bil Viet		\$19.88	Doig		04/17/17
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**Substitutes**

Fajardo-Salcedo, Diana	Sub Noon Duty Supervisor		\$13.09	Woodbury		04/17/17
Kajloka, Jeanne S	Sub Clerk		\$24.82	7-12 Instructional Services		03/16/17
Mesa, Diane M	Sub Noon Duty Supervisor		\$13.09	Garden Park		04/24/17
Ramirez, Pedro A	Sub Noon Duty Supervisor		\$13.09	Peters 4-6		04/03/17



# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

5/2/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Tran, Phung T	Sub Noon Duty Supervisor		\$13.09	Newhope		03/16/17
<b>Temporary</b>						
Bravo, Jaqueline	Student Worker		\$10.50	La Quinta		03/29/17
Felipe, Daniel	Student Worker		\$10.50	Los Amigos		03/27/17
Figueroa, Guillermo	Student Worker		\$10.50	Los Amigos		03/28/17
Gonzalez, Beatriz V	Sch-Comm Liaison Wkr-Bil Span	21/5	\$24.82	Lawrence	Temporary additional assignment	03/13/17
Nichols, Virginia	Lead Food Service Worker	17/5	\$21.40	Carrillo		03/27/17
Ornelas, Samantha D	Student Worker		\$10.50	Los Amigos		03/25/17
Ramos Salazar, Alejandra	Food Service Worker I	13/2	\$17.13	Rancho Alamitos	Temporary additional assignment	02/16/17
Rodriguez, Ivan	Student Worker		\$10.50	Bolsa Grande		04/04/17
Salgado, Katie S	Student Worker		\$10.50	La Quinta		03/29/17
Tran, Phung T	Food Service Worker I	13/5	\$20.37	Newhope	Temporary additional assignment	03/20/17
<b>LEAVES</b>						
<b>Requests</b>						
Dhillon, Jasbir	Food Service Worker I			La Quinta	Extend paid medical leave	04/01/17
Estrin, Karen	Clerical Specialist I			District Education Center	Paid medical leave	03/27/17
Nam, Sandra	Instructional Aide I - Special Ed.			Warren	Extend paid medical leave	04/17/17
Ojeda-Al Omari, Elizabeth	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	04/06/17
<b>RESIGNATIONS/RETIREMENTS</b>						
<b>Resignations</b>						
Keith, Jeanne	Instructional Aide II - Special Ed.			Bell		06/20/17
Knight, Linda F	School Office Clerk I			Peters K-3		05/02/17
Lakeman, Marius	Instructional Aide II - Special Ed.			Rancho Alamitos		04/21/17
Sanchez, Claudia	Food Service Worker I			La Quinta		04/17/17
Thantrong, Anthony	Instructional Aide			Rosita		03/24/17
Velazquez, Brenda	Sch-Comm Liaison Wkr-Bil Span			Simmons		04/27/17
<b>Retirements</b>						
Paredes, Luis E	Head Custodian I			Crosby		04/20/17
Rapp, Vivian A	School Office Clerk II			Santiago		06/26/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

5/2/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Schron, Jayme A	Elementary School Secretary			Warren		04/28/17
<b><u>CHANGE IN ASSIGNMENT</u></b>						
<b><u>Demotions</u></b>						
Kokoruda, Rebecca A	School Testing Assistant	21/5	\$24.21	Allen	Voluntary demotion from Clerical Specialist I; Shared with Irvine	04/20/17
<b><u>Increase/Decrease</u></b>						
Casillas, Guadalupe P	Noon Duty Supervisor		\$13.09	Woodbury	Increase from 5 to 10 hours 25 minutes per week	09/01/16
Ramos, Estela	Noon Duty Supervisor		\$13.09	Stanley	Decrease from 12 hours 30 minutes to 4 hours per week	04/17/17
<b><u>Promotions</u></b>						
Torrez, Anna L	Accounting Technician II	32/2	\$4,748.00	Business Office	From Accounting Technician I	05/02/17
<b><u>Reclassifications</u></b>						
Nunez, Anthony M	Mechanical Maintenance Worker	30/3	\$4,748.00	District Maintenance Center	From General Maintenance Worker	03/02/17
Sannebeck, Brian R	Mechanical Maintenance Worker	30/3	\$4,748.00	District Maintenance Center	From General Maintenance Worker	03/02/17
<b><u>Working Out of Class</u></b>						
Elias D/Camacho, Maria D	Cook-Baker	21/2	\$21.94	La Quinta	From Food Service Worker I	03/16/17
Escobar, Trinidad C	School Office Clerk II	23/5	\$28.08	Garden Grove	From School Community Liaison Worker - Bilingual Spanish	03/09/17
Fauslino, Christina L	Lead Food Service Worker	17/4	\$21.94	Enders	From Food Service Worker I	03/21/17
Fitzpatrick, Emily R	Buyer	32/3	\$4,989.00	Business Office	From Assistant Buyer	03/30/17
Hyde, Scott A	Furniture Repairer	35/2	\$5,113.00	District Maintenance Center	From General Maintenance Worker	06/05/17
Ling, Hsiu M	Lead Food Service Worker	17/4	\$21.94	Anthony	From Food Service Worker I	03/27/17
Mendoza, Daniel	General Maintenance Worker	30/1	\$4,302.00	Facilities	From Custodian	01/27/17
Mora, Raul C	Furniture Repairer	35/4	\$5,644.00	District Maintenance Center	From General Maintenance Worker	03/06/17
Ortega, Carla P	Elementary School Secretary	30/2	\$26.73	Bryant	From School Community Liaison Worker - Bilingual Spanish	04/28/17
Pham, Hong T	Lead Food Service Worker	17/4	\$21.40	Woodbury	From Food Service Worker I	02/16/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

5/2/2017

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

Deceased

Weckl, Christopher B

Bus Driver

Transportation

04/13/17

Probationary Release

Petty, Julie A

Instructional Aide II - Special Ed.

La Quinta

04/07/17

**AGENDA ITEM #7.1: CLASSIFICATION DESCRIPTION REVISION – GROUNDS EQUIPMENT OPERATOR II**

**AGENDA ITEM #7.2 NEW POSITION – GROUNDS EQUIPMENT OPERATOR II**

**AGENDA ITEM #7.3: NEW POSITIONS – GROUNDSKEEPER-GARDENER**

**BACKGROUND**

The Office of Business Services is adding three new positions to their Grounds Department that will be dedicated to all of the athletic fields in the district. Staff worked with the Assistant Superintendent of Business Services, and the Director of Maintenance, Operations, and Transportation to review the duties that the three new positions will be assigned and to appropriately classify them.

**FINDINGS AND CONCLUSIONS**

Two of GGUSD's high school stadiums will be getting artificial turf and all of the athletic fields at all sites are being renovated. Therefore, the Office of Business Services has decided to dedicate a grounds crew to only the athletic fields for all school sites. They are requesting three new positions for this crew. One position will be performing renovations on the fields using heavy equipment such as bobcats, dump trucks, skip loaders, tractors, etc. The other two positions will be performing grounds maintenance work and assisting with the renovations. After discussion, staff recommends that the position using heavy equipment be classified as a Grounds Equipment Operator II (salary range 31) and the two other positions be classified as Groundskeeper-Gardeners (salary range 26).

Staff worked with the Director of Maintenance, Operations, and Transportation, the Assistant Director of Maintenance and Operations, and both Grounds Maintenance Supervisors to review the classification description for Grounds Equipment Operator II in anticipation of the upcoming recruitment. In March 2015, the classification of Pest Control Technician was established. Previous to that, the Grounds Equipment Operator II job description included pest control duties because one position in the classification was required to hold a California Pest Control Applicator Certificate and was paid differential pay. Now staff would like to remove the duties from the Grounds Equipment Operator II classification description. After reviewing the classification description, staff determined that the only revisions necessary are the removal of the pest control duties, the knowledge statements referencing pest control, and the requirement for the California Pest Control Applicator Certificate.

The classification description for Grounds Equipment Operator II with the proposed revisions and the classification description for Groundskeeper-Gardener are attached to this document.

**Recommendations:**

- 7.1 It is recommended that the Personnel Commission approve the revised classification description for Grounds Equipment Operator II, effective May 17, 2017.
- 7.2 It is recommended that the new position listed above be classified as a Grounds Equipment Operator II, salary range 31, effective May 17, 2017.
- 7.3 It is recommended that the two new positions listed above be classified as Groundskeeper-Gardeners, salary range 26, effective May 17, 2017.

## GROUNDS EQUIPMENT OPERATOR II

### JOB SUMMARY

Under general supervision, using a considerable level of grounds maintenance skill and knowledge, operates heavy power equipment in the maintenance of landscaped areas; performs gardening and grounds maintenance; and performs related work as required.

### ESSENTIAL DUTIES

- Drives a district vehicle with a trailer attachment or heavy equipment through city streets.
- Operates heavy equipment, such as large sweeper truck, dump truck, boom truck, bobcat, or skip loader, as well as a backhoe, tractor, renovator, stump grinder, chipper, chain saws, roto-tillers, aerators, water truck, trencher, and small sweeper safely and effectively, with special attention to children who may be in the general area.
- Scalars and renovates lawns and athletic fields.
- Fills, levels, rolls, mounds, smoothes and prepares grounds for landscaping activities, planting, and field renovation.
- Plants, trims, replaces, and removes trees, plants and shrubs utilizing augers, trenchers, tractors and other equipment.
- Hauls tree stumps, cuttings, branches, leaves, dirt and other debris to designated locations, utilizing appropriate district vehicles and equipment.
- ~~Sets up and operates a spray rig and sprays for weeds, plant diseases, and pests. (\*pc)~~
- ~~Sets live animal traps and disposes of animal carcasses. (\*pc)~~
- Reviews blueprints and plans before performing trenching or excavation.
- Maintains routine records related to work orders, equipment, and assigned activities.
- Monitors and takes appropriate precautions to assure the safety of children who may approach the equipment.
- Cleans, checks, adjusts, lubricates, services, troubleshoots and performs minor maintenance and repair on equipment.
- Performs general grounds maintenance and gardening duties.

### EMPLOYMENT STANDARDS

**Education and Experience:** High School graduation or equivalent and one year of experience in grounds maintenance work and six months of experience in the operation of heavy grounds maintenance equipment.

### KNOWLEDGE AND ABILITIES

#### Knowledge of:

- Safe operation, use, and routine maintenance of hand and power tools and equipment, as well as motorized grounds maintenance equipment.
- Methods, supplies, and tools used in caring for landscaped areas.
- ~~Safety regulations relative to the mixing, use, and spraying of chemicals. (\*pc)~~
- ~~Proper use of live animal traps. (\*pc)~~
- Appropriate safety precautions to follow when children approach equipment.
- Proper lifting techniques.
- ~~Health and safety regulations related to pesticide mixing, application and storage. (\*pc)~~

#### Ability to:

- Perform grounds maintenance functions.
- Skillfully and safely operate heavy power gardening equipment.
- Perform heavy physical labor.
- Operate equipment from a sitting position for long periods of time.
- Read and understand blueprints.
- Maintain basic records.
- Follow oral and written instructions.
- Work cooperatively with others.
- Respond appropriately to questions from school staff, neighbors, and the public regarding use of chemicals and other environmental concerns.
- Exercise good judgment in operating equipment, particularly when children are in the general area.

**LICENSE & CERTIFICATE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate. ~~One position in the class shall be required to obtain and maintain a valid California Pest Control Applicator Certificate within six months of initial appointment to the position.~~

**PHYSICAL DEMANDS/WORKING CONDITIONS:** Works primarily outdoors in all kinds of weather with some exposure to fumes, dust, odors, oil/grease, and gases. Duties require walking, standing and sitting for extended periods of time with intermittent climbing on and off equipment and occasional lifting of up to 60 pounds. Bending at the waist, kneeling, stooping, and crouching as well as reaching overhead. Significant stress is involved in driving slower than normal traffic on city streets. ~~One position has regular exposure to pesticides and herbicides.~~

*\*pc — applies to position required to hold California Pest Control Applicator Certificate (5% differential)*

## **GROUNDSKEEPER-GARDENER**

### **JOB SUMMARY**

Under general supervision, performs grounds maintenance and gardening work around schools and district offices; plants and cares for lawns, trees, and shrubbery; and performs related work as required.

### **ESSENTIAL DUTIES**

- Operates power mowers, blowers, and edgers; rakes, edges, weeds, plants, fertilizes, and waters lawns.
- Plants, fertilizes, waters, trims, and prunes shrubs, trees, and flowers.
- Prepares ground for planting; weeds and sprays planted areas.
- Moves trees, shrubs, or flowers.
- Services and makes minor repairs to power mowers and other gardening and landscaping machinery, tools and equipment.

### **MARGINAL DUTIES**

- May assist other groundskeeping crews with trimming, chipping, and spraying.
- May drive a pickup truck to and from work sites.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination equivalent to completion of the eighth grade and one year of experience in gardening, grounds maintenance, or related work.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Methods, supplies, and tools used in planting, cultivating, and caring for flowers, trees, shrubs, and lawns.

#### **Ability to:**

- Perform general gardening and groundskeeping work.
- Use various gardening and grounds maintenance tools, supplies, and power equipment safely and efficiently.
- Performs routine maintenance of gardening and groundskeeping equipment, including greasing, changing oil, and filters as appropriate.
- Work cooperatively with others.
- Follow oral and written instructions.
- Perform heavy manual labor.

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

**WORKING CONDITIONS:** Works primarily outdoors in all kinds of weather, with some exposure to exhaust from grounds equipment, and fumes from gas used to operate equipment and chemicals used in spraying pesticides and herbicides. Performs heavy physical labor, including regular bending, lifting, carrying, pushing, reaching, and walking to perform gardening tasks, operate various kinds of gardening equipment, transport materials to work sites, and remove debris.

**AGENDA ITEM #8: ORDERING OF EXAMINATIONS**

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

- |  |      |
|--|------|
| 8.1 Clerical Specialist I                        | Open |
| 8.2 Electronic and Technology Support Technician | Open |
| 8.3 Elementary/Intermediate School Secretary     | Open |
| 8.4 Intensive Behavioral Instruction Assistant   | Open |
| 8.5 Instructional Aide II – Special Education    | Open |
| 8.6 Manager, Maintenance and Operations          | Open |
| 8.7 Mechanical Maintenance Worker                | Open |
| 8.8 Network Analyst                              | 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](http://www.ggusd.us)

**\*\* NOW AVAILABLE ONLINE \*\***

Fill-in Application Forms

[www.ggusd.us](http://www.ggusd.us)

Click on Employment, click on  
Classified Job Opportunities

#### CLASSIFIED EMPLOYMENT OPPORTUNITY

# CLERICAL SPECIALIST I

#### OPEN RECRUITMENT

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

**SALARY:** \$3,802 per month with four annual step increases to \$4,633 per month (15-16 Rate)

**POSTING DATE:** APRIL 24, 2017

**APPLICATION FILING PERIOD:** MAY 10, 2017 TO MAY 12, 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 this classification work 10, 11, or 12 months per year at the district office, food services, maintenance and operations, transportation or adult education sites. 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.

**BASIC FUNCTION:** 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; and operates office equipment including computers.

❖ Complete Job Description available at [www.ggusd.us](http://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 progressively responsible clerical experience equivalent to full-time work. 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.

#### A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

**Knowledge of:** Modern office practices and procedures; and 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; and learn and interpret rules, regulations, laws, and processes.

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.





**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](http://www.ggusd.us)

**\*\* NOW AVAILABLE ONLINE \*\***  
 Fill-in Application Forms  
[www.ggusd.us](http://www.ggusd.us)  
 Click on Employment, click on  
 Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

## ELECTRONIC AND TECHNOLOGY SUPPORT TECHNICIAN

### OPEN RECRUITMENT

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

**SALARY:** \$6,230 per month with one annual step increase to \$6,546 per month (15-16 Rate)

**POSTING DATE:** APRIL 27, 2017

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

**WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT**

**ABOUT THE JOB:** The position currently being recruited for works with network and server based systems such as IP camera/servers, intrusion alarm systems/servers, marquee software, etc. Under general direction, performs skilled installation, operation, repair, maintenance, and servicing on a variety of computerized office, audio/video, network, and other electronic equipment; and performs other related work as required.

**BASIC FUNCTION:** Connects, configures, installs, programs, troubleshoots, modifies, repairs, and maintains computers, networks and peripheral equipment, and software; IP surveillance camera systems; Voice-over-IP (VoIP), intercom, and public address systems; and high-speed copiers and printers; Designs, develops, connects, installs, programs, troubleshoots, modifies, repairs, and maintains networked fire alarm, intrusion alarm, clock, and bell systems; troubleshoots, repairs, and adjusts a wide variety of projectors, marquees, scoreboards, and other electronic devices used in the school district; orders new and replacement parts and maintains an inventory; demonstrates the use of equipment and systems; keeps records of time and materials used, and time expended on each job via ticket system; prioritizes and responds to emergency calls; and contacts vendors for technical support.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

### EMPLOYMENT STANDARDS

**Education and Experience:** High school graduation or equivalent and three years of journey-level experience equivalent to full-time work in the maintenance and repair of computer, telecommunication, audio/video and/or other related peripherals and equipment is required. Experience with Local Area Network (LAN) is required. Completion of an approved technical school, or related trade courses may be substituted for one year of required experience. Certifications and training in information technology is desirable. Part-time 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.

**LICENSE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate. **Candidates must submit a recent (within the last 30 days) original DMV driving record by the oral rating exam.**

### A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

**Knowledge of:** Computers, hardware, software, electronics, and telecommunications systems; troubleshooting techniques required in the maintenance and repair of computer, electronic, and mechanical equipment and systems; Local Area Network (LAN) concepts, operations, and troubleshooting techniques including TCP/IP protocol; programming procedures for VoIP, intrusion alarm and fire alarm systems; and electrical and fire codes.

**Ability to:** Install and configure computer and electronic devices; demonstrate use of test equipment and monitoring software; learn and train others in new repair methods and procedures for newly-acquired audio/video, office, and other electronic equipment; quickly learn, acquire skills, and train users in new technologies as they emerge; troubleshoot, diagnose, and resolve problems in person and over the telephone; use computer and electronic test equipment to diagnose problems; use hand and power tools; read and interpret schematics and specifications; disassemble and assemble small electronic and mechanical equipment; repair solid state equipment; read and write English at a level required for satisfactory work performance; and communicate effectively both orally and in writing; establish and maintain effective working relationships with department staff, user groups, vendors, and district personnel; and keep accurate work records, prepare reports, make recommendations, and implement corrective actions.

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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# ELEMENTARY/INTERMEDIATE SCHOOL SECRETARY

OPEN RECRUITMENT

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

**SALARY:** \$4,302 per month with four annual step increases to \$5,241 per month (15-16 Rate)

**POSTING DATE:** APRIL 24, 2017

**APPLICATION FILING PERIOD:** MAY 8, 2017 TO MAY 12, 2017 BY 5:00 P.M.

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

**ABOUT THE JOB:** Positions in this class work eight hours per day and 10.5 months per year. Under direction, performs varied clerical and secretarial functions in an elementary or intermediate school office; performs public relations and communications services for the principal; and performs related work as required.

**BASIC FUNCTION:** Serves as secretary to the principal and may coordinate, train and oversee the work of the school's clerical staff; receives visitors, communicates with parents and neighbors regarding their school or student related concerns, referring the more sensitive issues to the principal; answers the telephone, and responds accordingly; disseminates public information through the school office; collects and accounts for student lunch and fund-raiser money, monitors budgets, and may maintain records on several accounts on a regular basis throughout the year; prepares time reports and submits payroll data; explains Board Policies, Administrative Regulations and legislation to students, school employees, and parents; acts to resolve a wide variety of social, medical, safety and other problems that may arise at the school; arranges for transportation as necessary; keyboards a variety of materials from rough drafts or instructions, such as letters, memoranda, bulletins, requisitions, claims, stencils, reports, and statistical data; operates duplicating and other office equipment; gathers data to prepare a variety of federal, state, and/or district reports; composes correspondence, as directed; routes mail and instructional media materials; maintains filing systems which may include a variety of confidential information; enrolls and transfers students, compiles attendance, enrollment, budget, and other school-related data; supervises the conduct of students within the office; maintains material and equipment inventories; may assist with the preparation of class materials; requisitions, receives, stores, and distributes supplies; processes work orders; administers first aid and calls for appropriate emergency assistance as necessary; under proper authorization, holds and distributes medication to students; assists with special events; may assist or direct special visitors and community groups using school facilities; and admits returning students to classes.

❖ Complete Job Description available at [www.ggusd.us](http://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 secretarial experience equivalent to full-time work involving meeting the public, or three years of increasingly responsible clerical experience equivalent to full-time work in a school district; and computer experience involving the proficient use of word processing, spreadsheet, and database programs is required. 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:** Candidate will be required to obtain and maintain a valid First Aid Certificate by the end of the probation period.

## **A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....**

**Knowledge of:** Office practices and procedures, including business correspondence, filing, and the operation of office equipment; first aid practices; fiscal record keeping practices and procedures; effective techniques for collecting and organizing data and information.

**Ability to:** Use computers and learn related programs as required to enter, extract, compile, keyboard, and arrange data; learn rules, regulations, and policies and apply and explain them; ability to keep numerical records and compile reports; inspire confidence and obtain cooperation of children, parents, teachers, and the public; plan and schedule clerical work without supervision, and with many interruptions and prioritize a variety of emergency situations.

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# INTENSIVE BEHAVIORAL INSTRUCTION ASSISTANT

## OPEN RECRUITMENT

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

**SALARY:** \$21.94 per hour with three annual step increases to \$25.44 per hour (15-16 Rate)

**POSTING DATE:** MAY 4, 2017

**LAST DAY TO FILE:** MAY 24, 2017 BY 5:00 P.M.

**WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT**

**ABOUT THE JOB:** This eligibility list will be used to fill substitute and regular assignments. Persons in these positions work 3.5 hours per day, Monday - Friday, during the school session. There may be opportunities for increased hours in the future. Under the general direction of an Intensive Behavioral Instruction Teacher, the assistant provides intensive behavioral instruction assistance to students who have severe behavioral and communication disorders.

### **BASIC FUNCTION:**

Provides one-on-one intensive behavioral instructional assistance to designated students in a variety of educational settings, including classroom, home and community settings, as directed by supervisor or other specialist; follows documented therapy plans for intensive behavioral treatment; confers with instructional personnel and provides input regarding student progress; documents student progress; assists with informal documentation; assists instructional personnel with development of learning materials and reinforcement strategies; assists instructional personnel/parents with behavior management of students; assists in supervision of students; tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP); assists in training students in personal hygiene and developing self-sufficiency; and performs related duties as assigned.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

### **EMPLOYMENT STANDARDS**

**Education and Experience:** High school diploma and some experience in working with individuals with disabilities are required. An Associate's degree or completion of at least two years of study at an institution of higher learning and one year of experience in working with students with autism are highly desirable. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered. **You are required to bring a copy of your high school diploma or GED at the time of the multiple choice test.**

### **A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....**

**Knowledge of:** Special needs and requirements of students with autism; child guidance principles and practices related to children with special education and autistic needs; Intensive Behavioral Instruction Assistance methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; recordkeeping and report preparation techniques; personal hygiene practices; and health and safety regulations.

**Ability to:** Provide one-on-one Intensive Behavioral Instruction assistance to students, including Discrete Trial Training; maintain accurate records and status reports; demonstrate a patient, receptive and understanding attitude toward students; work independently with little direction; maintain confidentiality of sensitive and privileged information; determine appropriate action within clearly defined guidelines; complete tasks in a timely manner; interact successfully with parents, students, supervisors, school staff, and community agency representatives; use good judgment in making independent decisions to respond to student requests and needs; follow assigned techniques to be used with specific students; and communicate effectively in English.

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# INSTRUCTIONAL AIDE II-SPECIAL EDUCATION

## 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 three annual step increases to \$23.05 per hour (15-16 Rate)

**POSTING DATE:** MAY 4, 2017

**LAST DAY TO FILE:** MAY 24, 2017 BY 5:00 P.M.

**WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT**

**ABOUT THE JOB:** This eligibility list will be used to fill substitute and regular assignments. Persons in these positions work 3.5 hours per day, Monday - Friday, during the school session. Under the general supervision of a certificated teacher or administrator, assists students with moderate to severe disabilities in meeting their Individual Education Program goals and objectives; and performs related work as required. Positions in this class are distinguished from other instructional aides by assignment to work with students who have moderate to severe disabilities such as autism, multiple disabilities, developmental delays and in classes which serve students with visual and hearing impairments.

### **BASIC FUNCTION:**

Assists teachers in assigned features of the Individual Educational Program for students with moderate to severe disabilities; assists in preparing classroom for use by students; prepares materials for activity periods; reads to students and organizes indoor games; tutors students in areas of language arts and mathematics; accompanies students on field trips and to community-based activities; assists students with washing, toileting, and other personal care activities; keeps alert to any special medical problems students may have; logs student medical information, as appropriate; serves meals to students as part of the instructional program; supervises playground activities; holds and lifts students who may wear heavy braces, use wheelchairs, and other assistive devices; assists in maintaining discipline and monitoring the classroom; prepares students for going home; monitors bus loading and unloading; assists in keeping facilities neat, clean, and safe; and discusses students' behavior and progress with teacher.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

### **EMPLOYMENT STANDARDS**

**Education and Experience:** High school diploma and some experience working with young people are required. An associate's degree and some experience working with students or other individuals with disabilities are highly desirable. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered. **You are required to bring a copy of your high school diploma or GED at the time of the multiple choice test.**

**Certification:** Employees in some positions may be required to obtain a valid First Aid Certificate, including CPR training.

**SPECIAL NOTE:** Clear enunciation of the English language may be required of those assigned to assist students with hearing impairments.

### **A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....**

**Knowledge of:** Correct English usage, including spelling, grammar, and punctuation; and basic mathematics.

**Ability to:** Learn the requirements for the physical care of students with disabilities; gain the confidence of students; use patience and tact in working with students with disabilities; learn basic teaching techniques and methods; lift and move students who may wear heavy braces, use wheelchairs, and other assistive devices; understand and follow oral and written directions and communicate effectively in the English language, both in oral and written form.

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# MANAGER, MAINTENANCE & OPERATIONS

## OPEN RECRUITMENT

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

**SALARY:** \$7,184 per month with four annual step increases to \$8,754 per month (15-16 Rate)

**POSTING DATE:** APRIL 24, 2017

**LAST DAY TO FILE:** MAY 12, 2017 BY 5:00 P.M.

**WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT**

**ABOUT THE JOB:** Under general direction, plans, organizes, coordinates and manages the work for specific areas in the Maintenance and Operations department as directed; and performs other related work as assigned.

**BASIC FUNCTION:** Coordinates, inspects and oversees the work done by district employees and contractors in the areas of maintenance, operations, grounds, and/or environmental services; provides project coordination and management support to the Maintenance and Operations Department; supervises, trains, and evaluates employees; revises, updates, maintains, and implements the district's preventative maintenance program; assists in overseeing routine construction projects; implements and enforces health and safety measures and precautions; reviews departmental budgets and recommends priorities; approves work requisitions and expenditures; prepares plans and specifications; oversees appropriate documentation and materials from implementation to completion; maintains and reviews Occupational Safety & Health Administration (OSHA) and Asbestos Hazards Emergency Response Act (AHERA) records and files; maintains records and prepares reports regarding maintenance, safety and other training, environmental, productivity, problems, discipline, accidents, fiscal matters, etc.; analyzes and resolves work problems; communicates with employees, consultants and representatives of public agencies regarding planning requirements, schedules, job walks, and issues; meets with site administrators to coordinate activities and special projects, and to resolve issues and conflicts and establishes and maintains liaison with all levels of employees, site administrators, community members, vendors, outside agencies, and contractors.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

## EMPLOYMENT STANDARDS

**Education and Experience:** Graduation from high school or equivalent and four years of increasingly responsible maintenance and/or operations experience equivalent to full-time work working with school districts, two years of which must have been in a supervisory capacity. Part-time 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.

**LICENSE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard market rate. **Candidates must submit a recent (within the last 30 days) original DMV driving record by the oral rating exam.**

## A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

**Knowledge of:** Current regulations, methods, materials, costs, and equipment used in the various building construction, equipment maintenance, and/or custodial and grounds maintenance specialties; principles and practices of preventative maintenance programs; principles and practices of general management and supervision; effective training and supervision techniques; health and safety measures and precautions; safety and hazardous waste laws and regulations; OSHA and AHERA record-keeping and documentation; and legal requirements for public bidding specifications.

**Ability to:** Perform a wide variety of complex and technical duties related to the district's maintenance and operations programs; schedule and direct the work of others; manage, supervise, evaluate, and train others; prepare, review and interpret budget reports; read, interpret, and work from drawings, blueprints, and schematics; accurately estimate material and labor costs; establish and maintain safe working conditions; create and maintain computerized records and prepare oral and written reports; communicate effectively, both orally and in writing; establish and maintain effective relationships with others; resolve conflicts and competing priorities; and operate a computer and assigned software.

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# MECHANICAL MAINTENANCE WORKER

### OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES

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

**SALARY:** \$4,302 per month with four annual step increases to \$5,241 per month (15-16 Rate)

**POSTING DATE:** APRIL 24, 2017

**LAST DAY TO FILE:** MAY 12, 2017 BY 5:00 P.M.

**ABOUT THE JOB:** Under general supervision, assists skilled journey-level trades employees in cleaning, adjusting, and performing semi-skilled repair and maintenance of mechanical equipment related to electrical, HVAC, and plumbing; and performs related work as required.

**BASIC FUNCTION:** Performs work activities related to the maintenance and repair of machinery and equipment; maintains power tools and equipment related to mechanical work; lubricates, replaces worn parts, and periodically checks small motors, small pumps, heaters, and other machinery for proper operation and servicing; assists in running underground gas, water and sewer lines and clears sewer stoppages; troubleshoots and repairs plumbing fixtures such as valves, faucets, traps, and drains; assists in the installation of conduit and wiring outlets, switches, and lighting; troubleshoots and repairs light switches, wall plugs/receptacles, lighting fixtures, and replaces ballasts; assists in the repair of heating, ventilation, and air conditioning equipment by lubricating motors, changing filters, thermocouplers, gas valves, pilot relays, and limit switches; and digs trenches and holes by using a shovel, as appropriate.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

### EMPLOYMENT STANDARDS

**Education and Experience:** High school graduation or equivalent and two years of experience equivalent to full-time work in performing minor maintenance and repair work on a variety of electrical and/or plumbing fixtures and HVAC/mechanical equipment. Part-time 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.

**LICENSE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate. **Candidates must submit a recent (within the last 30 days) original DMV driving record by the oral rating exam.**

### A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

**Knowledge of:** Principles of electricity and electric motors, pumps, and compressors; mechanical equipment such as heaters, air conditioners, pumps; plumbing fixtures and equipment; minor electrical repairs; and applicable safety procedures.

**Ability to:** Use hand tools and testing equipment to troubleshoot and repair a wide variety of electrical, plumbing, and mechanical problems; work safely with and around electrical, plumbing, and mechanical equipment; read and work from drawings, diagrams, and schematics; understand written and oral instructions; work cooperatively with others; lift, stoop, climb, crawl, and dig; operate a man lift and use ladders safely; and read and write English at a level required for satisfactory job performance.

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## NETWORK ANALYST

### OPEN RECRUITMENT

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

**SALARY:** \$6,546 per month with four annual step increases to \$7,975 per month (15-16 Rate)

**POSTING DATE:** APRIL 27, 2017

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

**WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT**

**ABOUT THE JOB:** 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.

#### **BASIC FUNCTION:**

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, Voice-over-IP, IP paging and broadcasting, 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; 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; and transports small equipment to and from various district locations.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

#### **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 equivalent to full-time work 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 is highly desirable. Significant related education, training, or experience comparable to a four-year degree will be considered on an individual basis. 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.

**LICENSE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard market rate.  
**Candidates must submit a recent (within the last 30 days) original DMV driving record by the oral rating exam.**

#### **A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....**

**Knowledge of:** Network design which include routing, switching, TCP/IP, BGP, OSPF, VLAN, Spanning Tree, HSRP, EtherChannel, SNMP, DNS, DHCP, VoIP, multicast, 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; and effective equipment utilization and troubleshooting procedures and techniques.

**Ability to:** Install, configure, and troubleshoot network equipment and high speed copper and fiber connections; configure 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; and establish and maintain effective relations with department staff, user groups, vendors, and district personnel.

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**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 | Accountant        | Open        |
| 9.2 | Mechanic's Helper | Open        |
| 9.3 | Stock Clerk II    | Promotional |

**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:** Accountant

**Recruitment:** 16/29.0

**Recruitment Type:** Open

**Advertising:** GGUSD Website,  
Governmentjobs.com, Job Bulletin,  
Edjoin

**Commission Ordered Recruitment:** 03/01/2017  
**Recruitment Opened:** 02/14/2017  
**Recruitment Closed:** 03/07/2017  
**Commission Approved Eligibility Lists:** 05/17/2017  
**Eligibility List Effective Date:** 05/01/2017  
**Eligibility List Expiration Date:** 04/30/2018

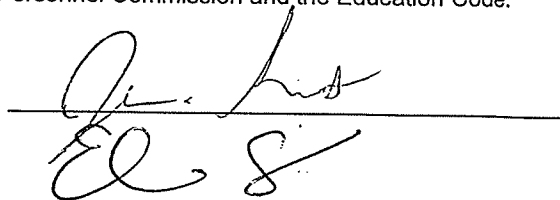
Test #:	Application Screening	
1		
Applications Total:	359	Test Weight: 0%
Passed:	94	
Failed:	265	

Test #:	Multiple Choice Examination	
2		
Applications Total:	94	Test Weight: 40%
Passed:	36	Test Date: 03/31/2017
Failed:	30	
	No Show: 28	

Test #:	Performance Examination	
3		
Applications Total:	36	Test Weight: 0%
Passed:	17	Test Date: 04/12/2017
Failed:	15	
	No Show: 4	

Test #:	Oral Rating Examination	
4		
Applications Total:	17	Test Weight: 60%
Passed:	15	Test Date: 04/28/2017
Failed:	2	
	No Show: 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.

  
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Recruitment: Accountant

Recruitment # 16/29.0

Eligibility List Effective Date: 05/01/2017

Eligibility List Expiration Date: 04/30/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	11553104	103 *
2	17777108	101 *
3	2409998	100
4	30059286	98
4	26393933	98
4	16725597	98
5	12048838	95
5	30408687	95
6	16136047	94
6	9249795	94
7	15152245	92 *
8	1666165	87
9	29399543	86
10	7402900	82
10	8071151	82

\* Seniority Points

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

**Classification Title:** Mechanic's Helper

**Recruitment:** 16/32.0

**Recruitment Type:** Open

**Advertising:** GGUSD Website,  
Governmentjobs.com, Job Bulletin,  
Edjoin

**Commission Ordered Recruitment:** 03/01/2017

**Recruitment Opened:** 02/17/2017

**Recruitment Closed:** 03/10/2017

**Commission Approved Eligibility Lists:** 05/17/2017

**Eligibility List Effective Date:** 05/04/2017

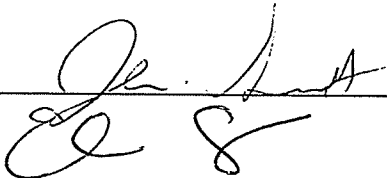
**Eligibility List Expiration Date:** 05/03/2018

Test #: 1	<b>Application Screening</b>	
Applications Total: 102		Test Weight: 0%
Passed: 52		
Failed: 50		

Test #: 2	<b>Multiple Choice Exam</b>	
Applications Total: 52		Test Weight: 40%
Passed: 20	No Show: 23	Test Date: 04/06/2017
Failed: 9		

Test #: 3	<b>Oral Rating Exam</b>	
Applications Total: 20		Test Weight: 60%
Passed: 14	No Show: 5	Test Date: 05/02/2017
Failed: 1		

**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.

  
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Recruitment: Mechanic's Helper

Recruitment # 16/32.0

Eligibility List Effective Date: 05/04/2017

Eligibility List Expiration Date: 05/03/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	31371528	100 *
2	4711247	96
3	31626344	95
3	25258524	95
4	26996335	94
4	4418495	94
5	10968026	92
5	7951046	92
6	26896551	91
6	30999256	91
7	25540650	89
8	22400029	88
8	24059203	88
9	31639862	86

\* Veteran's Points

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

**Classification Title:** Stock Clerk II

**Recruitment:** 16/30.0

**Recruitment Type:** Promotional

**Advertising:** GGUSD Website,  
Governmentjobs.com, Job Bulletin

**Commission Ordered Recruitment:** 03/01/2017

**Recruitment Opened:** 02/14/2017

**Recruitment Closed:** 03/07/2017

**Commission Approved Eligibility Lists:** 05/17/2017

**Eligibility List Effective Date:** 05/10/2017

**Eligibility List Expiration Date:** 05/09/2018

Test #: 1	<b>Application Screening</b>		
Applications Total:	28		Test Weight: 0%
Passed:	8		
Failed:	20		


Test #: 2	<b>Multiple Choice Examination</b>		
Applications Total:	8		Test Weight: 40%
Passed:	8	No Show: 0	Test Date: 04/03/2017
Failed:	0		

Test #: 3	<b>Oral Rating Examination/Writing Performance Examination</b>		
Applications Total:	8		Test Weight: 60%
Passed:	7	No Show: 1	Test Date: 05/08/2017, 05/09/2017
Failed:	0		

Test #: 4	<b>Lifting Performance Examination</b>		
Applications Total:	7		Test Weight: 0%
Passed:	7	No Show: 0	Test Date: 05/09/2017
Failed:	0		

Test #: 5	<b>Pick Ticket Performance Examination</b>		
Applications Total:	7		Test Weight: 0%
Passed:	7	No Show: 0	Test Date: 05/09/2017
Failed:	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.

  
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Recruitment: Stock Clerk II

Recruitment # 16/30.0

Eligibility List Effective Date: 05/10/2017

Eligibility List Expiration Date: 05/09/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	11819245	93
2	4599197	89
2	13566778	89
3	17473695	88
4	11358961	85
4	11498024	85
5	22717964	83