

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

Education Center - Fifth Floor Board Room
10331 Stanford Avenue, Garden Grove, CA
November 2, 2016 – 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 OCTOBER 5, 2016***
- 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 – 10/18/16
 - ⇒ Classified Personnel Report – 11/01/16
- 7. APPROVAL OF CLASSIFICATION ACTIONS***
 - 7.1 Adopted Labor Markets for Classification Plan – Proposed Revisions
 - 7.2 Classification Description Revision – Food Services Manager
 - 7.3 Classification Description Revision – Lead Custodian
 - 7.4 Classification Description Revision – Position Control Technician
 - 7.5 New Position – Accounting Technician I (Office of Business Services)
 - 7.6 New Position – Mechanic's Helper (Maintenance, Operations & Transportation)
 - 7.7 New Position – Food Service Worker I (Rancho Alamitos)
 - 7.8 New Position – Intensive Behavioral Instruction Assistant (Office of Special Education)
 - 7.9 New Position – School Office Clerk I (Heritage ECEC)
- 8. ORDERING OF EXAMINATIONS***

8.1 Accounting Technician II	Promotional
8.2 Programmer Analyst	Open
8.3 Translator/Interpreter – Bilingual Spanish	Open
8.4 Translator/Interpreter – Bilingual Vietnamese	Open
- 9. RATIFICATION OF ELIGIBILITY LISTS***

9.1 Bus Driver	Promotional
9.2 Library Media Technician I	Open
9.3 Sprinkler Repair Technician I	Open
9.4 Warehouse Supervisor	Promotional
- 10. OTHER BUSINESS**
 - 10.1 Commissioners
 - 10.2 Next Personnel Commission Meeting
- 11. ADJOURNMENT OF REGULAR MEETING**

***DENOTES ACTION TO BE TAKEN**

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

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
October 5, 2016

CALL TO ORDER

Commissioner Franks called the meeting of October 5, 2016 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

COMMISSIONERS ABSENT

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 the date of the next Employee Recognition Program has been scheduled for Tuesday, December 6, 2016. Due to modernization, this year's Employee Recognition Program will be held at the Garden Grove Community Center rather than the usual location of Los Amigos High School's Little Theater. The Garden Grove Community center is located across the street from Garden Grove High School which may result in limited parking and a delayed start time. Director Seymour will confirm the start time for the Employee Recognition Program when it has been confirmed.

Director Seymour met with staff regarding the working out of class information requested at last month's commission meeting. Staff ran reports and noted that the reports still require some fine tuning and will require collaboration with the Office of Business Services and the Orange County Department of Education office to compile more detailed data. Based on the information gathered, there are currently 17 employees who are working out of class or working in temporary additional assignments. Of these 17 employees, four are Food Service Workers who are temporarily working an additional assignment as a Central Office Clerk I. During the first six weeks or so of the new school year the Food Services Department utilizes Food Service Workers to assist in the processing of thousands of applications from families who qualify for Free and Reduced meals. Two other employees working out of class are doing so for other employees that are on a Leave of Absence. Eleven employees are working out of class for vacancies. One employee is working out of class for the Warehouse Supervisor, for which a recruitment is currently in process. One employee is working out of class for a Lead Custodian vacancy. Assistant Director Smith is currently working with the Lead Custodian incumbents to review and revise the job description. This revised job description will be brought to next month's meeting for the Personnel Commission to review and approve in preparation of the recruitment. Three employees are working out of class for Breakfast Workers, for which there is a recently established eligibility list. The remaining six working out of class employees are either working for School Community Liaison Workers or Office Clerks. There are eligibility lists for these two classifications for which the hiring authorities will be interviewing in the next few weeks.

Assistant Director Smith stated it has become increasingly difficult to recruit qualified and interested School Community Liaison Workers. Assistant Director Smith has been working with the Public Information Officer, Abby Milone, to utilize social media to recruit and reach out to a wider audience. Assistant Director Smith recently went out to different school sites to film School Community Liaison Workers and one of the school principals to create a marketing video highlighting this classification. The video included information on the duties of a School Community Liaison, daily activities, a typical work day, how these employees make a difference at the school sites and what they enjoy about the position.

Assistant Director Smith recently received the video which will be reviewed for revisions prior to sharing it with staff. The filming project was an enjoyable experience for Assistant Director Smith and allowed her to visit various school sites. Additionally, Assistant Director Smith will be conducting a rather large classification study on School Community Liaison Workers this year. Assistant Director Smith will also be utilizing local radio stations to recruit for Translators/Interpreters.

Additionally, Assistant Director Smith stated that due to the specialization of the Supervising Personnel Analyst position, staff is utilizing various resources to recruit for this position. A more appealing recruitment flyer has been created which has been sent to specific industry programs and educational organizations.

Director Seymour stated that for the Supervising Personnel Analyst recruitment, staff is reaching out to organizations such as universities, personnel testing councils, the Southern California Personnel Management Association, item bank services WRIPAC and CODESP as well as an advertisement with the California Association of School Business Officials (CASBO). Mr. George Cole, Executive Director of CSPCA, will also be sending an organization-wide e-mail.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the September 7, 2016 Personnel Commission meeting. The motion passed 2-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. Employee Jana McIver requested that more copies of the Personnel Commission meeting packets be made available for the public. Commissioner Franks requested that Ms. McIver send this request to her employee organization in writing.

Director Seymour stated that she will instruct staff to provide at least six copies of the Personnel Commission meeting packet at next month's meeting.

Employee Betty Johnston inquired in regards to the Warehouse Supervisor recruitment. Ms. Johnston stated that it is difficult for an employee to fulfill the required one year of experience in a lead or supervisory capacity if not given the opportunity.

Commissioner Franks suggested that any time that Ms. Johnston has had the opportunity to fill in for the Warehouse Supervisor in the past could count towards experience in a lead or supervisory capacity.

Assistant Director Smith confirmed that one of the Warehouse Supervisor experience requirements is that a candidate have the equivalent of one year of full time experience in a lead or supervisory capacity. Additionally, there is a career path within the warehouse with the potential to lead to a supervisory position via such positions as Stock Clerk II and Lead Warehouse Worker.

Employee Joe Ragusa read Article 4.6 from the CSEA agreement contract, which states: *A part-time employee whose assignment time is increased an average of 30 minutes or more per day for 20 consecutive days shall have his/her regular assignment adjusted upward to reflect the change in assigned time. Such changes will be effective beginning on the 21st day.*

Mr. Ragusa stated that employees have approached him on this matter stating they are working 19 days on a different schedule and then returned back to the regular schedule in order to avoid the upward adjustment. Mr. Ragusa would like to gather additional information from these employees but wanted to notify the Personnel Commission that this may be a matter of concern in the near future.

Commissioner Franks stated that this is a matter to be discussed during Contract Maintenance meetings as it is a contract related bargaining item.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 09/20/16
- Classified Personnel Report – 10/04/16
- CSPCA Annual Conference Flyer
- 2015-16 Personnel Commission Annual Report

Director Seymour stated the Annual CSPCA Conference will be in San Francisco from January 26 to January 29, 2017. Director Seymour will share the conference agenda once it has been published in order to gather interest from the Commissioners and staff on whether they would like to be registered to attend.

Assistant Director Smith spoke in regards to the 2015-16 Personnel Commission Annual Report. Assistant Director Smith worked with the Public Information Officer, Ms. Milone, to outsource the design of the Annual Report to a contracted district vendor. The designer took all of the information staff provided and created the final version that is being presented to the commission. With the commissioners' approval, the next step would involve forwarding the report to Superintendent Mafi who would then share it with the School Board and District cabinet members. The report would then get printed for distribution to school sites and district departments.

Commissioner Flatebo commended staff for all the work and was impressed by the information in the Annual Report. Commissioner Flatebo suspected that the numbers would be impressive but was overwhelmed by the actual data.

Assistant Director Smith commended her team for all of their hard work during the past year. Director Seymour concurred that staff has done an outstanding job and that it is nice to look back and reflect on the data.

Commissioners Flatebo and Franks made a recommendation to finalize the 2015-16 Personnel Commission Annual Report as presented.

APPROVAL OF CLASSIFICATION ACTIONS

7.1 Benchmark Positions for Classification Plan – Proposed Revisions

Director Seymour stated that the document for commission consideration is an appendix of the Personnel Commission Classification Plan Philosophy which guides staff in their classification work. Director Seymour can provide the Commissioners with another copy of the Classification Plan Philosophy binder if they so wish. Director Seymour anticipates that a lot more classification work will begin once there is a new Supervising Personnel Analyst. The Classification Plan Benchmark Positions document guides staff in determining which job classifications are going to be studied when setting out to do salary surveys.

Assistant Director Smith pointed out that the classifications that have been crossed out on the Benchmark Positions for Classification Plan document are classifications that are outdated, no longer in use, have had a title change or have had some other change occur. Most of the crossed out classifications are outdated. Director Seymour and Assistant Director Smith reviewed each series and selected a classification on the entry level of the series as well as one on the higher level of the series. When staff reviews the salaries for these specific classifications, staff can then consider an internal alignment. Supervisory positions were also included where appropriate. Some series have been crossed out completely because they were organized into a different series. The document presented at this meeting will be updated as classifications are studied and may be brought back for further ongoing review. The benchmark classifications selected are fairly common across districts.

Assistant Director Smith stated it is time to make these changes since the list has not been updated since the 1990s, as also noticed by Commissioner Flatebo.

Commissioner Franks inquired as to whether all General Maintenance Workers will now fall under the Mechanical Maintenance department.

Assistant Director Smith stated she replaced the General Maintenance Worker classification on the document with Mechanical Maintenance Worker because the General Maintenance Worker classification

is still being reviewed. Currently, General Maintenance Workers are classified as a group and then assigned to different trades. However, the Mechanical Maintenance Workers, for example, specifically shadow Electricians, Plumbers and HVAC Technicians under the Mechanical Maintenance group. At some other districts their General Maintenance Workers are classified based on the same work. Therefore, Mechanical Maintenance Worker is more appropriate to use for comparison with other districts.

Commissioner Franks inquired as to whether the exam for General Maintenance Worker would then be geared specifically for Mechanical Maintenance work. Assistant Director Smith stated that the trades of Electrical, Plumbing, and HVAC are not included on the General Maintenance exam anymore. They are now only on the Mechanical Maintenance Worker exam.

Assistant Director Smith is working on changing all General Maintenance Workers in the Mechanical Maintenance department to Mechanical Maintenance Workers through transfers.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the proposed revisions to the Benchmark Positions for the Classification Plan. The motion passed 2-0.

ORDERING OF EXAMINATIONS

8.1	Bus Driver	Promotional
8.2	HVAC Technician II	Open
8.3	Instructional Aide II – Special Education	Open
8.4	School Bus Driver Instructor	Open
8.5	Supervising Personnel Analyst	Open
8.6	Vocational Specialist	Open

Commissioner Franks inquired as to the school site to which the Vocational Specialist is assigned and if this employee is assigned to the Workability Program.

With input from audience members, it was stated that the Workability Program is housed at the Jordan Adult Transition Program site.

Assistant Director Smith stated that the School Bus Driver Instructor recruitment was re-opened due to the limited number of candidates not passing the exam in the last recruitment. There is a possibility that this recruitment may be brought back again if there are not enough viable candidates.

It was moved by Commissioner Flatebo, seconded by Commissioner Franks to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists. The motion passed 2-0.

RATIFICATION OF ELIGIBILITY LISTS

9.1	Breakfast Worker	Open
9.2	Grounds Maintenance Supervisor	Open

Commissioner Flatebo stated she was pleased to see that the top four ranks of the Grounds Maintenance Supervisor eligibility list consists of current employees. Director Seymour stated that current employees did very well throughout the testing process.

Assistant Director Smith added that current employees outperformed external candidates.

Commissioner Flatebo requested clarification on the Breakfast Worker eligibility list data. Commissioner Flatebo inquired as to why only 45 out of 190 Breakfast Worker applicants were placed on the eligibility list.

Assistant Director Smith stated that while a Breakfast Worker position may seem entry level, a qualified candidate must have some paid experience in serving or preparing food. Additionally, the first and only exam for Breakfast Worker is an extensive oral rating exam. Successful candidates must show they are self directed, can work autonomously with no other kitchen staff and be able to read the menu on their own.

Director Seymour stated that oftentimes Breakfast Worker candidates have limited English skills and encounter difficulties in passing the oral rating exam.

It was moved by Commissioner Flatebo, seconded by Commissioner Franks to ratify the eligibility lists as listed above. The motion passed 2-0.

OTHER BUSINESS

10.1 Commissioners

Director Seymour stated that Commissioner Flatebo has been nominated to be a member of the PCASC Board with voting taking place at their October 28, 2016 Board meeting. Director Seymour added that Commissioner Flatebo, Assistant Director Collison, Assistant Director Smith and Associate Analyst Henderson will be attending the PCASC Job Description Innovation Workshop on October 28, 2016.

10.2 Next Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be held on Wednesday, November 2 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:40 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran

AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS

CORRESPONDENCE AND COMMUNICATIONS

- ⇒ Classified Personnel Report – 10/18/16
- ⇒ Classified Personnel Report – 11/01/16

Report No.
Action Taken
As Recommended
With Revisions
With Addendum

10/18/16-2

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 10/18/16-2

EMPLOY

Noon Duty Supervisors
Regular
Reinstate/Reemploy
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Demotions
Increase/Decrease
Promotions
Working Out of Class

It is recommended that the Board approve actions as listed in Board Report No. 10/18/16-2.

On motion of Trustee Harden, seconded by Trustee Reed, and
unanimously carried, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 10/18/16-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/18/2016

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

Noon Duty Supervisors

Benitez, Vladimir E	Noon Duty Supervisor		\$13.09	Wakeham		09/28/16
De Luna, Gloria	Noon Duty Supervisor/CL		\$13.09	Faylane		09/01/16
Kinder, Meadow E	Noon Duty Supervisor		\$13.09	Barker		09/23/16
Noory, Guichehra	Noon Duty Supervisor		\$13.09	Northcutt		09/20/16
Rodriguez, Lizbeth	Noon Duty Supervisor/CL		\$13.09	Paine		09/07/16
Steinbeck, Victoria S	Noon Duty Supervisor/CL		\$13.09	Zeyen		09/01/16
Victor, Sandra L	Noon Duty Supervisor		\$13.09	Woodbury		09/01/16
Vigil-George, Rosa	Noon Duty Supervisor/CL		\$13.09	Sunnyside		09/01/16

Regular

Anguiano, Hilda L	Instructional Aide	15/2	\$18.01	Eisenhower		09/29/16
Ayala, Claudia E	Food Service Worker I	13/2	\$17.13	Santiago		09/26/16
Batshoun, Janelisa	Instructional Aide II - Special Ed.	19/2	\$19.88	Warren		09/20/16
Curcie, Dominique A	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Clinton Corner		10/03/16
Defforest, Chavon S	Instructional Aide II - Special Ed.	19/2	\$19.88	Carver ECEC		09/20/16
Estrada V., Elizabeth	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Peters 4-6		10/03/16
Gerardo, Abigail A	Instructional Aide	15/2	\$18.01	Newhope		09/26/16
Lara, Cassandra M	Instructional Aide II - Special Ed.	19/2	\$19.88	Gilbert		09/20/16
Ly, Ha T	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Stanley		10/03/16
Nguyen, Huyen Tran T	Instructional Aide II - Special Ed.	19/2	\$19.88	Carver ECEC		10/10/16
Nguyen, Kristie	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Hill		10/06/16
Nguyen, Michelle T	Instructional Aide - Bil Viet	15/2	\$18.01	Anthony		09/19/16
Nguyen, Thao T	Instructional Aide - Bil Viet	15/2	\$18.01	Alamitos		09/22/16
Ordorica, Yesenia	School Office Clerk I	21/1	\$19.88	Bolsa Grande		09/26/16
Pham, Mandy M	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Morningside		10/03/16
Reyes, Vivian E	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Gilbert		10/03/16
Reyes, Yaritza	Instructional Aide	15/2	\$18.01	Peters K-3		09/26/16
Rose, David A	Groundskeeper/Gardener	26/1	\$3,897.00	District Maintenance Center		10/10/16
Valenzuela, Judith	Instructional Aide	15/2	\$18.01	Cook		09/29/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/18/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Reinstatement/Reemploy						
Heinbuch, Brett A	Accounting Supervisor	46/4	\$7,406.00	Business Office		10/04/16
Perez, Carolyn	Instructional Aide - Bilingual Spanish	15/2	\$18.01	Faylane		09/26/16
Phan, Jacqueline N	Sch-Comm Liaison Wkr-Bilingual Viet	21/5	\$24.21	Peters K-3		09/26/16
Substitutes						
Agustin, Rosa	Sub Bus Driver		\$18.82	Transportation		09/26/16
Antunez, Angelica	Sub Food Service Worker		\$13.65	Varies		09/27/16
Camacho, Julia D	Sub Bus Driver		\$18.82	Transportation		09/26/16
Chatterton, Trent S	Sub Noon Duty Supervisor		\$13.09	Sunnyside		09/28/16
Crowell, Lisa D	Sub Noon Duty Supervisor		\$13.09	Marshall		09/08/16
Dangelo, Gabriella	Sub Bus Driver		\$18.82	Transportation		09/26/16
Jaffry, Sabeeha	Sub Food Service Worker		\$13.65	Varies		09/23/16
Jimenez Vera, Karen M	Sub Food Service Worker		\$13.65	Varies		09/26/16
Lawrence, Justin B	Sub Custodian		\$17.91	Varies		09/22/16
Lepe, Alvaro I	Sub Custodian		\$17.91	Varies		09/22/16
Ly, Nha	Sub Noon Duty Supervisor		\$13.09	Rosita		09/09/16
Montenegro, Alexandra	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/31/16
Nguyen, Binh V	Sub Bus Driver		\$18.82	Transportation		09/26/16
Rios Cortes, Francisco	Sub Custodian		\$17.91	Varies		09/30/16
Scherer, Thomas J	Sub Custodian		\$17.91	Varies		09/23/16
Schneider, Sarina E	Sub Bus Driver		\$18.82	Transportation		09/26/16
Schrickel, Barbara J	Sub Food Service Worker		\$13.65	Varies		09/26/16
Sindt, Brenda A	Sub Custodian		\$17.91	Varies		09/16/16
Toledano, Miriam B	Sub Bus Driver		\$18.82	Transportation		09/26/16
Temporary						
Acosta, Wendy	Student Worker		\$10.00	Bolsa Grande		09/26/16
Arreola, Steve B	Lead Stage Technician		\$24.21	Garden Grove		09/26/16
Baltazar Naranjo, Alma	Breakfast Worker	17/2	\$18.92	McGarvin	Temporary Additional Assignment	09/01/16
Baltazar, Samantha	Tutor		\$14.00	K-12 Educational Services		09/21/16
Cadena, Bethany	Tutor		\$14.00	K-12 Educational Services		09/22/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/18/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Cadena, Bethany	Student Worker - College		\$13.00	K-12 Educational Services		09/22/16
Diep, Henry	Tutor		\$14.00	K-12 Educational Services		09/28/16
Emde, Christine A	School Testing Assistant	21/2	\$20.88	Post	Temporary Additional Assignment	08/17/16
Fernandez, Guy	Auditorium Attendant		\$22.48	Garden Grove		09/06/16
Gagnon, Justin A	Auditorium Attendant		\$22.48	Garden Grove		09/06/16
Green, Earl P	Auditorium Attendant		\$22.48	Garden Grove		09/06/16
Hidreth, Kaleb G	Student Worker		\$10.00	Bolsa Grande		09/26/16
Janssen, Helga M	School Office Clerk I	21/2	\$20.88	Garden Grove	Temporary Additional Assignment	08/29/16
Lee, Jae W	Student Worker		\$10.00	Rancho Alamitos		10/03/16
Levitt, Keith L	Auditorium Attendant		\$22.48	Garden Grove		09/06/16
Llanos, Jane	Breakfast Worker	17/5	\$23.05	Jordan	Temporary Additional Assignment	09/01/16
Miranda, Ayleen J	Student Worker		\$10.00	Hare		09/26/16
Moosa, Rabia K	Breakfast Worker	17/5	\$23.05	Crosby	Temporary Additional Assignment	09/01/16
Ochoa, Angela D	Student Worker		\$10.00	Garden Grove		09/26/16
Palencia, Melissa	Tutor		\$14.00	Los Amigos		10/03/16
Pallan, Alexis	Tutor		\$14.00	Doig		09/29/16
Reyes, Dennia	Tutor		\$14.00	K-12 Educational Services		09/30/16
Reyger, Jacqueline J	Sch-Comm Liaison Wkr-Bil Span	21/5	\$26.73	Violette	Temporary Additional Assignment	09/01/16
Roach, Eugene H	Auditorium Attendant		\$23.62	Garden Grove		09/06/16
Rodriguez, Elmeer A	Tutor		\$14.00	K-12 Educational Services		09/23/16
Santos G., Kimberly	Student Worker		\$10.00	Santiago		09/01/16
Savage, Michelle	Auditorium Attendant		\$22.48	Garden Grove		09/06/16
Sievers, Jeremy S	Student Worker		\$10.00	Hare		09/26/16
Strain, Austin T	Auditorium Attendant		\$22.48	Garden Grove		09/12/16
Torres, Itzel	Tutor		\$14.00	K-12 Educational Services		10/05/16
LEAVES						
Requests						
Alvarez, Eddie	Bus Driver			Transportation	Paid medical leave	08/31/16
Armijo, Ruben	Custodian - Swing			Rancho Alamitos	Extend paid medical leave	09/29/16
Ayala, Liliana	Sch-Comm Liaison Wkr-Bil Span			Santiago	Unpaid maternity leave	09/06/16
Calderon, Sayla	Intensive Behavioral Instr. Asst.			Carver ECEC	Extend paid medical leave	10/01/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/18/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Corona, Bonnie	Library Media Technician I			Mitchell	Paid medical leave	09/01/16 10/21/16
Crutchfield, Ashley N	Instructional Aide II - Special Ed.			Ralston	Pregnancy Disability Leave	09/01/16 09/24/16
DeJanon, Cairron L	Food Service Worker I			Santiago	Extend paid medical leave	09/20/16 10/03/16
Del Rio, Azgad	Stock Clerk II			Warehouse	Intermittent Family Care Leave	10/01/16 06/30/17
Duong, Van	Custodian - Swing			Brookhurst	Extend paid medical leave	10/01/16 12/31/16
Esparza, Martha	Sch-Comm Liaison Wkr-Bil Span			Santiago	Extend paid medical leave	09/26/16 09/29/16
Fedestini, Ililiani	Intensive Behavioral Instr. Asst.			Rancho Alamitos	Family Care Leave	09/06/16 01/02/17
Gonzalez, Mariana M	Instructional Aide			Carver ECEC	Paid medical leave	09/01/16 10/31/16
Knight, Linda F	School Office Clerk I			Peters K-3	Extend paid medical leave	08/22/16 02/27/17
Le, Uyen K	Breakfast Worker			Riverdale	Paid medical leave	09/20/16 10/09/16
Marquez, Diane	Food Service Worker I			Bell	Paid medical leave	09/06/16 09/30/16
Martinez, Maria D	Lead Food Service Worker			Morningside	Paid medical leave	09/07/16 10/07/16
Martinez, Sandra	Food Service Worker I			Food Service Department	Paid medical leave	08/30/16 09/16/16
Mermer, Anthony F	Custodian - Swing			La Quinta	Paid medical leave	09/01/16 10/03/16
Mills, Sheila	Intensive Behavioral Instr. Asst.			Special Education	Paid medical leave	09/30/16 10/09/16
Munoz, RosaIva	Library Media Technician I			Russell	Paid medical leave	09/19/16 10/02/16
Nelson, Debra	Lead Food Service Worker			Crosby	Extend paid medical leave	10/02/16
Pin, Vasna	Instructional Aide II - Special Ed.			Lawrence	Pregnancy Disability Leave	09/26/16 11/16/16
Raisor, Martha	Food Service Worker II			Rancho Alamitos	Paid medical leave	08/31/16 09/14/16
Rivera, Guadalupe	Food Service Worker I			La Quinta	Paid medical leave	09/20/16 10/02/16
Ruggiero, Sherrie	Breakfast Worker			Crosby	Paid medical leave	09/01/16 09/12/16
Ruiz, Juan	Instructional Aide - Bil Spanish			Jordan	Paid medical leave	09/01/16 09/25/16
Shah, Shukria	Food Service Worker I			Rosita	Paid medical leave	09/01/16 11/06/16
Sweet, Cathrine	Bus Driver			Transportation	Extend paid medical leave	09/27/16 10/31/16
Yakinian, Tanya	School Office Clerk II			La Quinta	Paid medical leave	09/21/16 10/02/16

RESIGNATIONS/RETIREMENTS

Resignations

Brown, LaMar	Instructional Aide II - Special Ed.	Los Amigos	09/08/16
Hdz. Lombera, Desmond	Instructional Aide II - Special Ed.	Los Amigos	06/22/16
Le, Lisa	Intensive Behavioral Instr. Asst.	Heritage	10/07/16
Llamas, Javier	Instructional Aide II - Special Ed.	Ralston	06/22/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/18/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Luong, Jonathan C	Technology Assistant			La Quinta		09/23/16
Parks, Lindsay L	Instructional Aide II - Special Ed.			Woodbury		09/30/16
Phan, Trung	Food Service Worker I			Stanford		08/31/16
Retirements						
Nguyen, Hoa V	Custodian			Paine		10/31/16
Peralta, Stephen	Electrician			District Maintenance Center		11/25/16
CHANGE IN ASSIGNMENT						
Demotions						
Alvz. PonceDeLeon, Carlos	Sch-Comm Liaison Wkr-Bil Span	21/5	\$24.21	Post	Voluntary demotion from Central Office Clerk II	09/26/16
Increase/Decrease						
Basta, Nevien A	Noon Duty Supervisor		\$13.09	McGarvin	Increase from 5 to 5.75 hours per week	09/13/16
Basta, Nevien A	Noon Duty Supervisor		\$13.09	McGarvin	Decrease from 5.75 to 5 hours per week	09/14/16
Campbell, Denise M	Noon Duty Supervisor/CL		\$13.09	Hill	Increase from 1.6 to 2 hours per week	09/01/16
Castaneda, Alondra	Instructional Aide II - Special Ed.	19/5	\$24.32	Lawrence	Increase from 29 to 32.5 hours per week	09/01/16
Kohatsu, Karen L	Noon Duty Supervisor/CL		\$13.09	Hill	Increase from 2.5 to 3 hours per week	09/01/16
Prentice, Danielle P	Intensive Behavioral Instr. Asst.	23/4	\$24.21	Special Education	Increase from 25 to 32.5 hours per week	09/26/16
Promotions						
Albert, Tyvana D	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	10/13/16
Keys, Anthony M	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	09/28/16
Mendez, Carina R	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Bolsa Grande	From Instructional Aide - Bilingual Spanish	10/03/16
Sneddon, Bill G	Grounds Maintenance Supervisor	46/2	\$7,473.00	District Maintenance Center	From Electrician	09/28/16
Working Out of Class						
Adling, Carrie A	Central Office Clerk I	21/2	\$20.88	Food Service Department	From Food Service Worker I	09/01/16
Alatorre, Yolanda	School Office Clerk II	23/2	\$21.94	La Quinta	From School Community Liaison Worker - Bilingual Spanish	08/22/16
Duong, Honghanh T	Sch-Comm Liaison Wkr-Bil Viet	21/3	\$23.62	Hill	From Instructional Aide - Bilingual Vietnamese	09/01/16
Mecham-Franco, Jeanne	Administrative Secretary	38/1	\$5,241.00	Special Education	From Secretary III	07/11/16
Orozco, Lydia M	Central Office Clerk I	21/2	\$21.40	Food Service Department	From Food Service Worker I	09/01/16
Ramos Soto, Maria C	Food Service Worker II	18/3	\$20.37	Rancho Alamitos	From Food Service Worker I	08/30/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/18/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Ramos Soto, Maria C	Food Service Worker II	18/4	\$21.40	Rancho Alamitos	From Food Service Worker I	09/01/16
Stubbs, Suzanne J	Central Office Clerk I	21/1	\$19.88	Food Service Department	From Food Service Worker I	09/01/16

Report No. 11/01/16-2
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. 11/01/16-2**

EMPLOY

**Noon Duty Supervisors
Regular
Reinstate/Reemploy
Substitutes
Temporary**

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations

CHANGE IN ASSIGNMENT

**Increase/Decrease
Promotions
Reclassifications
Working Out of Class**

MISCELLANEOUS

**Probationary Release
Separation**

It is recommended that the Board approve actions as listed in Board Report No. 11/01/16-2.

**On motion of Trustee _____, seconded by Trustee _____, and
_____, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 11/01/16-2.**

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/1/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<u>EMPLOY</u>						
<u>Noon Duty Supervisors</u>						
Caraballo, Jessica C	Noon Duty Supervisor		\$13.09	Fitz		10/10/16
De La Cruz, Kasey C	Noon Duty Supervisor		\$13.09	Warren		09/26/16
Gutierrez, Emmanuel	Noon Duty Supervisor		\$13.09	Lake		10/10/16
Oliver, Brandi S	Noon Duty Supervisor		\$13.09	Patton		10/12/16
Taylor, Stephanie L	Noon Duty Supervisor		\$13.09	Lawrence		10/13/16
Tirado, Paloma C	Noon Duty Supervisor		\$13.09	Riverdale		09/27/16
Vanwormer, Sandra A	Noon Duty Supervisor		\$13.09	Barker		10/10/16
<u>Regular</u>						
Alarcon, Cristina X	Instructional Aide II - Special Ed.	19/2	\$19.88	Paine		10/19/16
Cabrera Navarro, Raquel N	Instructional Aide II - Special Ed.	19/2	\$19.88	Heritage		10/17/16
Cortes Sosa, Zayra M	Instructional Aide II - Special Ed.	19/2	\$19.88	Heritage		10/17/16
Davis, Payson J	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		10/17/16
Diaz, Jessica D	Instructional Aide	15/2	\$18.01	Clinton		09/29/16
Gallagher, Katherine L	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		11/01/16
Garcia, Erica A	Food Service Worker I	13/2	\$17.13	Ralston		10/11/16
Gonzalez-Santillan, Paula M	Instructional Aide II - Special Ed.	19/2	\$19.88	Gilbert		10/17/16
Lopez, Guadalupe	Instructional Aide II - Special Ed.	19/2	\$19.88	Marshall		10/24/16
Maldonado, Angalina C	Instructional Aide II - Special Ed.	19/2	\$19.88	Lake		10/24/16
Martinez, Alissa N	Instructional Aide II - Special Ed.	19/2	\$19.88	Stanford		10/19/16
Peralta, Christiana N	Campus Safety Assistant	17/2	\$18.92	Los Amigos		10/10/16
Ramos Salazar, Alejandra	Food Service Worker I	13/2	\$17.13	Rancho Alamitos		10/04/16
Rivas, Noel G	Instructional Aide II - Special Ed.	19/2	\$19.88	Los Amigos		10/07/16
Taylor, Winston M	Technology Assistant	18/1	\$18.46	Cook		10/10/16
Vo, Nicole C	Instructional Aide - Bil Viet	15/2	\$18.01	Allen		10/17/16
Yu, Michael	Technology Assistant	18/2	\$19.39	Evans		10/11/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/1/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<u>Reinstate/Reemploy</u>						
Gonzalez, Corina Y	Instructional Aide II - Special Ed.	19/5	\$23.05	McGarvin		10/04/16
Hicken, Darsi L	Special Education Assistant	2/5	\$24.21	Warren		10/17/16
<u>Substitutes</u>						
Abrego, Graciela	Sub Noon Duty Supervisor		\$13.09	Northcutt		10/03/16
Allen, Bobby L	Sub Custodian		\$17.91	Varies		10/06/16
Aranda, Crystal	Sub Noon Duty Supervisor		\$13.09	Patton		10/03/16
Arndt, Natalie E	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		10/14/16
Bobadilla, Rachel	Sub Noon Duty Supervisor		\$13.09	Newhope		10/03/16
Cavender, Daniel W	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		10/18/16
Copple III, John J	Sub Custodian		\$17.91	Varies		10/17/16
Dezward, Kristen L	Sub Noon Duty Supervisor		\$13.09	Peters 4-6		10/03/16
Diaz, Ameiga D	Sub Custodian		\$17.91	Varies		10/06/16
Durley, Matilde	Sub Food Service Worker		\$13.65	Varies		10/10/16
Garcia, Laura M	Sub Noon Duty Supervisor		\$13.09	Monroe		09/01/16
Gudino Peciado, Maria D	Sub Noon Duty Supervisor		\$13.09	Newhope		10/05/16
Henson, Desiree E	Sub Noon Duty Supervisor		\$13.09	Crosby		09/19/16
Hernandez, Guadalupe V	Sub Noon Duty Supervisor		\$13.09	Newhope		09/28/16
Ibarra, Victor A	Sub Bus Driver		\$18.82	Transportation		10/13/16
Inez, Ingrid D	Sub Noon Duty Supervisor		\$13.09	Enders		10/10/16
Kaur, Maninderjit	Sub Noon Duty Supervisor		\$13.09	Bryant		10/10/16
Lemus De Vega, Ana B	Sub Noon Duty Supervisor		\$13.09	Clinton		10/10/16
Mateo Gomez, Jessica R	Sub Noon Duty Supervisor		\$13.09	Newhope		10/10/16
Melgoza, Ana M	Sub Noon Duty Supervisor		\$13.09	Bryant		09/30/16
Nguyen, Dang T	Sub Noon Duty Supervisor		\$13.09	Lawrence		09/01/16
Oregel, David A	Sub Noon Duty Supervisor		\$13.09	Hazard		10/05/16
Patino, Manuela	Sub Noon Duty Supervisor		\$13.09	Peters K-3		10/06/16
Ruggiero, Sherrie E	Sub Noon Duty Supervisor		\$13.09	Crosby		09/14/16
Suttipreechunan, Melissa J	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		10/10/16
Trujillo, Noe	Sub Noon Duty Supervisor		\$13.09	Parkview		09/01/16
Youngblood, Haley	Sub Clerk		\$15.44	Varies		09/10/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/1/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<u>Temporary</u>						
Ali, Tamara M	Breakfast Worker	17/5	\$22.48	Evans	Temporary additional assignment	08/31/16
Almazan, Jonathan R	Student Worker		\$10.00	Hare		10/10/16
Bravo, Jaqueline	Student Worker - Trainee		\$8.50	La Quinta		09/30/16
Brewer, Joey W	Student Worker - Trainee		\$8.50	Jordan ATP		09/26/16
Briones, Yesenia N	Tutor		\$14.00	K-12 Educational Services		10/11/16
Cordova, Monica K	Student Worker - Trainee		\$8.50	Jordan ATP		09/22/16
Cruz-Martinez, Luis A	Student Worker - Trainee		\$8.50	Rancho Alamitos		10/05/16
Do, Tommy K	Student Worker - Trainee		\$8.50	Jordan ATP		09/28/16
Domingo, Amber J	Student Worker - Trainee		\$8.50	Rancho Alamitos		10/17/16
Escobar, Maria G	Student Worker		\$10.00	Garden Grove		10/10/16
Fajio, Sophia L	Student Worker - Trainee		\$8.50	Jordan ATP		09/29/16
Galeana, Nayelly	Student Worker - Trainee		\$8.50	Santiago		10/06/16
Garcia Mosqueda, Ruth V	Student Worker - Trainee		\$8.50	Pacifica		10/17/16
Guardado, Selena L	Tutor		\$14.00	Bolsa Grande		10/06/16
Guevara-Salgado, Erika N	Tutor		\$14.00	Garden Grove		09/13/16
Gutierrez, Ahlize M	Tutor		\$14.00	Santiago		09/08/16
Ho, Trinh T	Student Worker - Trainee		\$8.50	Jordan ATP		09/26/16
Huynh, Quan T	Tutor		\$14.00	Bolsa Grande		09/01/16
Ibarra, Janet	Tutor		\$14.00	K-12 Educational Services		12/16/16
Ibarra, Jorge E	Student Worker - Trainee		\$8.50	Jordan ATP		09/22/16
Jones, Korinna G	Tutor		\$14.00	Bolsa Grande		10/06/16
Kha, Sandy T	Tutor		\$14.00	Irvine		10/17/16
Moosa, Rabia K	Breakfast Worker	17/5	\$23.05	Bryant	Temporary additional assignment	10/18/16
Morelos, Isidro	Student Worker - Trainee		\$8.50	Jordan ATP		09/29/16
Myers, Timothy P	Tutor		\$14.00	Bell		09/01/16
Nguyen, An T	Tutor		\$14.00	K-12 Educational Services		10/06/16
Nguyen, Derick D	Tutor		\$14.00	Ralston		09/01/16
Pastenes, Juan A	Student Worker - Trainee		\$8.50	Jordan ATP		09/22/16
Pham, Michael	Student Worker - Trainee		\$8.50	Jordan ATP		09/26/16
Phan, Harrison T	Student Worker - Trainee		\$8.50	La Quinta		10/01/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/1/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Pineda, Nancy	Student Worker - Trainee		\$8.50	Rancho Alamitos		10/17/16
Plancarte, Ariyn G	Tutor		\$14.00	Bolsa Grande		10/05/16
Salazar, Leslie M	Tutor		\$14.00	Ralston		10/14/16
Salgado, Katie S	Student Worker - Trainee		\$8.50	La Quinta		10/03/16
Taylor, Linda K	Breakfast Worker	17/5	\$23.05	Gilbert	Temporary additional assignment	08/31/16
Tran, Phuc	Tutor		\$14.00	Fitz		09/26/16
Tran, Vien Phuong P	Student Worker		\$10.00	Bolsa Grande		10/07/16
Vazquez, Alexis I	Student Worker - Trainee		\$8.50	Jordan ATP		09/26/16
Vo, Steven	Student Worker - Trainee		\$8.50	Jordan ATP		09/26/16
<u>LEAVES</u>						
<u>Requests</u>						
Brent Whitcomb, Lisa	Bus Driver			Transportation	Intermittent family care leave	09/27/16
Calderon, Sayla	Intensive Behavioral Instr. Asst.			Carver ECEC	Extend paid medical leave	10/11/16
Earhart, Lori	Instructional Aide II - Special Ed.			Brookhurst	Paid medical leave	10/06/16
Gutierrez, Jacqueline	Intensive Behavioral Instr. Asst.			Special Education	Extend pregnancy disability leave	10/11/16
Harvey, Reyna	Breakfast Worker			Bryant	Paid medical leave	09/20/16
Marquez, Diane	Food Service Worker I			Bell	Paid medical leave	10/03/16
Munoz, Rosalva	Library Media Technician I			Russell	Extend paid medical leave	10/03/16
Nelson, Debra	Lead Food Service Worker			Crosby	Extend paid medical leave	10/03/16
Ruiz-Zuniga, Juan	Instructional Aide - Bil Spanish			Jordan	Paid medical leave	09/01/16
Sapien, Grace	Food Service Worker I			Rancho Alamitos	Paid medical leave	09/30/16
Tapia-Ramirez, Patricia	Health Assistant			Northcutt	Unpaid maternity leave	10/04/16

RESIGNATIONS/RETIREMENTS

Resignations

Borunda, Roberta	Instructional Aide II - Special Ed.	Post	10/07/16
Lopez, Nicholas	Lead Technology Assistant	Santiago	10/24/16
Madaris, Olga M	Head Custodian I	Post	10/21/16
Nguyen, KienLoan T	Sch-Comm Liaison Wkr-Bil Viet	Santiago	10/13/16
Rodriguez, Eva	Instructional Aide II - Special Ed.	Crosby	10/07/16
Ruiz-Zuniga, Juan	Instructional Aide - Bil Spanish	Jordan	10/11/16

AGENDA ITEM 7B

PAGE 5 of 6

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/1/2016

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

Increase/Decrease

Fuentes, Louis J	Lead Food Service Worker	17/2	\$18.92	Russell	Increase from 13.75 to 17.5 hours per week	10/17/16
Martinez, Tomas O	Instructional Aide II - Special Ed.	19/5	\$23.97	Ralston	Increase from 17.5 to 29 hours per week	10/10/16

Promotions

Cove, Cindy R	Food Service Worker II	18/5	\$24.21	Los Amigos	From Lead Food Service Worker	10/17/16
Parra, Christina M	Central Office Clerk II	23/1	\$3,619.00	Business Office	From School Office Clerk I	10/12/16

Reclassifications

Earhart, Lori A	Instructional Aide II - Special Ed.	19/5	\$24.21	Brookhurst	From Instructional Aide I - Special Education	09/12/16
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Working Out of Class

Radmer, Rita J	Elementary School Secretary	30/2	\$28.08	Warren	From School Office Clerk I	08/15/16
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MISCELLANEOUS

Probationary Release

Crowell, Lisa	Instructional Aide II - Special Ed.			Marshall	From School Office Clerk I	09/26/16
Medina, Rita	Food Service Worker I			Pacifica		10/05/16
Ton, Lan	School Office Clerk I			Walton		10/07/16

Separation

Barcenas, Phillip	Instructional Aide II - Special Ed.			Brookhurst	From School Office Clerk I	09/01/16
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AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS

7.1 Adopted Labor Markets for Classification Plan – Proposed Revisions

Recommendation: It is recommended that the Personnel Commission approve the proposed revisions to the Adopted Labor Markets for Classification Plan.

APPENDIX B - 4

**ADOPTED
LABOR MARKETS**

OF THE

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**

GARDEN GROVE UNIFIED SCHOOL DISTRICT - PERSONNEL COMMISSION

LIST OF SCHOOL DISTRICTS UTILIZED FOR BENCHMARK LABOR MARKET ANALYSIS

(Revised 03/03/04)

BARGAINING UNIT/CONFIDENTIAL OCCUPATIONAL HIERARCHIES:

The following districts were chosen as benchmark districts based on the following criteria: selected districts had to be within a reasonable commuting distance (generally 20 miles), have sufficient number of comparable benchmark positions, and had to be of comparable size (with the exception of four smaller districts that were selected based on proximity*).

~~ABC School District~~
Anaheim Elementary School District
Anaheim Union High School District
Capistrano Unified School District
Downey Unified School District
Fountain Valley Unified School District*
Fullerton School District*
Fullerton Joint Union High School District*
Huntington Beach Union High School District*
Irvine Unified School District
Long Beach Unified School District
Newport-Mesa Unified School District
Orange Unified School District
Placentia-Yorba Linda Unified School District
Saddleback Valley Unified School District
Santa Ana Unified School District
Tustin Unified School District

MANAGEMENT/ADMINISTRATIVE OCCUPATIONAL HIERARCHY:

The following districts were chosen as benchmark districts based on the following criteria: selected districts are in Orange County or Los Angeles County of comparable size and have a sufficient number of comparable benchmark positions.

Anaheim Elementary School District
Anaheim Union High School District
Capistrano Unified School District
~~Covina Valley Unified School District~~
Downey Unified School District
Irvine Unified School District
Long Beach Unified School District
~~Lynwood Unified School District~~
Newport-Mesa Unified School District
~~Ocean View Elementary School District~~
Orange Unified School District
Placentia-Yorba Linda Unified School District
Rowland Unified School District
Saddleback Valley Unified School District
Santa Ana Unified School District
Santa Monica-Malibu Unified School District
Torrance Unified School District
Tustin Unified School District
~~Walnut Valley Unified School District~~
~~Westminster Elementary School District~~

Personnel Director, Classified Survey (Limited to Merit Systems Only):

Anaheim Union High School District
Covina Valley Unified School District
Downey Unified School District
Glendale Unified School District
Long Beach Unified School District
Lynwood Unified School District
Monrovia Unified School District
Newport-Mesa Unified School District
Ocean View Elementary School District
Rowland Unified School District
Santa Monica-Malibu Unified School District
Torrance Unified School District
Westminster Elementary School District

AGENDA ITEM #7.2: CLASSIFICATION DESCRIPTION REVISION – FOOD SERVICE MANAGER

BACKGROUND

Due to anticipated vacancies in the Food Service Manager classification, staff worked with the Director of Food Services, Assistant Director of Food Services, Food Service Operations Managers, and Food Service Managers to review the classification description.

FINDINGS AND CONCLUSIONS

After reviewing the classification description, staff determined that some minor revisions were necessary. Some essential duties were edited to better illustrate how the duties are performed and to add in specific language for the federal and state Child Nutrition Rules and Regulations. Minor revisions were also made to the Knowledge and Abilities section.

The classification description for Food Service Manager with the proposed revisions is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the revised classification description for Food Service Manager, effective November 02, 2016.

FOOD SERVICE MANAGER

JOB SUMMARY

Under direction, plans, directs, and supervises the acquisition, preparation, serving, transporting, and selling of foods at their assigned school site and satellite kitchens, ensuring federal and state Child Nutrition Rules and Regulations including the National School Lunch and Breakfast program for nutrition, nutritional, health, safety, sanitation, and cost standards are met; and performs related work as required.

REPRESENTATIVE ESSENTIAL DUTIES: "E" — Essential Duty

- Plans, assigns, trains, coordinates, supervises, and evaluates a large staff of food service regular and student workers at a high school, intermediate school, or central kitchen in the preparation, cooking and apportioning of foods to ensure federal and state standards for nutritional health, safety, sanitation, and costs are met. E
- Coordinates and supervises the preparation of food carts for timely daily delivery to satellite school kitchens, checking food temperatures to assure they are within appropriate food-safety ranges prior to transport. E
- Coordinates, oversees, and participates in a creative-campus catering events program, including food preparation and attractive presentation. E
- Inspects foods for consistency, taste and appearance. E
- Supervises and may participates in the preparation of foods, including making accommodations for various special dietary needs of students by following the special meal guidelines. E
- Trains and instructs new personnel in methods and procedures. E
- Orders meat, produce, dairy, bakery goods, snack items, frozen goods, foodstuffs, and supplies, and any related items as needed for the operations. E
- Checks quantities and condition of foods purchased upon arrival. E
- Supervises the taking of inventories of food and supplies in the kitchen. E
- Sets up, operates, and stores computerized point-of-sale equipment securely. E
- Maintains effective relationships with faculty, administrators, kitchen staff, maintenance staff, and vendors. E
- Oversees preparations and provides work direction for of regular student and special staff lunches, buffets, barbeques, special breakfasts, extracurricular dinners, and other special events occasions. E
- Maintains a wide variety of records, including daily breakfast and lunch receipts, time cards, and other personnel records, kitchen equipment, inventory, menus, production, and calendars, employees' and students' schedules; and prepares related computerized reports. E
- Attends periodic meetings. E
- May teach elective Trains on food preparation and food safety rules and regulations classes to high school students.
- May develop/introduce Develops and introduces new menu items, including converting standard recipes for large quantity preparation.
- Participates in interview panels.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent, supplemented by courses in menu planning, quantity cooking, safety, and sanitation in food service preparation; three years of experience in quantity food preparation and serving; and at least six months of experience in a lead or supervisory capacity are required. An associate's degree or certificate in quantity food service preparation/management is highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Proper methods and safety standards for food preparation, cooking, serving, equipment operation, and kitchen maintenance.
- Proper nutrition principles and standards, components, substitutions and serving sizes for various student grade levels as stated in the federal and state Child Nutrition Rules and Regulations.
- Effective techniques for managing and supervising a large school food service program.
- Proper standards and methods for food storage and stock rotation.
- Methods of computing food quantities required for weekly and monthly menus.

Ability to:

- Evaluate taste, appearance, and quality of all food items.
- Train, coordinate, evaluate, and supervise a large staff in the preparation, presentation, sanitation, and storage of large quantities of food and the proper operation of institutional kitchen equipment.
- Comprehend the procedures to effectively requisition and order all food and supplies.
- Maintain accurate records and prepare reports.
- Learn to eOperate a computer effectively.
- Work effectively with food service staff, students, administrators, and others.
- Communicate, be understood, give and carry out instructions spoken and written in English.

LICENSE AND CERTIFICATE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate. Must possess and maintain a valid California Food Safety Certificate. New appointees must obtain the required certificate within 90 days following appointment.

WORKING CONDITIONS: Works in a noisy kitchen with routine exposure to heat, cold, and steam resulting from preparing and maintaining food at proper temperatures; frequent exposure to liquid and powdered cleaning agents. Requires walking and standing for extended periods of time, frequently in confined areas, and intermittent lifting or moving of objects weighing 30 - 40 pounds.

ADOPTED BY THE PERSONNEL COMMISSION: 7/1/75
REVISED: 11/76; 4/00; 2/02; 6/10

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AGENDA ITEM #7.3: CLASSIFICATION DESCRIPTION REVISION – LEAD CUSTODIAN

BACKGROUND

Due to a vacancy in the Lead Custodian classification, staff worked with the Plant Supervisors II, Lead Custodians, Building Supervisor at the district office, and the Assistant Director of Maintenance and Operations to review the classification description.

FINDINGS AND CONCLUSIONS

After reviewing the classification description, staff determined that some revisions were necessary. The Distinguishing Characteristics section was removed and the information was included in the Job Summary section instead in order to update the classification description to a consistent format with the rest of the district's classification descriptions. Some of the essential duties were edited to better illustrate how the duties are being performed by incumbents in the classification. Other essential duties were added, such as performing daily inspections of rooms, maintaining inventory of supplies, and inspecting custodial equipment. The Ability To section was also updated to include the ability to work as a team, train new and substitute employees, handle multiple interruptions, and keep an inventory of supplies. The Physical Demands/Working Conditions section was added as well.

The classification description for Lead Custodian with the proposed revisions is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the revised classification description for Lead Custodian, effective November 02, 2016.

LEAD CUSTODIAN

JOB SUMMARY

Under general supervision, supervises leads the work of a custodial crew and participates in providing building custodial services for a school plant or district building on an assigned shift, usually a night shift. Incumbents in this class are mainly responsible for carrying out plans and directions issued by a plant supervisor who is not on the same shift. Incumbents, therefore, must provide school-wide custodial services including emergency or special services required that are not of a routine nature such as answering emergency requests for heating, lighting, special equipment, use access to rooms and providing building and equipment security; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

~~Incumbents in this class are mainly responsible for carrying out plans and directions issued by a plant supervisor who is not on the same shift. Incumbents, therefore, must provide school-wide custodial services including emergency or special services required that are not of a routine nature such as answering emergency requests for heating, lighting, special equipment, use access to rooms and providing building and equipment security.~~

ESSENTIAL DUTIES

- Plans, delegates, leads, and participates in custodial cleaning.
- Supervises Oversees and participates in sweeping, mopping, refinishing and waxing floors.
- Dusts, cleans, and polishes furniture.
- Washes windows and walls.
- Shampoos and extracts carpets.
- Performs minor painting activities to cover graffiti and badly soiled areas.
- Disposes of rubbish and cleans grounds areas.
- Cleans toilets, urinals, showers, basins, and mirrors.
- ~~Waters lawns.~~
- Picks up litter, pressure washes concrete, and sweeps sidewalks and blacktop areas.
- ~~Checks the operation of heating, air conditioning, and ventilating equipment.~~
- Dees Performs minor building maintenance work and reports need for major repairs.
- Stops plumbing leaks and frees drains of stoppages.
- Assists in school and district activities by setting up, breaking down, and cleaning up rooms and equipment for meetings and events special activities.
- Assists in training Trains new and substitute custodians.
- Performs daily classroom, office, and restroom inspections to ensure proper and thorough cleaning and safety; assists with monthly safety inspections.
- Locks doors and windows and inspects school plant for proper maintenance, health and safety conditions.
- Maintains an inventory of custodial supplies; checks inventory weekly and reports any needed materials or supplies to the plant supervisor.
- Inspects custodial equipment such as carpet extractors, floor machines, etc. to ensure proper maintenance of the equipment is being conducted.
- May need to respond to emergency calls at the site outside of regularly scheduled work hours.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and two years of experience in school custodial work. Lead or supervisory experience is desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods, materials and equipment used in school custodial work.

Ability to:

- Perform simple building maintenance and repair work.
- Follow oral and written instruction.

- Keep simple records.
- Keep an inventory of supplies and materials and report the need for supplies and equipment.
- Handle frequent interruptions and accommodate changing needs.
- ~~Operate heating and ventilation equipment.~~
- Supervise Lead the work of others.
- Work as a team.
- Train new and substitute custodians.
- Establish and maintain effective working relationships with plant supervisor, school staff, students, and the public.

PHYSICAL DEMANDS/WORKING CONDITIONS: Works indoors and outdoors on a high school campus or district building; trains staff to use a variety of cleaning supplies and operate a variety of maintenance equipment; ascends/descends stairs and ladders one or more stories above ground level; lifts up to 50 pounds without assistance.

ADOPTED BY THE PERSONNEL COMMISSION: 7/1/75
REVISED: 10/31/75; 12/8/83; 3/1/84; 8/19/91

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**AGENDA ITEM #7.4: CLASSIFICATION DESCRIPTION REVISION – POSITION CONTROL
TECHNICIAN**

BACKGROUND

Staff started a study on the classifications designated as confidential in an effort to ensure that all classification descriptions in the group are up-to-date in a continued effort to complete a district-wide classification and compensation study. The Position Control Technician classification description had not been revised since 1987; therefore, staff met with the incumbent and the Assistant Superintendent of Personnel Services to study the classification.

FINDINGS AND CONCLUSIONS

Staff met with the incumbent of the Position Control Technician classification to review the classification description and gather feedback regarding any revisions that were necessary. After review, it was determined that several essential duties listed on the classification description are no longer performed and therefore it was recommended that they be removed. Other essential duties were revised to more accurately illustrate how the duties are performed currently, while other new duties were added such as compiling/creating reports, working with the budget department to reconcile positions, notifying staff and employees of leave statuses, and communicating with doctors and employees regarding medical certifications for leaves of absence. These added essential duties are routinely performed by the incumbent and still fall within the same scope of responsibility of the classification. The knowledge of the employee information system, computerized reporting, and contracts were added, as well as the ability to interpret and communicate policies and procedures.

Due to the unique nature of the classification of Position Control Technician, the fact that it has not been reviewed since 1987, and because it is not one of the district's benchmark classifications for compensation studies, staff conducted an external and internal compensation study on the classification as well. The results of the compensation study indicated that the classification is still appropriately placed at salary range 31; therefore no changes in compensation are recommended at this time.

The classification description for Position Control Technician with the proposed revisions is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the revised classification description for Position Control Technician, effective November 2, 2016.

POSITION CONTROL TECHNICIAN

JOB SUMMARY

Under general direction, performs record keeping work of above average difficulty in maintaining district position control records; and performs related work as required.

ESSENTIAL DUTIES

- ~~Maintains records regarding staffing and staffing ratios.~~
- ~~Maintains position control documents and records.~~
- ~~Monitors personnel budget accounts and verifies expenses.~~
- ~~Balances district personnel records with business records.~~
- Maintains records of position personnel data and enters position information into the employee information system.
- Logs and screens personnel requests for personnel for accuracy and conformity with established policies and procedures and processes them according to procedures.
- Sets up position numbers and titles.
- Answers questions and gives out information regarding position control.
- Creates Prepares reports routinely for public information, bargaining units, and specialized department requests.
- Compiles monthly position control and audit reports. as required.
- Works closely with the budget department to reconcile accounts and position FTEs.
- Maintains Personnel/Budget account books.
- Coordinates personnel office information needs with the Information Technology systems Department.
- ~~Prepares budget transfer forms.~~
- ~~Assists in organizing and distributing Organizes, distributes, and collects district organizational reports.~~
- Collects and maintains records of leaves of absence; enters leave of absence information into the employee information system.
- Explains bargaining unit contract language regarding leave of absences to employees.
- Notifies payroll, insurance, personnel, and work sites regarding employee leave status.
- Contacts employees to request medical certifications and contacts doctors to receive clarification on medical certifications.
- ~~Maintains seniority records for classified personnel.~~
- ~~Deciphers data processing printouts.~~
- ~~Prepares information for entry into the data processing system.~~
- Operates a computer, calculator, typewriter, and other office equipment.
- Attends and participates in a variety of meetings and trainings.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and three years of progressively responsible clerical experience, two of which must have included financial or statistical record keeping work.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Employee information system.
- Specialized computerized reporting systems.
- Bargaining unit contracts.
- Methods, practices, and terminology used in statistical and financial record keeping.
- Principles of computerized information management.
- ~~Modern~~ Current office methods and practices.

Ability to:

- Work cooperatively with others.
- Establish and maintain accurate records.
- Analyze data and prepare reports.
- Interpret and communicate policies, procedures, and contracts.

- Operate calculators, computers, and other office equipment machines.

WORKING CONDITIONS: Position is located at an administrative office and involves sitting at a desk for a majority of the day, with intermittent walking, standing, and lifting of up to 20 pounds. The use of computers and considerable public contact, both in person and by telephone, with district employees, families and/or the public are typically involved.

ADOPTED BY THE PERSONNEL COMMISSION: 3/1/84
REVISED: 10/7/87 (Reclassification)

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AGENDA ITEM 7.5 – NEW POSITION – ACCOUNTING TECHNICIAN I

BACKGROUND

The district is creating a new position in the Office of Business Services to assist with the workload in the Food Services budgeting area. Staff has been asked to review the duties to be assigned to this position so that it can be properly classified. Staff met with the Director of Business Services (fiscal) and the Assistant Superintendent of Business Services to gather the relevant information.

FINDINGS & RECOMMENDATIONS

This new position will work with another Accounting Technician I to support and process the budget aspects of the Food Services Department operations. Under the supervision of an Accounting Supervisor, the person placed in this position will:

- Verify the appropriate budgets, generate budget change forms, and upload budget changes to the BiTech financial system. Additionally, this position will be responsible for budgeting positions.
- Review timecards for appropriate budget and enter into the payroll system.
- In the area of accounts payable, will conduct price checking and perform data entry of invoices to spreadsheets, as well as the journal entry of payment to the central kitchen cost centers.
- Prepare financial reports.
- Maintain an up-to-date fixed asset system.
- Perform journal entry of income (student meals) to revenue.

After a review of the staffing structure in the Office of Business Services, and a review of the duties, which match those assigned to current Accounting Technicians I, staff recommends this new position be classified as an Accounting Technician I (Salary Range 29). The classification description follows this page.

Recommendation:

It is recommended that the Personnel Commission classify the new position described above as Accounting Technician I, Salary Range 29 on the CSEA salary schedule, effective November 02, 2016.

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 7.6: NEW POSITION – MECHANIC’S HELPER

BACKGROUND

The district is creating a new position in the Office of Business Services in the Transportation Department to assist in the Bus and Truck Shop. Staff has been asked to review the duties assigned to this position so that it can be properly classified. Staff met with the Director of Maintenance, Operations, and Transportation and the Assistant Director of Transportation to gather relevant information.

FINDINGS AND RECOMMENDATIONS

This new position that is being added to the Bus and Truck Shop will be assigned to the night crew and the main emphasis of their job will be to perform mandated Preventative Maintenance Inspections (PMI) alongside the current Mechanic's Helpers. GGUSD currently has 125 school buses that each have to be inspected every 45 days or 3000 miles, whichever occurs first. The person in the new position will also be helping with preventative maintenance on the 300 plus white fleet vehicles.

After review of the duties, staff recommends classifying the new position in the Transportation Department as a Mechanic's Helper (Salary Range 31). The classification description for Mechanic's Helper is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the classification of the new position listed above as a Mechanic's Helper (Salary Range 31), effective November 2, 2016.

MECHANIC'S HELPER

JOB SUMMARY

Under general supervision, services automobiles, trucks, buses, and other automotive equipment; performs mandatory 45 day highway patrol bus safety inspections; performs routine maintenance and minor repairs as needed; and performs related work as required.

ESSENTIAL DUTIES

- Services all fluids and filters on buses, trucks, automobiles, and other motorized equipment according to service schedules.
- Inspects, changes and repairs tires.
- Delivers, parks, and locks buses after service.
- Adjusts air and hydraulic brakes.
- Conducts mandatory 45-day highway patrol bus safety inspections and logs work performed according to rules and procedures.
- Assists in cleaning shop and work areas; cleans and cares for tools.
- Documents work performed, records gauge readings and quantities of supplies used for review by supervisor.
- Shuttles buses, parts, and equipment to and from outside vendors and contractor repair facilities as assigned.
- Steam cleans undercarriages and engine compartments of buses, trucks, and cars as needed.
- Drives and tests buses.
- May assist in maintaining parts room.
- Works overtime in emergency situations.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and a minimum of one year of recent experience in the servicing of automotive equipment; bus and truck repair experience preferable. Course work in automotive mechanics desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Servicing and safety requirements for automobile, truck, and bus equipment including engines, brakes, and chassis.
- Tools and equipment used in general servicing of buses, trucks, and automobiles.
- Light and heavy duty mechanical systems.
- Mandatory 45 day highway patrol bus safety inspections.

Ability to:

- Clean and service chassis and bodies.
- Drive motor vehicles safely.
- Follow oral and written instructions.
- Maintain accurate related work records.
- Understand complex mechanical systems.
- Work cooperatively with others.
- Speak and read English at a level required for successful performance.

LICENSE: Must possess and maintain within the first six months of employment a valid Class A or B California Driver License, with a passenger endorsement, and remain insurable at the standard insurance market rate.

PHYSICAL DEMANDS/WORKING CONDITIONS: Works inside and outside garage areas with some regular exposure to exhaust and gas fumes and hazardous automotive fluids and oils. Works in confined areas while making repairs. Delivers and picks up vehicles in all kinds of weather. May occasionally lift or move parts weighing up to 70 pounds.

AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS

- 7.7 New Position – Food Service Worker I (Rancho Alamitos)
- 7.8 New Position – Intensive Behavioral Instruction Assistant (Office of Special Education)
- 7.9 New Position – School Office Clerk I (Heritage ECEC)

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 Accounting Technician II | Promotional |
| 8.2 Programmer Analyst | Open |
| 8.3 Translator/Interpreter – Bilingual Spanish | Open |
| 8.4 Translator/Interpreter – 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).



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CLASSIFIED EMPLOYMENT OPPORTUNITY

ACCOUNTING TECHNICIAN II

REVISED

PROMOTIONAL RECRUITMENT

OPEN TO DISTRICT EMPLOYEES ONLY

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: OCTOBER 26, 2016

LAST DAY TO FILE: NOVEMBER 16, 2016 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Positions in this class work 8 hours per day, 12 months per year. Under general supervision, performs complex accounting work in keeping and reviewing district financial and statistical records in the payroll, budget, or accounting department; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Employees in this classification exercise lead supervision over other Accounting Technicians. They are responsible for coordinating workflow, resolving technical problems, and assisting in training employees in a unit.

BASIC FUNCTION: Performs lead accounting work carried out in an organizational unit; assists in training employees assigned to the unit; balances district records with county records; maintains ledgers of appropriations, encumbrances, expenditures, and unencumbered balances for various funds and accounts; reviews and submits attendance accounting reports to appropriate agencies; creates and submits grant expenditure reports; prepares bank deposits; bank reconciliations for various district accounts; audits 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; validates and keeps current a variety of payroll deductions; maintains district budget records; assists in budget preparation; codes expenditures in accordance with the California School Accounting Manual; establishes and maintains pertinent files and records; contacts district personnel or outside sources regarding fiscal matters; analyzes computer reports; prepares information for entry into a computerized financial system and operates a computer, calculator, scanner, and other office equipment.

❖ 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 coursework in bookkeeping or accounting, and three years of progressively responsible financial record keeping experience equivalent to full-time work. A bachelor's degree in accounting, finance, or related field may substitute for up to one year of the required experience. 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: Methods, practices and terminology used in bookkeeping and financial record keeping; current office practices, procedures, and equipment and assigned computer software programs.

Ability to: Make mathematical computations rapidly and accurately; operate computers, calculators, and other office equipment; work cooperatively with others; lead others and provide direction and meet schedules and timelines.

SELECTION PROCEDURES: Applications will be accepted from district employees who possess the above qualifications. *The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.* The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the promotional eligibility list.



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CLASSIFIED EMPLOYMENT OPPORTUNITY

PROGRAMMER ANALYST

OPEN RECRUITMENT

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

SALARY: \$6546 per month with four annual step increases to \$7975 per month (15-16 Rate)

POSTING DATE: OCTOBER 24, 2016

LAST DAY TO FILE: NOVEMBER 14, 2016 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Under direction, performs system analysis and programming for computer systems/software; provides support to school and District staff on the proper operation of systems; maintains the integrity of student, finance and personnel data; produces reports for statistical studies and projections; and performs related work as required.

BASIC FUNCTION: Performs system analysis and programming for computer systems/software; writes and maintains a variety of computer languages; writes programs for various computer systems including student information, attendance, human resources, payroll/budget, purchasing/warehouse, media and other programs and writes programs to bridge these systems; tests and debugs programs; provides support to school and District staff on the proper operation of various hardware and software systems; meets with end users to design and change computer software; maintains the integrity of student, finance and personnel data; troubleshoots hardware and network problems; writes operation procedures and documentation for computer systems; produces reports for statistical studies and projections; compiles data for filing of periodic reports to local, state and federal agencies; participates in web page programming, design, and maintenance activities and evaluates computer software and makes recommendations as appropriate.

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

EMPLOYMENT STANDARDS

Education and Experience: Graduation from an accredited college with a Bachelor Degree in Information Technology, Computer Science, or closely related field, and three years of recent work experience equivalent to full-time work that demonstrates a wide range of knowledge and abilities of the application programming function. An additional two years of experience may substitute for a Bachelor's Degree. 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.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Computer programming and system design; operation of personal computers; web programming and web page design; scripting languages; enterprise, relational database management systems; record-keeping techniques and current methods, practices and procedures involving the use of computer technology and related equipment.

Ability to: Perform system analysis and programming for computer systems/software; translate functional requirements into system specifications; provide support to school and District staff on the proper operation of systems; design and maintain databases; produce reports for statistical studies and projections; work independently with limited direction; establish and maintain effective working relationships with others by employing tact, patience and courtesy; understand and follow oral and written instructions; communicate effectively both orally and in writing; meet schedules and timelines; plan and organize work and operate a personal computer, servers, scanners, laser printers, and other peripherals as assigned.

SELECTION PROCEDURES: Applications will be accepted from the general public and district employees who possess the above qualifications. *The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.* The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the open eligibility list. Outside and district candidates will be placed on one ranked list, with eligible district employees receiving five seniority points which will be added to their final scores.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSLATOR-INTERPRETER (BILINGUAL SPANISH)

OPEN RECRUITMENT

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

SALARY: \$22.48 per hour with four annual step increases to \$27.39 per hour (15-16 Rate)

POSTING DATE: OCTOBER 26, 2016

LAST DAY TO FILE: NOVEMBER 16, 2016 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions work 3.5 hours per day (Mon. - Fri.) for 10.5 months per year. Under general supervision, works in a team environment to perform written translations and oral interpretations from English into Spanish or Spanish into English; performs routine clerical duties; and performs other related work as required.

BASIC FUNCTION: Translate and produce a variety of general, technical, legal and educational documents, materials and script between English and Spanish for schools and district office staff; produce idiomatic translations considering the type of material and reader viewpoints; determine most accurate shades of meaning and make corrections as needed; proofread and edit translations for accuracy, context, readability and style; provide assistance to school sites or departments by reviewing translations performed by site or departmental personnel; performs interpreter duties between school administrators, psychologists, speech therapists, nurses, teachers, students, and parents at hearings, meetings, conferences, Individual Education Plan (IEP) meetings or for non-English speaking parents, etc., as requested; provide voice-over narrations in Spanish for District audio and video recordings.

❖ 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 two years of experience equivalent to full-time work in translating and interpreting from English into Spanish in a school district environment. Part-time work experience will be considered and adjusted appropriately. Experience interpreting in Special Education meetings is desirable. 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.

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

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Vocabulary related to school district environment; cultural nuances of Spanish; current office practices, procedures, and equipment; specialized language word processing software programs and correct language usage, vocabulary, and grammar in English and Spanish.

Ability to: Read and write in Spanish fluently and to translate written English into Spanish; speak Spanish fluently and interpret Spanish to English and English to Spanish; maintain records and reports; establish and maintain effective working relationships with staff, parents, students, teachers, administrators, and the general public; work independently and as part of a team; prioritize work and meet deadlines; maintain confidentiality as required; estimate translation time for assignments and to produce translated materials with required timelines; use internet for research and learn new computer software programs.

SELECTION PROCEDURES: Applications will be accepted from the general public and district employees who possess the above qualifications. ***The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.*** The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the open eligibility list. Outside and district candidates will be placed on one ranked list, with eligible district employees receiving five seniority points which will be added to their final scores.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

TRANSLATOR-INTERPRETER

(BILINGUAL VIETNAMESE)

OPEN RECRUITMENT

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

SALARY: \$22.48 per hour with four annual step increases to \$27.39 per hour (15-16 Rate)

POSTING DATE: OCTOBER 26, 2016

LAST DAY TO FILE: NOVEMBER 16, 2016 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions work 3.5 hours per day (Mon. – Fri.) for 10.5 months per year. Under general supervision works in a team environment to perform written translations and oral interpretations from English into Vietnamese or from Vietnamese into English and performs routine clerical duties and performs other related work as required.

BASIC FUNCTION: Translate and produce a variety of general, technical, legal and educational documents, materials and script between English and Vietnamese for schools and district office staff; produce idiomatic translations considering the type of material and reader viewpoints; determine most accurate shades of meaning and make corrections as needed; proofread and edit translations for accuracy, context, readability and style; provide assistance to school sites or departments by reviewing translations performed by site or departmental personnel; perform interpreter duties between school administrators, psychologists, speech therapists, nurses, teachers, students, and parents at hearings, meetings, conferences, Individual Education Plan (IEP) meetings or for non-English speaking parents, etc., as requested; provide voice-over narrations in Vietnamese for District audio and video recordings.

❖ 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 two years of experience equivalent to full-time work in translating and interpreting from English into Vietnamese in a school district environment. Part-time experience will be considered and adjusted appropriately. Experience interpreting in Special Education meetings is desirable. 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.

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

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Vocabulary related to school district environment; cultural nuances of the Vietnamese language; current office practices, procedures, and equipment; specialized language word processing software programs and correct language usage, vocabulary, and grammar in English and Vietnamese.

Ability to: Read and write in Vietnamese fluently and to translate written English into Vietnamese; speak Vietnamese fluently and interpret Vietnamese to English and English to Vietnamese; maintain records and reports; establish and maintain effective working relationships with staff, parents, students, teachers, administrators, and the general public; work independently and as part of a team; prioritize work and meet deadlines; maintain confidentiality as required; estimate translation time for assignments and to produce translated materials with required timelines; use internet for research and learn new computer software programs.

SELECTION PROCEDURES: Applications will be accepted from the general public and district employees who possess the above qualifications. *The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.* The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the open eligibility list. Outside and district candidates will be placed on one ranked list, with eligible district employees receiving five seniority points which will be added to their final scores.

For more information on current job openings, call (714) 663-6456 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 | Bus Driver | Promotional |
| 9.2 | Library Media Technician I | Open |
| 9.3 | Sprinkler Repair Technician I | Open |
| 9.4 | Warehouse Supervisor | 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: Bus Driver

Recruitment: 16/09.0

Recruitment Type: Promotional

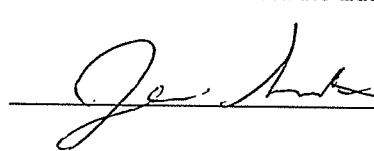
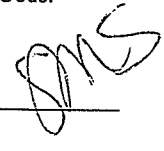
Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin

Commission Ordered Recruitment: 10/05/2016
Recruitment Opened: 09/12/2016
Recruitment Closed: 09/30/2016
Commission Approved Eligibility Lists: 11/02/2016
Eligibility List Effective Date: 10/11/2016
Eligibility List Expiration Date: 10/10/2017

Test #: 1	Application Screening	
Applications Total:	21	Test Weight: 0%
Passed:	14	
Failed:	7	

Test #: 2	Oral Rating Examination	
Applications Total:	14	Test Weight: 100%
Passed:	14	
Failed:	0	
	No Show: 0	Test Date: 10/10/2016

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.


_____ 

Recruitment: Bus Driver

Recruitment # 16/09.0

Eligibility List Effective Date: 10/11/2016

Eligibility List Expiration Date: 10/10/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	23116378	100
2	21829990	98
2	14299592	98
2	13838519	98
3	24629077	95
3	29951277	95
3	29841552	95
4	24483734	93
4	29909610	93
4	906874	93
5	24485205	90
6	24483665	88
7	29852296	85
8	23977070	83

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

Classification Title: Library Media Technician I

Recruitment: 16/07.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 09/07/2016

Recruitment Opened: 08/26/2016

Recruitment Closed: 09/16/2016

Commission Approved Eligibility Lists: 11/02/2016

Eligibility List Effective Date: 10/21/2016

Eligibility List Expiration Date: 10/20/2017

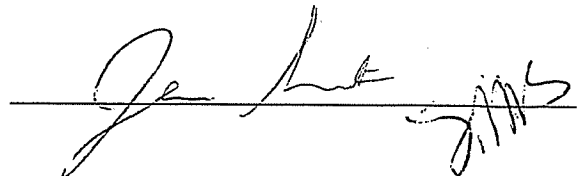
Test #: 1	Application Screening	
Applications Total: 118		Test Weight: 0%
Passed: 72	No Show: 0	
Failed: 46		

Test #: 2	NCLB Exam	
Applications Total: 66		Test Weight: 0%
Passed: 25	No Show: 34	Test Date: 10/07/2016
Failed: 7		

Test #: 3	Multiple Choice Exam	
Applications Total: 31		Test Weight: 40%
Passed: 28	No Show: 1	Test Date: 10/07/2016
Failed: 2		

Test #: 4	Oral Rating Exam	
Applications Total: 28		Test Weight: 60%
Passed: 24	No Show: 1	Test Date: 10/19/2016
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: Library Media Technician I

Recruitment # 16/07.0

Eligibility List Effective Date: 10/21/2016

Eligibility List Expiration Date: 10/20/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	22575697	100
1	15795201	100
2	14003694	99
3	29740746	98
4	29792642	96
4	29204324	96
4	22690654	96
5	11041542	95
5	27124668	95
6	21063027	93
6	23019410	93
7	14203584	92 *
7	25510870	92
8	29772060	90
9	3379251	89
9	29624687	89
10	29791245	88
11	10691164	87
12	13912866	86
12	29742980	86
13	29741364	84
14	18039906	82
14	6671639	82
15	29648353	80 **

* Seniority Points

** Veterans Points

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

Classification Title: Sprinkler Repair Technician I

Recruitment: 16/06.0

Recruitment Type: Open

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin,
Ed-join

Commission Ordered Recruitment: 09/07/2016

Recruitment Opened: 08/19/2016

Recruitment Closed: 09/09/2016

Commission Approved Eligibility Lists: 11/02/2016

Eligibility List Effective Date: 10/14/2016

Eligibility List Expiration Date: 10/13/2017

Test #:	Application Screening		
1	Applications Total:	84	Test Weight: 0%
	Passed:	39	
	Failed:	45	

Test #:	Multiple Choice Examination		
2	Applications Total:	39	Test Weight: 40%
	Passed:	17	Test Date: 09/22/2016
	Failed:	8	
		No Show: 14	

Test #:	Performance/Oral Rating Examination		
3	Applications Total:	17	Test Weight: 60%
	Passed:	11	Test Date: 10/11/2016
	Failed:	5	
		No Show: 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.



Recruitment: Sprinkler Repair Technician I

Recruitment # 16/06.0

Eligibility List Effective Date: 10/14/2016

Eligibility List Expiration Date: 10/13/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	4494793	96
1	24921578	96
2	27809448	95
3	25294010	94
3	28248571	94
4	12668609	92
5	22618667	90 *
6	20340479	89
7	29309611	84
8	26837294	83
9	17026490	80

*Seniority Points

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

Classification Title: Warehouse Supervisor

Recruitment: 16/08.0

Recruitment Type: Promotional

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin

Commission Ordered Recruitment: 09/07/2016

Recruitment Opened: 08/26/2016

Recruitment Closed: 09/16/2016

Commission Approved Eligibility Lists: 11/02/2016

Eligibility List Effective Date: 10/19/2016

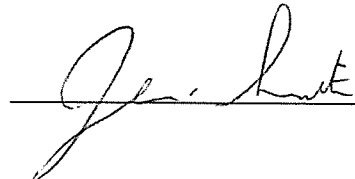
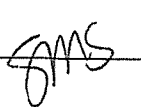
Eligibility List Expiration Date: 10/18/2017

Test #:	1	Application Screening	
Applications Total:	16		Test Weight: 0%
Passed:	8		
Failed:	8		

Test #:	2	Multiple Choice Examination	
Applications Total:	8		Test Weight: 40%
Passed:	7	No Show: 0	Test Date: 10/04/2016
Failed:	1		

Test #:	3	Performance/Oral Rating Examination	
Applications Total:	7		Test Weight: 60%
Passed:	7	No Show: 0	Test Date: 10/18/2016
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.

Recruitment: Warehouse Supervisor

Recruitment # 16/08.0

Eligibility List Effective Date: 10/19/2016

Eligibility List Expiration Date: 10/18/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	15871098	92
2	15832234	91
3	8983791	85
4	15955380	83
5	11819245	82
6	15935114	79
7	496464	77