

**GARDEN GROVE UNIFIED SCHOOL DISTRICT**  
**Personnel Commission Meeting**

Education Center - Fifth Floor Board Room  
10331 Stanford Avenue, Garden Grove, CA  
June 7, 2017 – 5:10 P.M.

**AGENDA**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADMINISTRATION AND POLICY**
  - 3.1 Director's Report
  - 3.2 2017-18 Proposed Personnel Commission Budget – Public Hearing, Second Reading and Adoption
4. **MINUTES OF THE REGULAR MEETING OF MAY 17, 2017\***
5. **AUDIENCE** – This is the public's opportunity to address the Commission on items not on the agenda. The public will have an opportunity for comment on agenda items as those items are discussed.
6. **CORRESPONDENCE AND COMMUNICATIONS**  
⇒ Classified Personnel Report – 05/16/17
7. **APPROVAL OF CLASSIFICATION ACTIONS\***
  - 7.1 New Positions – Instructional Aide II – Special Education (3 positions – Bolsa Grande)
8. **ORDERING OF EXAMINATIONS\***
  - 8.1 Accounting Technician I Open
  - 8.2 Central/School Office Clerk II Promotional
  - 8.3 Grounds Equipment Operator II Open
9. **RATIFICATION OF ELIGIBILITY LISTS\***
  - 9.1 Health Assistant Open
10. **OTHER BUSINESS**
  - 10.1 Commissioners
  - 10.2 Next Personnel Commission Meeting
11. **ADJOURNMENT OF REGULAR MEETING**

**\*DENOTES ACTION TO BE TAKEN**

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

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

**AGENDA ITEM #3.2: 2017-18 PROPOSED PERSONNEL COMMISSION BUDGET –  
PUBLIC HEARING, SECOND READING & ADOPTION**

The 2017-18 proposed Personnel Commission budget is attached for your review. Since the first reading, some of the 2016-17 estimated actuals for have been updated:

- Salaries and salary-related items have been updated from the Office of Business Services
- A Clerical Staff Development expense has been posted (Object 2413)
- “Other Classified Salary” expense (Object 2498) has been posted which reflects a few hours of project work for a college student worker.

Additionally, the 2017-18 proposed budget for Services & Other Expenses (Object 5800) has been increased to cover the NEOGOV applicant tracking system increase. The rate is guaranteed for two years.

After the public hearing and adoption of the budget by the Personnel Commission, staff will forward the 2017-18 Personnel Commission budget to the Orange County Superintendent of Schools for review and approval. Upon County approval, the Personnel Commission’s budget will then become a part of the district’s general fund expenditures for the 2017-18 fiscal year.

**Recommendation:** Conduct a public hearing concerning the 2017-18 proposed Personnel Commission budget. After receiving public comment and discussing the proposed budget and incorporating any revisions, it is recommended that the Personnel Commission adopt the 2017-18 proposed budget as presented.

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

Program Title: 0910 - Personnel Commission

Pseudo	Number Object	Description of Expenditure	2015-16 Actual	2016-17 Adopted	2016-17 Est. Act.	2017-18 Proposed
<b>1003719</b>		<b>GENERAL ADMINISTRATION</b>				
	2310	Management Salaries	\$231,066	\$231,066	\$330,000	\$354,732
	2380	Personnel Commissioners	1,800	2,100	1,650	2,100
	2410	Clerical Salaries	356,085	384,494	370,000	391,315
	2413	Clerical Staff Development		0	509	0
	2498	Confidential Employee Salaries	238,160	242,754	186,810	247,912
	2980	Classified Employee Contractor	150	0	150	0
	2990	Other Classified Salaries		0	41	
	3202	PERS	96,877	109,631	124,000	154,177
	3314	Medicare	11,829	12,477	12,680	14,443
	3356	OASDI	47,771	49,997	53,000	58,858
	3402	Health & Welfare	120,797	159,273	48,000	180,901
	3502	State Unemployment Insurance	406	430	450	497
	3602	Workers' Compensation	4,137	4,303	4,500	4,981
	3752	OPEB - Classified	4,964	5,163	5,400	5,977
	3754	OPEB - Normal Classified	1,580	1,620	1,660	1,740
	4300	Materials & Supplies	1,788	5,000	2,575	5,000
	4400	Non-Capitalized Equipment	0	1,000	0	1,000
	5210	Mileage	55	600	90	950
	5230	Conferences	1,816	5,000	3,400	5,000
	5300	Dues & Memberships	3,008	3,408	3,190	3,408
	5711	IP/CC Printing Services	3,947	10,750	6,000	10,750
	5714	IP/CC Metered Postage/UPS	3,050	5,550	2,900	5,550
	5752	Food Services Catering	791	1,000	519	1,000
	5800	Services & Other Exp.	18,612	20,000	18,300	22,300
	5910	Communication - Phones	70	220	0	0
			<b>\$1,148,759</b>	<b>\$1,255,836</b>	<b>\$1,175,824</b>	<b>\$1,472,591</b>
<b>1003722</b>		<b>EMPLOYEE RECOGNITION</b>				
	4300	Materials & Supplies	\$1,834	\$1,400	\$0	\$1,400
	5711	IP/CC Printing Services	23	\$0	37	\$0
	5752	Food Services Catering	88	\$0	88	\$0
	5800	Services & Other Exp.	0	0	250	250
			<b>\$1,945</b>	<b>\$1,400</b>	<b>\$375</b>	<b>\$1,400</b>
		<b>TOTAL EXPENDITURES:</b>	<b>\$1,150,704</b>	<b>\$1,257,236</b>	<b>\$1,176,199</b>	<b>\$1,473,991</b>

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue  
Garden Grove, CA**

#### **MINUTES**

of the Meeting of  
May 17, 2017

#### **CALL TO ORDER**

Commissioner Tortolano called the meeting of May 17, 2017 to order at 5:10 p.m. Assistant Director Smith led the audience in the Pledge of Allegiance.

#### **COMMISSIONERS PRESENT**

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

#### **STAFF MEMBERS PRESENT**

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

#### **ADMINISTRATION AND POLICY**

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

Director Seymour stated that staff has been very busy working on filling hundreds of summer school assignments. Classifications such as school secretaries, campus safety assistants, food service workers, bus drivers and instructional aides are needed during the summer school sessions. Personnel Secretary, Maribel Cantoran, has been working on preparing, sending out and tracking reasonable assurance notification letters. The Employee Development Department (EDD) mandates that even though employees are aware of the length of their assignments, the district must provide employees who work less than 12 months per year with notification of reasonable assurance of continuing in their normal capacity at the beginning of the following school year. Failure to provide reasonable assurance notification to these employees may potentially qualify them for unemployment benefits. Additionally, regular and substitute employees receive different types of reasonable assurance letters.

Director Seymour stated that bargaining with the classified employee groups is still in progress. District staff and the CSEA representatives will be meeting again on Monday, May 22, 2017 and are hopeful about reaching an agreement. Director Seymour added that negotiations have been ongoing and sporadic throughout the school year and will soon be commencing for the 2017/18 school year.

Director Seymour stated that a former classified employee of almost 38 years of service, Mr. William Kibbey, Jr. passed away recently. Mr. Kibbey worked at Bryant Elementary throughout his entire career with GGUSD where he started as a swing Custodian and then became the Head Custodian. Mr. Kibbey was the Head Custodian at Bryant Elementary when former Superintendent Dr. Schwalm first became an Elementary School Principal. Dr. Schwalm credited much of her success at Bryant to Mr. Kibbey's assistance. Mr. Kibbey's brother, Timothy L. Kibbey, also worked for the district for 37 years and retired as Assistant Director of Facilities. Mr. Kibbey's passing was acknowledged in a moment of silence at the May 16, 2017 board meeting.

Commissioner Franks added that the Bryant students and community greatly appreciated Mr. William Kibbey and that he will be greatly missed.

##### **3.2 2017-18 Proposed Personnel Commission Budget – First Reading**

Director Seymour stated that the proposed 2017-18 budget reflects increasing district PERS and STRS costs. The negotiated \$4,000 NeoGov increase discussed at the April 19, 2017 meeting has also been incorporated into the proposed budget. The proposed budget, however, does not reflect any negotiated salary increases since negotiations have not yet concluded. The 2016-17 actual amounts would be higher if increases are negotiated and in turn also increase the 2017-18 budget amounts.

Commissioner Flatebo inquired on an item on the proposed budget labeled "OPEB".

Director Seymour stated that OPEB refers to post employee benefits other than pension. These are funds that the district sets aside to pay future retiree health benefits. The funds are meant to pay any bills related to insurance claims. There are two types of OPEB accounts, classified and retired classified, which are also meant to catch the district up to what has not been put into the account previously.

Commissioner Franks stated that PERS costs have risen significantly. Commissioner Flatebo added that all school districts are being impacted by these rising costs. Additionally, PERS costs are based on a percentage of wages on top of what is already contributed by the employees themselves.

Director Seymour stated that there are two tiers of PERS benefits. The newer of the two tiers came into effect for those new employees hired after 2013 in which they will have to work longer to get the same amount of retirement benefits. However, these particular employees' contributions are actually lower than those who were hired prior to January 2013.

It was moved by Commissioner Franks to accept the 2017-18 proposed budget as a first reading and set the June 7, 2017 Personnel Commission meeting at 5:10 p.m. for the public hearing, second hearing, and adoption of the budget. The motion passed 3-0.

### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the April 19, 2017 Personnel Commission meeting with a correction noted on page two. The motion passed 3-0.

### **AUDIENCE**

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

### **CORRESPONDENCE AND COMMUNICATIONS**

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

### **APPROVAL OF CLASSIFICATION ACTIONS**

#### **7.1 Classification Description Revision – Grounds Equipment Operator II**

Assistant Director Smith stated that since a Pest Control Technician classification has been created then it is now appropriate to delete the duties previously deemed to be pest control related on the Grounds Equipment Operator II job description since those duties will no longer be performed by incumbents in that job classification.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Grounds Equipment Operator II, effective May 17, 2017. The motion passed 3-0.

#### **7.2 New Position – Grounds Equipment Operator II (District Maintenance Center)**

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the new position listed above as Grounds Equipment Operator II (salary range 31), effective May 17, 2017. The motion passed 3-0.

#### **7.3 New Positions – Groundskeeper/Gardener (2 positions – District Maintenance Center)**

Assistant Director Smith stated that these two new Groundskeeper/Gardener positions along with the Grounds Equipment Operator II position are being added due to the renovation of two school stadiums that will have artificial turf installed. Additionally, all athletic fields district-wide have planned renovations. It has been determined that a dedicated crew will be formed to service the athletic fields. This new

dedicated crew will essentially be part of a new route in addition to existing grounds crews. District maintenance staff is still in the process of determining who will be part of the new crew but requested to move forward with the recruitment process.

Commissioner Franks inquired as to whether these employees will solely be responsible for the maintenance of artificial turf.

Assistant Director Smith stated that this grounds crew will be trained in the specialized maintenance and repair of this artificial turf.

Director Seymour added that major service, however, would still be performed by the vendor company that installs the turf.

Commissioner Tortolano inquired as to whether all Groundskeepers/Gardeners are used to service all school sites. Assistant Director Smith stated that, yes, all groundskeeper/gardener positions are assigned to provide service to all school sites.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions as listed above, effective May 17, 2017. The motion passed 3-0.

**ORDERING OF EXAMINATIONS**

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

Commissioner Fanks commented on the Mechanical Maintenance Worker classification being opened to the public. He inquired as to the possibility of having gone promotional on this recruitment.

Assistant Director Smith stated that the Mechanical Maintenance Worker classification is entry level, much like the General Maintenance Worker position. The difference between the two classifications being the requirement to have some background knowledge in plumbing, electrical and/or HVAC. Additionally, Assistant Director Smith stated that the last General Maintenance Worker recruitment was opened to the public as well. Assistant Director Smith stated that it is hard to tell if any of our current employees, such as our custodians, have any previous experience working in plumbing, electrical or HVAC.

Director Seymour stated that in the past we have had custodians that have made it on the eligibility list where the entrance requirements were much broader. This is the first time in a number of years where we have recruited for Mechanical Maintenance Workers where the entrance requirements are more trade specific.

Commissioner Franks inquired as to which Manager of Maintenance and Operations is being replaced. Director Seymour stated that this position was never backfilled when Director of Maintenance, Operations and Transportation Javier Rodriguez and Assistant Director of Maintenance and Operations John Bessey were promoted from Managers of Maintenance and Operations.

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

**RATIFICATION OF ELIGIBILITY LISTS**

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

Commissioner Franks was pleased to see that the Stock Clerk II recruitment was promotional.

Director Seymour stated that the Stock Clerk II interviews were recently conducted and that the hiring authority was very pleased with the candidates and their experience.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective May 17, 2017. The motion passed 3-0.

## **OTHER BUSINESS**

### **10.1 Commissioners**

Commissioner Franks stated that he recently attended the 2017 Imagination Celebration Art Exhibit on display at Crystal Court in Costa Mesa. While Commissioner Franks was amazed by all of the student art throughout Orange County, he would have wanted to see more pieces from our highly talented Garden Grove students as in past years.

Commissioner Franks expressed he was sorry to hear about William Kibbey's passing.

Commissioner Flatebo stated she is looking forward to attending the Personnel Commissioners Association of Southern California (PCASC) mini-conference on June 2, 2017 in Anaheim. Commissioner Franks stated he will be foregoing a family event in order to attend the PCASC mini-conference as well.

Director Seymour stated that the CSPCA board will be in the area for their quarterly meeting and will be attending a meet and greet reception after the mini-conference.

### **10.2 New Personnel Commission Meeting**

The date of the next regular meeting of the Personnel Commission will be Wednesday, June 7, 2017 at 5:10 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

Director Seymour inquired as to the Commissioners' availability for the July 2017 Personnel Commission Meeting. All three Commissioners stated that they anticipate on being available for the July 2017 meeting on the first Wednesday of July, which will be July 5, 2017.

## **ADJOURNMENT**

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

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran

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

**CORRESPONDENCE AND COMMUNICATIONS**

⇒ Classified Personnel Report – 05/16/17



Report No. 05/16/17-2  
Action Taken ✓  
As Recommended ✓  
With Revisions \_\_\_\_\_  
With Addendum \_\_\_\_\_

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report  
Report No. 05/16/17-2

EMPLOY

Noon Duty Supervisors  
Regular  
Substitutes  
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations  
Retirements

CHANGE IN ASSIGNMENT

Demotions  
Increase/Decrease  
Working Out of Class

MISCELLANEOUS

Other  
Probationary Release

It is recommended that the Board approve actions as listed in Board Report No. 05/16/17-2.

On motion of Trustee Husman, seconded by Trustee Muneton, and unanimously carried, the Board of Education approved actions relating to classified personnel, as recommended in Report No. 05/16/17-2.

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

5/16/2017

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

**Noon Duty Supervisors**

Davenport, Suzanne E	Noon Duty Supervisor		\$13.09	Murdy		04/28/17
Diaz, Jessica D	Noon Duty Supervisor/CL		\$13.09	Stanley		04/17/17
Espitia, Rosalinda	Noon Duty Supervisor		\$13.09	Wakeham		03/27/17
Hernandez, Maricela	Noon Duty Supervisor		\$13.09	Bryant		09/01/16
Siddiqui, Asma	Noon Duty Supervisor		\$13.09	Murdy		03/27/17
Toledo, Mary A	Noon Duty Supervisor		\$13.09	Wakeham		09/01/16

**Regular**

Dao, Daisy C	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Rosita		05/01/17
Hubbard, Arcelia	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Lawrence		04/24/17
Marin, Anna L	Food Service Worker I	13/2	\$17.13	Bolsa Grande		04/20/17
Mutua, Cherish-Sally	Instructional Aide II - Special Ed.	19/2	\$19.88	Gilbert		04/24/17
Ramirez, Noe	School Testing Assistant	21/1	\$19.88	Jordan		04/24/17
Rosas, Vanessa	Instructional Aide	15/2	\$18.01	Patton		05/08/17

**Substitutes**

Aguirre, Alexander	Sub Custodian		\$17.91	Varies		05/01/17
Bustillos, Christopher L	Sub Custodian		\$17.91	Varies		04/27/17
Bustillos, Maria D	Sub Bus Driver		\$18.82	Transportation		04/28/17
Canseco, Daniela	Sub Noon Duty Supervisor		\$13.09	Murdy		04/27/17
Daggett, Crystal L	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		05/02/17
De La Cruz, Rolando I	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		04/28/17
Escoto, Joseph F	Sub Custodian		\$17.91	Varies		04/28/17
Gonzalez, Guillermo	Sub Custodian		\$17.91	Varies		05/02/17
Grajeda, Daniel	Sub Clerk		\$23.05	Sunnyside		03/16/17
Magana, Rodrigo A	Sub Custodian		\$17.91	Varies		04/28/17
Manriquez, Matthew J	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		05/02/17
Medina, Jr., Victor H	Sub Custodian		\$17.91	Varies		04/21/17
Pham, Uyen	Sub Noon Duty Supervisor		\$13.09	Sunnyside		05/01/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

5/16/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Prasad, Sneha	Sub Food Service Worker		\$13.65	Varies		05/01/17
Salman, Fredrick J	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		05/02/17
Sandiero, Daniel	Sub Custodian		\$17.91	Varies		05/03/17
Santacruz, Christina	Sub Clerk		\$15.44	Business Office		04/10/17
Valdez, Yolanda	Sub Noon Duty Supervisor		\$13.09	Sunnyside		04/05/17
<u>Temporary</u>						
Dang, Vivian H	Student Worker - Trainee		\$8.95	La Quinta		04/17/17
Huyh, Vanessa T	Food Service Worker I	13/5	\$19.88	Hazard	Temporary additional assignment	04/03/17
Loza, Vincent	Tutor		\$14.00	K-12 Educational Services		04/21/17
Rosei, Ariel	Student Worker - Trainee		\$8.95	Los Amigos		04/20/17
Santacruz, Marco A	Lead Food Service Worker	17/5	\$22.48	Monroe	Temporary additional assignment	04/03/17
<u>LEAVES</u>						
<u>Requests</u>						
Alcaraz, Jennifer	Sch-Comm Liaison Wkr-Bil Span			Irvine	Parental bonding leave	04/18/17
Boykin, Joseph	Delivery Truck Driver			Warehouse	Extend paid medical leave	06/12/17
Brown, Rosalie	Food Service Worker I			Brookhurst	Paid medical leave	04/17/17
Clark, Susan C	School Office Clerk II			Irvine	Paid medical leave	03/02/17
Gonzalez, Jenny	Intensive Behavioral Instr. Asst.			Gilbert	Paid medical leave	04/11/17
Hart, Syreeta	Instructional Aide II - Special Ed.			Rancho Alamitos	Paid medical leave	04/03/17
Hutcherson, Caitlin	Instructional Aide II - Special Ed.			Jordan ATP	Parental bonding leave	04/25/17
Johnson, Jermaal	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	04/24/17
Kroll, Elizabeth	Technology Assistant			Clinton	Unpaid leave	06/20/17
Lewis, Jamal	Intensive Behavioral Instr. Asst.			Special Education	Paid administrative leave	03/17/17
Longshore, Linda	School Office Clerk I			Walton	Paid medical leave	04/18/17
Martinez, Sandra	Food Service Worker I			Food Service Department	Extend unpaid leave	04/29/17
Morgan, Jenny	School Accounting Technician			Santiago	Pregnancy disability leave	06/23/17
Nam, Sandra	Instructional Aide I - Special Ed.			Warren	Extend paid medical leave	05/01/17
Reyes, Martha	Cook-Baker			Bolsa Grande	Paid medical leave	03/27/17
Rico, Shirley L	Breakfast Worker			Murphy	Extend paid medical leave	04/01/17
Snyder, Nancy M	School Office Clerk I			Alamitos	Paid medical leave	04/06/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

5/16/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Tjahjadi, Helen	Food Service Worker I			Lake	Unpaid leave	05/18/17 06/06/17
Tran, Hanh	Sch-Comm Liaison Wkr-Bil Viet			Carrillo	Parental bonding leave	04/17/17 04/30/17
Wakefield, Pam	Clerical Specialist I			Personnel	Extend intermittent family care leave	05/01/17 05/20/17
Watkins, Rick	Pool Maintenance Worker			Santiago	Extend paid medical leave	04/24/17 05/11/17
Wilson, Lidia	Special Education Assistant			Mark Twain	Extend paid medical leave	04/25/17 05/17/17
Yago, Karisten	Intensive Behavioral Instr. Asst.			Special Education	Paid medical leave	04/03/17 06/15/17
<b><u>RESIGNATIONS/RETIREMENTS</u></b>						
<b><u>Resignations</u></b>						
Hawkins, Shani	Lead Food Service Worker			Enders		04/20/17
Hunt, Arnold R	Custodian - Swing			Bolsa Grande		04/24/17
Hutton, Sheila T	Intensive Behavioral Instr. Asst.			Special Education		04/19/17
Mejia, Maria	Noon Duty Supervisor/CL			Wakeham		03/27/17
Molinos, Suzette	Library Media Technician I			Newhope		05/05/17
Young, Nytara K	Technology Assistant			Wakeham	Shared with Enders	05/05/17
<b><u>Retirements</u></b>						
Ladewig, Joanne R	Library Media Technician I			Lawrence		06/22/17
Le, Long D	Custodian - Swing			Santiago		07/19/17
Masella, Jeanne D	Buyer			Business Office		08/01/17
Westergaard, Beverly A	School Office Clerk II			Alamitos		07/31/17
<b><u>CHANGE IN ASSIGNMENT</u></b>						
<b><u>Demotions</u></b>						
Duncan, Steven J	Custodian	24/2	\$3,897.00	District Maintenance Center	From General Maintenance Worker	04/03/17
<b><u>Increase/Decrease</u></b>						
Benitez, Vladimir E	Noon Duty Supervisor		\$13.09	Wakeham	Decrease from 6 hours 15 minutes to 5 hours per week	03/27/17
De Santiago, Blanca E	Noon Duty Supervisor		\$13.09	Wakeham	Decrease from 6 hours 15 minutes to 5 hours per week	03/27/17
Matanane, Clara A	Noon Duty Supervisor		\$13.09	Bryant	Increase from 9 hours 35 minutes to 10 hours 25 minutes	09/01/16
Phan, Jacqueline N	School Office Clerk I	21/5	\$24.21	Peters K-3	Increase from 9.5 to 10 months per year	05/02/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

5/16/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Working Out of Class

Bui, Loc Q	Lead Food Service Worker	17/4	\$21.40	Hazard	From Food Service Worker I	04/03/17
Ejercito, Olga R	Lead Food Service Worker	17/4	\$21.40	Riverdale	From Food Service Worker I	03/20/17
Munoz, Lilia	Cook-Baker	21/2	\$21.40	Bell	From Food Service Worker I	04/03/17
Nguyen, Mai T	Cook-Baker	21/1	\$19.88	Bolsa Grande	From Food Service Worker I	03/28/17

MISCELLANEOUS

Other

Copple III, John J	Custodian - Swing	25/1	\$21.94	Woodbury	From Custodian - day shift	03/31/17
Navarro, Jaime	Custodian	24/1	\$3,897.00	Enders	From Custodian - swing shift	04/10/17
Stimmler, Thomas M	Custodian	24/3	\$4,094.00	District Maintenance Center	From Custodian - swing shift	12/26/16

Probationary Release

Martinez, Alissa N	Instructional Aide II - Special Ed.			Stanford		03/17/17
Ubi, David C	Ld Intensive Behav. Inst. Asst.			Special Education		04/21/17

**AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS**

7.1 New Positions– Instructional Aide II – Special Education (3 positions – Bolsa Grande)

**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 I        | Open        |
| 8.2 Central/School Office Clerk II | Promotional |
| 8.3 Grounds Equipment Operator II  | Open        |

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



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

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 Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

## ACCOUNTING TECHNICIAN I

OPEN RECRUITMENT

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

**SALARY:** \$4,197 per month with four annual step increases to \$5,113 per month (15 -16 Rate)

**POSTING DATE:** MAY 19, 2017

**APPLICATION FILING PERIOD:** JUNE 9, 2017 THROUGH JUNE 9, 2017 BY 5:00 P.M.

APPLICATIONS WILL ONLY BE ACCEPTED DURING THIS TIME

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

**ABOUT THE JOB:** Vacancies may be in the accounting, payroll, or budget department. 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.

**BASIC FUNCTION:** 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; and operates a computer, calculator, scanner and other office equipment.

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

### EMPLOYMENT STANDARDS

**Education and Experience:** Graduation from high school or equivalent and two years of experience equivalent to full-time work in financial record-keeping. Part-time work experience will be considered and adjusted appropriately. A bachelor's degree in accounting, finance, or related field may be substituted for up to one year of the required experience. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

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

**Knowledge of:** Methods, practices, and terminology used in bookkeeping and financial recordkeeping; current office practices, procedures, and equipment; and assigned computer software programs.

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

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

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## CENTRAL/SCHOOL OFFICE CLERK II

PROMOTIONAL RECRUITMENT  
 OPEN TO DISTRICT EMPLOYEES ONLY  
 THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

**SALARY:** \$3,619 per month with four annual step increases to \$4,409 per month (15-16 Rate)

**POSTING DATE:** MAY 22, 2017

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

**TENTATIVE TESTING DATES:** Multiple Choice Exam- 06/20/17, Performance Exam – 06/28/17,  
 Oral Rating Exam – 07/12/17

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

**ABOUT THE JOB:** Under supervision, performs a variety of clerical and keyboarding work of moderate difficulty, requiring knowledge of the policies and procedures involved in a specialized function; and performs related work as required.

**BASIC FUNCTION:** Performs a variety of receptionist and clerical work of moderate difficulty, including skilled keyboarding on a variety of forms, records, and other documents; prepares documents based on data obtained from records and other sources; conducts transactions with school personnel or the public in matters requiring knowledge of rules, procedures, and policies; performs tasks requiring tact, diplomacy and the exercise of independent judgment in preserving the confidentiality of sensitive information; assembles information from records; codes and inputs data using a computer; makes mathematical calculations; develops and maintains a variety of files and records; answers inquiries and provides information concerning standards, procedures, and programs; organizes tasks and establishes priorities to meet deadlines and operates standard office equipment.

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

### EMPLOYMENT STANDARDS

**Education and Experience:** High school graduation or equivalent and two years of office clerical experience equivalent to full-time work. 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:** Current office practices and procedures.

**Ability to:** Maintain clerical records and compile simple and complex reports; learn and interpret rules, regulations, and instructions; spell correctly and use proper English grammar and punctuation; compare names and numbers rapidly and accurately; perform clerical work with speed and accuracy; operate a variety of office equipment, including a computer; work cooperatively with others; and use tact, diplomacy and good judgment in dealing with sensitive situations.

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## GROUNDS EQUIPMENT OPERATOR II

### OPEN RECRUITMENT

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

**SALARY:** \$4,409 per month with four annual step increases to \$5,372 per month (15-16 Rate)

**POSTING DATE:** MAY 22, 2017

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

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

**BASIC FUNCTION:** Drives a district vehicle with a trailer attachment or heavy equipment through city streets; operates heavy equipment, such as large sweeper truck, dump truck, boom truck, bobcat, or skip loader, as well as a backhoe, tractor, renovator, stump grinder, chipper, chain saws, roto-tillers, aerators, water truck, trencher, and small sweeper safely and effectively, with special attention to children who may be in the general area; scalps and renovates lawns and athletic fields; fills, levels, rolls, mounds, smoothes and prepares grounds for landscaping activities, planting, and field renovation; plants, trims, replaces, and removes trees, plants and shrubs utilizing augers, trenchers, tractors and other equipment; hauls tree stumps, cuttings, branches, leaves, dirt and other debris to designated locations, utilizing appropriate district vehicles and equipment; reviews blueprints and plans before performing trenching or excavation; maintains routine records related to work orders, equipment, and assigned activities; monitors and takes appropriate precautions to assure the safety of children who may approach the equipment; cleans, checks, adjusts, lubricates, services, troubleshoots and performs minor maintenance and repair on equipment; and performs general grounds maintenance and gardening duties

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

### EMPLOYMENT STANDARDS

**Education and Experience:** High School graduation or equivalent and one year of experience equivalent to full-time work in grounds maintenance and six months of experience in the operation of heavy grounds maintenance equipment. Part-time work experience will be considered and adjusted appropriately. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

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

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

**Knowledge of:** Safe operation, use, and routine maintenance of hand and power tools and equipment, as well as motorized grounds maintenance equipment; methods, supplies, and tools used in caring for landscaped areas; appropriate safety precautions to follow when children approach equipment; and proper lifting techniques.

**Ability to:** Perform grounds maintenance functions; skillfully and safely operate heavy power gardening equipment; perform heavy physical labor; operate equipment from a sitting position for long periods of time; read and understand blueprints; maintain basic records; follow oral and written instructions; work cooperatively with others; respond appropriately to questions from school staff, neighbors, and the public regarding use of chemicals and other environmental concerns; and exercise good judgment in operating equipment, particularly when children are in the general area.

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**AGENDA ITEM #9: RATIFICATION OF ELIGIBILITY LISTS**

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

9.1 Health Assistant

Open

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**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:** Health Assistant

**Recruitment:** 16/36.0

**Recruitment Type:** Open

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

**Commission Ordered Recruitment:** 04/19/2017

**Recruitment Opened:** 03/24/2017

**Recruitment Closed:** 04/13/2017

**Commission Approved Eligibility Lists:** 06/07/2017

**Eligibility List Effective Date:** 05/16/2017

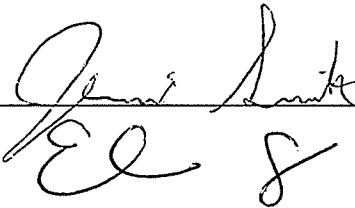
**Eligibility List Expiration Date:** 05/15/2018

<b>Test #: 1</b>	<b>Application Screening</b>	
Applications Total: 131		Test Weight: 0%
Passed: 110		
Failed: 21		

<b>Test #: 2</b>	<b>Multiple Choice Exam</b>	
Applicant Total: 110		Test Weight: 40%
Passed: 34	No Show: 29	Test Date: 04/28/2017
Failed: 47		

<b>Test #: 3</b>	<b>Oral Rating Exam</b>	
Applicant Total: 34		Test Weight: 60%
Passed: 27	No Show: 4	Test Date: 05/12/2017
Failed: 3		

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

  
\_\_\_\_\_

Recruitment: Health Assistant

Recruitment # 16/36.0

Eligibility List Effective Date: 05/16/2017

Eligibility List Expiration Date: 05/15/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	32015616	99
2	5676696	98
2	681850	98
3	31484640	97
3	22269773	97
4	31375811	96
4	32044693	96
4	25603775	96
5	31971749	95
5	32049168	95
5	32043782	95
6	29582499	93
7	32033649	92
7	13972893	92
8	31885691	91
8	31411895	91
8	30569167	91
9	28100382	89
9	20373076	89
10	32013260	88
10	32041062	88
11	26202029	86
11	23351364	86
12	892559	83
12	32052010	83
12	31401586	83
13	24760355	82