

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

Education Center - Fifth Floor Board Room  
10331 Stanford Avenue, Garden Grove, CA  
December 7, 2016 – 5:10 P.M.

**AGENDA**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADMINISTRATION AND POLICY**
  - 3.1 Re-appointment and Oath of Allegiance – Personnel Commissioner Jim Franks
  - 3.2 Annual Reorganization of the Personnel Commission
  - 3.3 Director’s Report
- 4. MINUTES OF THE REGULAR MEETING OF NOVEMBER 2, 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 – 11/15/16
  - ⇒ CSEA Newsletter
  - ⇒ CSPCA Proposed By-Laws Changes
- 7. APPROVAL OF CLASSIFICATION ACTIONS\***
  - 7.1 New Positions – Intensive Behavioral Instruction Assistant (6 positions – Office of Special Education)
  - 7.2 New Positions – Special Education Assistant (2 positions – Mark Twain)
- 8. ORDERING OF EXAMINATIONS\***

8.1 Assistant Director of Transportation	Open
8.2 Food Service Worker I	Open
8.3 Lead Food Service Worker	Open
8.4 School Community Liaison Worker – Bilingual Spanish	Open
8.5 School Community Liaison Worker – Bilingual Vietnamese	Open
- 9. RATIFICATION OF ELIGIBILITY LISTS\***

9.1 Bus and Truck Mechanic	Promotional
9.2 Instructional Aide II – Special Education	Open
9.3 School Bus Driver Instructor	Open
9.4 Vocational Specialist	Open
- 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.*

**AGENDA ITEM #3.2: ANNUAL REORGANIZATION OF THE PERSONNEL COMMISSION**

The Education Code requires that the Personnel Commission hold an annual reorganization meeting during the month of December. The following actions need to be taken at this time:

- Selection of a Chairperson of the Personnel Commission for the coming year.
- Selection of a Vice-Chairperson of the Personnel Commission for the coming year.
- Appointment of a Secretary to the Personnel Commission for the coming year. This position is usually held by the Personnel Director.
- Establishment of the regular Personnel Commission meeting schedule for the coming year, including the place and time of the meeting.

**Recommendation:** It is recommended the Personnel Commission select a Chairperson, Vice-Chairperson, and Secretary to the Personnel Commission for the coming year. It is further recommended the Personnel Commission announce the dates, places, and times for its regular meetings during the coming year.

## **GARDEN GROVE UNIFIED SCHOOL DISTRICT**

### **PERSONNEL COMMISSION MEETING**

**10331 Stanford Avenue  
Garden Grove, CA**

#### **MINUTES**

of the Meeting of  
November 2, 2016

#### **CALL TO ORDER**

Commissioner Franks called the meeting of November 2, 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  
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 there was a request at last month's personnel commission meeting for more copies of the personnel commission meeting packets for the public. Staff has provided seven hard copy packets at today's meeting. Due to the fluctuation in attendance at the personnel commission meetings, staff has decided to post the entire meeting packet on the district's website in addition to also printing a few paper copies. Posting the packet online will allow the public to access this information prior to the personnel commission meeting.

Director Seymour reminded the commissioners that this year's Employee Recognition Program is scheduled to take place on Tuesday, December 6, 2016 at the Garden Grove Community Meeting Center. This year's program is not being held at Los Amigos High School due to modernization. Director Seymour stated it would be nice if at least one commissioner attended the event. Director Seymour will be requesting a more firm commitment from the commissioners as the date of the event approaches in order to also reserve parking spaces.

#### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the October 5, 2016 Personnel Commission meeting. The motion passed 2-0, with Commissioner Tortolano abstaining due to her absence at the last meeting.

#### **AUDIENCE**

The audience was given the opportunity to discuss items not on the agenda. CSEA President, Chris Leon, stated that CSEA has voted to re-appoint Commissioner Jim Franks to be the CSEA appointed Personnel Commissioner.

Director Seymour stated that CSEA's decision to re-appoint Commissioner Franks will be presented to the Board at the November 15, 2016 meeting. Commissioner Franks will be sworn in again at the December Personnel Commission Meeting, which is customary amongst agencies to do at the beginning of each term. Assistant Superintendent Armitage will be in attendance to administer the

Oath of Allegiance. Director Seymour stated that the Commissioners will also be taking action on the reorganization of the Personnel Commission positions for the following year.

### **CORRESPONDENCE AND COMMUNICATIONS**

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

### **APPROVAL OF CLASSIFICATION ACTIONS**

#### **7.1 Adopted Labor Markets for Classification Plan – Proposed Revisions**

Director Seymour stated that the proposed job classifications to be used as benchmarks for salary studies and surveys were brought to the October 5, 2016 commission meeting. Today's proposed revisions relate to the adopted labor markets which encompass the school districts staff would like to use when researching salary information. The proposed revisions document provided to the commission is in add/delete format indicating the districts staff would like to add or delete for salary studies. The document provided has a paragraph for each area showing the rationale used for these recommendations. The first group relates to the confidential and bargaining unit employees. The second section relates to management and administrative classifications with the idea that people tend to commute further for higher level or higher paying jobs which therefore necessitates the need to extend the market slightly further. Director Seymour stated that prior to her joining the district, a separate market had been recommended for the personnel director to ensure merit districts were included.

Commissioner Franks asked for clarification on the significance of the asterisks on the document. Assistant Director Smith stated that the asterisks refer to districts being used due to their proximity to the district but are not similar in size. An example would be Fountain Valley School District.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the proposed revisions to the Adopted Labor Markets for Classification Plan. The motion passed 3-0.

#### **7.2 Classification Description Revision – Food Services Manager**

Assistant Director Smith stated that there are only a few proposed revisions to the Food Services Manager classification description. These revisions were made in anticipation of a possible Food Services Manager recruitment. The proposed revisions are a result of a joint effort between the Food Services Director, the Assistant Director of Food Services, the Food Services Operations Managers and some incumbents. Most of the proposed revisions clarify some task statements.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Food Service Manager, effective November 2, 2016. The motion passed 3-0.

#### **7.3 Classification Description Revision – Lead Custodian**

Assistant Director Smith stated that the Lead Custodian is the person who leads the night crew at the high schools. Assistant Director Smith spoke with and gathered information from the daytime Plant Supervisors. Additionally, she met with various incumbents to discuss suggested revisions. Assistant Director Smith made these revisions in preparation for a recruitment to fill an existing Lead Custodian vacancy at the District Education Center. Assistant Director Smith also obtained input from the District Education Center's Building Maintenance Supervisor in order to have a job description that more accurately satisfies the needs at both the District Education Center and high school sites.

Employee Joe Ragusa inquired as to the distinguishing characteristics section that is being proposed to be removed from the Lead Custodian job description. Assistant Director Smith replied that this section is not customary in our job descriptions and was moved to another area of the job description as it is still necessary. Assistant Director Smith added that the cross outs are proposed removals and the underlined items are proposed additions. Mr. Ragusa inquired as to why the item relating to the checking of heating and ventilation equipment is being proposed as a deletion. Assistant Director Smith stated that this was a suggestion from the Plant Supervisors as this is a duty that is more appropriate for a Building Maintenance Worker or Plant Supervisor to handle. Lead Custodians are not expected to input work orders.

Commissioner Franks commented that the proposed revisions better describe the duties of the Lead Custodian position.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Lead Custodian, effective November 2, 2016. The motion passed 3-0.

#### 7.4 Classification Description Revision – Position Control Technician

Assistant Director Smith stated that in preparation for the district-wide classification study, she discovered that the confidential group had a few more classifications that needed to be reviewed in order to be complete. The confidential group is an unrepresented group under which the Position Control Technician is designated. The Position Control Technician classification had not been reviewed since 1987 and there are quite a few proposed revisions. Assistant Director Smith stated that after reviewing internal and external compensation alignments, no salary changes are being recommended at this time. The Position Control Technician is at the same salary range as the district's Claims Assistant and the Benefits Specialists, whose responsibility levels are similar in nature.

Commissioner Franks commented that the salary seems low for the level of responsibility of the Position Control Technician.

Director Seymour stated that in most school districts, this classification resides in the business office. Some have the entrance requirements which call for a college degree and are assigned higher level duties and responsibilities.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Position Control Technician, effective November 2, 2016. The motion passed 3-0.

#### 7.5 New Position – Accounting Technician I (Office of Business Services)

Director Seymour stated that the duties to be assigned to this position are similar to the work currently being performed by other Accounting Technicians I in the Office of Business Services. This position is necessary to offset the additional labor time needed to utilize a state required software program and subsequent financial system reconciliations. No changes are being recommended for the job classification description.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to classify the new position described above as Accounting Technician I, Salary Range 29 on the CSEA salary schedule, effective November 2, 2016. The motion passed 3-0.

#### 7.6 New Position – Mechanic's Helper (Maintenance, Operations & Transportation)

Assistant Director Smith stated that this position would be a new addition to the the Bus and Truck

Shop on the night crew to keep up with continual inspections. The night crew performs routine inspections on 125 school buses. State law mandates that school buses are to be inspected every 45 days or 3,000 miles, whichever comes first.

Commissioner Tortolano inquired as to the work hours of the night crew.

Assistant Director Smith stated that the night shift crew typically works from 2:30 to 11:00 p.m. The Bus and Truck Shop is composed of Mechanic's Helpers, Bus and Truck Mechanics and a Lead Bus and Truck Mechanic.

Director Seymour stated that the night crew is able to work on school buses when they are not in use during the day and are available if buses break down during evening trips.

Commissioner Franks stated that these night crew employees are mandated to have an A or B driver's license as well. Commissioner Franks inquired as to whether there is still an employee who solely works on changing bus tires.

Assistant Director Smith stated that there are other Mechanic's Helpers within the Bus and Truck Shop who have special certificates that are responsible for specific specialized duties. The additional Mechanic's Helper will be working on inspection duties.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification description of the new position above as Mechanic's Helper (Salary Range 31), effective November 2, 2016. The motion passed 3-0.

- 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)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions as listed above, effective November 2, 2016. The motion passed 3-0.

**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        |

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 | Bus Driver                    | Promotional |
| 9.2 | Library Media Technician I    | Open        |
| 9.3 | Sprinkler Repair Technician I | Open        |
| 9.4 | Warehouse Supervisor          | Promotional |

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective November 2, 2016. The motion passed 3-0.

## **OTHER BUSINESS**

### 10.1 Commissioners

Commissioner Franks urged everyone to get out and vote on November 8, 2016.

Commissioner Tortolano stated she was sorry to have missed the October Commission Meeting, but had a family obligation.

### 10.2 New Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, December 7, 2016 at 5:10 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

## **ADJOURNMENT**

The meeting was adjourned at 5:34 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran

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

**CORRESPONDENCE AND COMMUNICATIONS**

- ⇒ Classified Personnel Report – 11/15/16
- ⇒ CSEA Newsletter
- ⇒ CSPCA Proposed By-Laws Changes



Report No.	11/15/16-2
Action Taken	<input checked="" type="checkbox"/>
As Recommended	<input checked="" type="checkbox"/>
With Revisions	<input type="checkbox"/>
With Addendum	<input type="checkbox"/>

GARDEN GROVE UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report  
Report No. 11/15/16-2

EMPLOY

Noon Duty Supervisors  
Regular  
Reinstate/Reemploy  
Substitutes  
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations  
Retirements

CHANGE IN ASSIGNMENT

Increase/Decrease  
Promotions  
Reclassifications  
Working Out of Class

MISCELLANEOUS

Probationary Release

It is recommended that the Board approve actions as listed in Board Report No. 11/15/16-2.

On motion of Trustee Rocco, seconded by Trustee Harden, and unanimously carried, the Board of Education approved actions relating to classified personnel, as recommended in Report No. 11/15/16-2.

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

11/15/2016

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

**Noon Duty Supervisors**

Fomai, Keeana N	Noon Duty Supervisor		\$13.09	Warren		10/31/16
Hudson, Devin M	Noon Duty Supervisor		\$13.09	Irvine		10/21/16
Midlik, Rebecca M	Noon Duty Supervisor		\$13.09	Stanley		10/18/16
Rodriguez, Charlene	Noon Duty Supervisor		\$13.09	Peters 4-6		09/01/16

**Regular**

Branum, Tyler G	Custodian - Swing	25/1	\$3,802.00	District Maintenance Center		10/19/16
Bustos, Dody	Instructional Aide II - Special Ed.	19/2	\$19.88	Crosby		10/24/16
Cruz, Isai	Custodian - Swing	25/1	\$3,802.00	Jordan		10/14/16
Guadarrama, Ruth	Food Service Worker I	13/2	\$17.13	Eisenhower		10/17/16
Guerrero, Gizeh	Custodian - Swing	25/1	\$3,802.00	Garden Grove		10/24/16
Jaime, Tiffany A	Food Service Worker I	13/2	\$17.13	Mitchell		10/20/16
Lakeman, Marius J	Instructional Aide II - Special Ed.	19/2	\$19.88	Rancho Alamitos		11/07/16
Montano, Leslie	Breakfast Worker	16/2	\$18.46	Evans		11/02/16
Morales Araujo, Georgina	Instructional Aide II - Special Ed.	19/2	\$19.88	Brookhurst		11/07/16
Muniz, Malyna J	Instructional Aide II - Special Ed.	19/2	\$19.88	Rancho Alamitos		10/26/16
Sanchez, Cesar D	Custodian - Swing	25/1	\$3,802.00	Faylane		10/24/16
Tran, Ngan T	Instructional Aide II - Special Ed.	19/2	\$19.88	Carrillo		11/01/16

**Reinstate/Reemploy**

Westergaard, Nicole E	Health Assistant	18/2	\$19.39	Marshall		10/24/16
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**Substitutes**

Burdex, Erin D	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		09/27/16
Chun, Jill J	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		10/20/16
Eldafashi, Dalia A	Sub Clerk		\$15.44	McGarvin		09/01/16
Resendiz, Teresita D	Sub Clerk		\$15.44	Evans		12/08/16
Roberts, Alicia M	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		10/28/16
Salcedo, Alex V	Sub Custodian		\$17.91	Varies		10/24/16
Szucs, Rhonda L	Sub Bus Driver		\$18.82	Transportation		10/17/16

AGENDA ITEM 7B

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

11/15/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<u>Temporary</u>						
Aguilar, Gonsalo T	Student Worker - Trainee		\$8.50	Los Amigos		09/24/16
Arriaga, Julianna	Student Worker - Trainee		\$8.50	Los Amigos		10/17/16
Brito, Lorena	Student Worker - Trainee		\$8.50	Jordan ATP		10/03/16
Chacon, Leticia R	Food Service Worker I	13/5	\$21.94	Russell	Temporary additional assignment	09/15/16
Cielo, Janette	Student Worker - Trainee		\$8.50	Jordan ATP		10/03/16
Cruz Morales, David	Student Worker - Trainee		\$8.50	Santiago		10/24/16
Curiel, Juan D	Student Worker - Trainee		\$8.50	Jordan ATP		10/03/16
Flores, Teresa G	Health Assistant	21/5	\$26.73	Marshall	Temporary additional assignment	08/31/16
Galache, Deja R	Student Worker - Trainee		\$8.50	La Quinta		10/03/16
Gonzalez, Paula	Sch-Comm Liaison Wkr-Bil Span	21/5	\$25.79	Santiago	Temporary additional assignment	09/08/16
Gonzalez, Rosa M	Health Assistant	18/5	\$23.62	Evans	Temporary additional assignment	09/01/16
Hahn, Clayna E	School Office Clerk I	21/5	\$24.82	Northcutt	Temporary additional assignment	08/30/16
Hernandez, Jonathan	Student Worker - Trainee		\$8.50	Jordan ATP		10/03/16
Lara de Quintana, Claudia	Breakfast Worker	18/5	\$22.83	Riverdale	Temporary additional assignment	09/20/16
Lopez, Victoria A	Student Worker - Trainee		\$8.50	Santiago		10/20/16
Lyman Hernandez, Diego	Student Worker - Trainee		\$8.50	La Quinta		10/20/16
Manseau, Madeline C	Student Worker - Trainee		\$8.50	Garden Grove		10/20/16
Mar-Bacho, Steven H	Student Worker - Trainee		\$8.50	Jordan ATP		10/04/16
Martinez, Melissa	Student Worker - College		\$13.00	Information Technology		07/01/16
Nguyen, Justin	Student Worker		\$10.00	Garden Grove		10/26/16
Nguyen, Kathy	Student Worker		\$10.00	Bolsa Grande		10/26/16
Nguyen, Tien C	Student Worker - College		\$13.00	K-12 Educational Services		10/19/16
Nguyen, Vincent V	Student Worker		\$10.00	Bolsa Grande		10/26/16
Reyes, Valerie A	Student Worker		\$10.00	Los Amigos		10/31/16
Rodriguez, Irlanda O	Sch-Comm Liaison Wkr-Bil Span	21/2	\$20.88	Santiago	Temporary additional assignment	09/08/16
Saucedo, Kevin	Student Worker - Trainee		\$8.50	La Quinta		10/17/16
Villaverde, Jesse M	Student Worker - College		\$13.00	K-12 Educational Services		10/25/16
Villaverdes, Jesse M	Tutor		\$14.00	K-12 Educational Services		10/25/16
Vu, Xuan D	Food Service Worker I	13/5	\$20.37	Faylane	Temporary additional assignment	08/30/16

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

11/15/2016

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

#### Requests

Castaneda, Alondra	Instructional Aide II - Special Ed.			Lawrence	Pregnancy Disability Leave	11/15/16 01/11/17
Enriquez, Mariana	Secretary I			Pacifica	Pregnancy Disability Leave	10/31/16 12/26/16
Garcia, Martin P	Head Custodian I			Hill	Paid medical leave	10/06/16 11/01/16
Gonzalez, Mariana M	Instructional Aide			Carver ECEC	Extend paid medical leave	11/01/16 12/07/16
Grace, Natalie	Central Office Clerk II			District Education Center	Pregnancy Disability Leave	10/17/16 12/16/16
Joseph, Cathy	Accounting Technician I			Facilities	Intermittent Family Care Leave	10/25/16 06/29/17
Lopez, Lisa	School Office Clerk II			Hare	Paid medical leave	10/20/16 12/05/16
Luarte de Small, Chelsea	Central Office Clerk I			Personnel	Intermittent Family Care Leave	09/07/16 06/30/17
Nelson, Debra	Lead Food Service Worker			Crosby	Extend paid medical leave	10/24/16 11/13/16
Nihiser, Douglas P	Bus Driver			Transportation	Paid medical leave	10/10/16 11/06/16
Shah, Shukria	Food Service Worker I			Ralston	Paid medical leave	08/31/16 12/04/16
Sherman, Oakley	Lead Print Shop Technician			District Education Center	Paid medical leave	11/08/16 11/19/16
Tran, Khanh P	Sch-Comm Liaison Wkr-Bil Viet			Bolsa Grande	Pregnancy Disability Leave	11/18/16 01/27/17
Vice, Teri	Instructional Aide II - Special Ed.			Ralston	Extend paid medical leave	10/24/16 10/28/16
Wall, Darrell	Head Custodian I			Allen	Intermittent Family Care Leave	10/01/16 06/30/17

### RESIGNATIONS/RETIREMENTS

#### Resignations

Gonzalez, Josue	Technology Assistant			Morningside		06/23/16
Krupansky, Christopher S	Technology Assistant			Parkview		10/26/16

#### Retirements

Potter, Duran O	Auditorium Attendant			Garden Grove		12/30/16
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### CHANGE IN ASSIGNMENT

#### Increase/Decrease

Aviles, Marco A	Custodian - Swing	25/5	\$4,867.00	Russell	Increase from 17.5 to 40 hours per week	10/10/16
Luc, Phung	Breakfast Worker	16/5	\$21.94	Rosita	Decrease from 13.75 to 11.25 hours per week	10/03/16
Tran, Nam T	Network Technician	39/4	\$6,230.00	Information Technology	Increase from 20 to 40 hours per week	10/03/16

AGENDA ITEM 7B

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# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

11/15/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<b><u>Promotions</u></b>						
Buckley, Renee A	Breakfast Worker	16/5	\$23.62	Jordan ATP	From Food Service Worker I	10/27/16
Cobian Mejia, Erik R	Instructional Aide II - Special Ed.	19/2	\$19.88	La Quinta	From Instructional Aide - Bilingual Spanish	11/07/16
Lopez, Jody L	Breakfast Worker	16/4	\$20.37	McGarvin	From Food Service Worker I	11/01/16
Tran, Calvin B	Instructional Aide II - Special Ed.	19/2	\$19.88	Fitz	From Instructional Aide - Bilingual Vietnamese	11/07/16
Virgen, Cesar A	Head Custodian I	27/3	\$4,409.00	Post	From Custodian	11/14/16
<b><u>Reclassifications</u></b>						
Servin, Debra M	Instructional Aide II - Special Ed.	19/5	\$24.82	Garden Grove	From Instructional Aide I - Special Education	10/17/16
Trowbridge, Glee A	Instructional Aide II - Special Ed.	19/5	\$23.05	La Quinta	From Instructional Aide I - Special Education	10/17/16
<b><u>Working Out of Class</u></b>						
Bui, Loc Q	Lead Food Service Worker	17/4	\$21.40	Hazard	From Food Service Worker I	09/01/16
Cordon, Yesenia D	School Bus Delegated Trainer	28/5	\$29.50	Transportation	From Bus Driver	09/01/16
Gonzalez, Ronica M	Lead Food Service Worker	17/4	\$21.94	Simmons	From Food Service Worker I	10/03/16
Graham, Debra J	School Bus Delegated Trainer	28/5	\$30.59	Transportation	From Bus Driver	09/01/16
Heil, Stella	School Bus Delegated Trainer	28/5	\$30.24	Transportation	From Bus Driver	09/01/16
Hernandez, Claudia	Food Service Worker I	18/4	\$21.94	Garden Grove	From Food Service Worker I	09/01/16
King, Karen R	Elementary School Secretary	30/2	\$28.78	Warren	From School Office Clerk I	08/19/16
Lepe, Maribel S	Food Service Worker I	17/4	\$21.40	Parkview	From Food Service Worker I	09/02/16
Matthey, Tina M	Elementary School Secretary	30/2	\$28.78	Crosby	From School Office Clerk I	05/02/16
Mendez, Angelica R	Food Service Worker II	18/4	\$23.05	Los Amigos	From Food Service Worker I	10/03/16
Millsbaugh, Eileen M	Breakfast Worker	16/5	\$22.48	Gilbert	From Food Service Worker I	10/17/16
Monnig, Donna J	Breakfast Worker	16/5	\$21.94	Bryant	From Food Service Worker I	09/20/16
Murad, Mariette A	Lead Food Service Worker	17/4	\$21.40	Faylane	From Food Service Worker I	08/30/16
Oliva, Mayra Y	Lead Food Service Worker	17/4	\$21.40	Crosby	From Food Service Worker I	09/07/16
Phan, Nga T	Breakfast Worker	16/5	\$21.94	Bryant	From Food Service Worker I	10/04/16
Ramos Soto, Maria C	Food Service Worker II	18/4	\$21.40	Rancho Alamitos	From Food Service Worker I	09/08/16
Sulsona, Michael A	Head Custodian I	27/5	\$5,241.00	Hill	From Custodian - Swing	08/24/16
Young, Tina A	School Bus Delegated Trainer	28/5	\$30.99	Transportation	From Bus Driver	09/01/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/15/2016

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

Probationary Release

Adams, Wendy	School Office Clerk I			Enders		10/21/16
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# HAPPY HOLIDAYS

CSEA Members meet on the 2nd Tuesday  
Here are the CSEA Meeting dates in  
2016:

- December 13th
- January 10th
- February 14th
- March 14th
- April 11th

We look forward to getting to know you,  
Our Valued Member.

## This Month

### December 2016

Tuesday, 12/6/16 ~ 7 P.M.-School Board Meeting

Wednesday, 12/7/16 ~ 5:10 P.M.-Personnel Commission Meeting

Tuesday, 12/13/16 ~ 5:30 P.M.-CSEA Chapter Meeting-Election Day

Tuesday, 12/20/16 ~ 7 P.M.-School Board Meeting

Friday, 12/23/16 ~ Local Holiday

Monday, 12/26/16 ~ Christmas Day (Observed)

## Coming Soon

Look for Chapter 121 website updates. Be sure to sign up for our all new e-newsletter. Please e-mail us for more information.

## Who Won What!?

Wow! Aren't we all glad THAT's over! Here are some school related Victories worth noting:



• Measure P passed – our schools will get their air conditioning! And a bunch of other COOL upgrades.

• Prop 51 and 55 passed – good news for some of our future budgeting concerns.

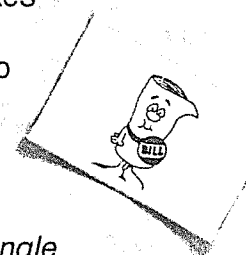
• Congratulations to School Board Members: Terri Rocco – incumbent for Trustee Area 1, Walter Muneton – Trustee Area 3, and Dina

Nguyen – Trustee Area 5

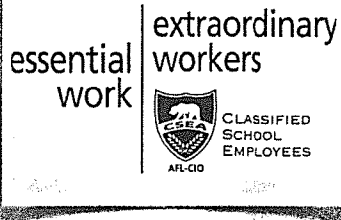
• Special thanks to Dr. George West and Linda Reed for your much appreciated service, you will both be missed.

Now that this is all over, as a Bargaining Unit, we at CSEA Chapter 121, would like to remind all of our members that our responsibilities are ongoing. As leaders of our Chapter, we strive to maintain equality and fairness while trying to be your champion in obtaining improvements to our working conditions and an equitable representation in the school budget in the form of wages and/or benefits.

Our country is strife with protests for an uncertain future. What can we do outside of organized protests? Become Involved!! Be it at work, in your neighborhood, at your church; strive to know what is going on, go to meetings, vote, participate! It all makes a difference! It is easy to complain about the loss or the method or even the individual, but if you decide to only complain, you are part of the problem. Do not be complacent. Write letters to the editors of newspapers, write your city council or senator, go to board meetings, donate to your cause, organize a petition, Run for Office, or simply vote. Vote every single time no matter how small or insignificant the election. That is how your voice gets heard! Stop Complaining and Be Heard!



*“A snowflake is one of God's most fragile creations, but look what they can do when they stick together!” - Author Unknown*



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**Members At Large:**

**Frank Dominick:** Contact TBD  
**Debbie Graham:** Contact TBD  
**Peter Hoang:** Contact TBD  
**Jana McIver:** Contact TBD

**Labor Rep: Karli Nevarez**  
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**Training**

**December ~2016**

- 2 - 3rd Annual Open House
- 3 - Union Steward Training, Level II

**January ~ 2017**

- 5 - Site Representative Training
- 7 - Union Steward Training, Level III
- 21 - Union Steward Training, Level I
- 25 - KYR's Training
- 28 - Installation of Officers

**February ~ 2017**

- 4 - Officer Skills Training
- 15 - Know Your Rights Training
- 25 - Union Steward Training, Level II



Dear Members,

On behalf of all our CSEA brothers and sisters, the E-board and I convey our deep gratitude and thanks for all those who have served this majestic country in the armed forces. We have all prospered due to your service. Thank you for your service and sacrifice.

As CSEA members, we have a right to a safe worksite with undue stresses. We all abide by our job descriptions and put forth our best intentions and labors for our students. If there are issues on your campus that make your worksite difficult to be productive, please contact me. I will be on your campus to help you straighten out the problems. If I am occupied I will send the Chief Job Steward or Job Steward to assist you and to answer any questions. **You will have support.** The chapter phone number is (714) 805-1651; our labor representative, Karli Nevarez can be reached at (714) 632-7125.

Contract negotiations will continue on November 29. Wages will be one of our openers but has not yet been brought to the table. As always, and I cannot say this enough, the negotiation team listens to members' concerns and carefully and fiercely negotiates the best contract for you.

America has always been great. Our veterans have ensured us with the rights to keep it that way. With all the protests and political unrest, we need to work together and step forward as the people of our noble nation, the United States of America.

Sincerely,  
Chris Leon,

CSEA Chapter 121, President



**BY-LAWS**  
**OF THE**  
**CALIFORNIA SCHOOL PERSONNEL**  
**COMMISSIONER'S ASSOCIATION**

**2017**



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Approved: January 28, 2017

# California School Personnel Commissioners

## Association By-Laws

### Article I – Name

The name of this organization shall be the California School Personnel Commissioners Association. These Bylaws reaffirm the intent of the Association's founders and forming a constitution that it ~~be- operates~~ under, with the guidance and direction of personnel commissioners and Personnel Commission Directors.

### Article II – Objective

The objective of this Association is to promote and advance public education on a noncommercial, nonsectarian, and nonpartisan basis, through programs of research, investigation, communication and training designed to stimulate and improve public school personnel management for the benefit of the public, the students, the districts, and of their classified employees.

### Article III – Membership

**Section 1. Regular Members:** Each personnel commission of a school district, county office of education or community college district which has adopted the merit system provisions provided for in the Education Code, State of California, shall have the privilege of membership in the Association and shall become a member upon payment of the annual dues. Each personnel commissioner and personnel director of a member district or county office shall be entitled to one vote. Each individual commissioner and director of a member district or county office shall be entitled to hold office in accordance with Article IV, and to participate in the activities of the Association and to receive communications.

**Section 2. Auxiliary Members:** A former regular member who no longer qualifies for membership shall have the privilege of becoming an auxiliary member. Auxiliary members shall not have the right to vote or hold office, but shall receive all other benefits of membership.

**Section 3. Non-school Members:** The civil service/personnel commission and/or staff of a governmental agency may, upon application and approval of the Board of Directors, become a non-school member. Non-school members shall not have the right to vote or hold office, but shall receive all other benefits of membership.

**Section 4. Honorary Life Membership:** Person's who have rendered distinguished service in advancing or upholding the purposes of this organization may be elected to Honorary Life Membership without fee by the Board of Directors. No more than three persons shall be awarded Life Membership in any one year. Honorary Life Members may serve on the Board in any position other than President, President Elect, Vice President or Past President.

**Section 5. Membership Dues:** The annual dues for all categories of membership in this Association shall be established by the Board of Directors. The membership year shall be from **January 1<sup>st</sup> through December 31<sup>st</sup> of that year**. Annual dues shall be due and payable on July 1. If dues are not paid by September 1, notice will be given by October 1 that membership shall be terminated and membership services and privileges shall cease effective October 15. Services and privileges shall be available to members in good standing.

## Article IV – Officers and Directors

**Section 1.** The officers of this Association shall be a president, president-elect, vice president, secretary, treasurer and past-president. The president, president-elect, vice president and past-president shall be personnel commissioners.

**Section 2.** The Board of Directors of this Association shall consist of the six officers, who shall serve on the Board of Directors during their terms of office and **eight** directors, three from Northern California (**PCANC**), **Three** from Southern California (**PCASC**) and **two San Diego (PCASD)**. However, after a reasonable effort has been made, and the Nomination Committee is unable to find a qualified person willing and able to accept the full responsibilities of a position, then a qualified person willing and able to perform the position may be appointed without regards to the formula. The **three** Membership Directors may be current **Personnel Directors, active Honorary Life Members** or Commissioners without regard to the balance formula. In addition, the presidents of the regional Personnel Commissioners Association shall have the privilege of voting membership on the Board of Directors. If the president of a regional association is also an elected officer or director of this Association, the regional association may appoint an alternate to represent the region to the CSPCA Board for the unexpired term.

**Section 3.** The Board of Directors of this Association shall manage the affairs of the Association and direct such personnel studies as the Board deems appropriate to promote the objectives of the Association. The Board of Directors may contract for goods or services. The Board of Directors shall approve an annual budget and authorize the expenditure of all funds of this Association. The Board of Directors shall present a financial statement to the members of this Association at the Annual Meeting for their approval. The President with the concurrence of two members of the Board of Directors can approve the expenditure of funds when an emergency is deemed to exist. The Board of Directors shall approve the job description, salary, conditions of employment, and shall appoint or dismiss any contractor or employee of this Association.

**Section 4.** The Board of Directors shall fix the time and place of its meetings which shall be not less than quarterly. A majority of those entitled to vote at meetings of the Board of Directors shall constitute a quorum. The quorum shall be determined at the commencement of the meeting and once established shall be deemed to exist until adjournment of the meeting. A simple majority of those voting or of the quorum, whichever is greater, shall suffice to transact all business, except as otherwise provided in these Bylaws. The President or any three members of the Board of Directors may call a special meeting upon forty-eight hours notice to all members of the Board of Directors if urgent circumstances require prompt attention. To alleviate distance and travel related problems and expense, electronic or online meetings may be considered when possible and appropriate.

**Section 5.** The Board of Directors is authorized to fill vacancies created by resignation, removal or incapacity of an officer or director for the unexpired term of said office. The Board of Directors may declare that a vacancy exists if an elected member fails to attend two (2) consecutive regular Board meetings. Board of Directors meetings held in conjunction with the Association Annual Conference shall be considered as one meeting.

**Section 6.** A member of the Board of Directors may be removed from office “for cause” by a two-thirds (2/3) majority vote of the members present at any meeting of the Association called pursuant to Article VII herein.

**Section 7.** In the event the president of a regional association is unable to attend an official meeting of the Board of Directors, the regional president may designate a regional representative to attend with authorization to vote.

**Section 8.** In the event any officer or director should become ineligible for membership in the Association within the last sixty (60) days of the term, then that individual may complete the term of office at the discretion of the Board.

**Section 9.** The Executive Director of this association is an employee of this association and a non-voting member of the Board of Directors. The Executive Director shall, at the minimum, provide services to the CSPCA Board of Directors and the CSPCA organization per a description of duties (see Attachment 1). The CSPCA Board of Directors shall provide, within reasonable standards, all necessary tools, equipment and clerical support to successfully facilitate the accomplishment of the Executive Director's function. The Executive Director shall have authority to determine the level of support required and present that requirement to the Board of Directors for approval at a regularly scheduled meeting.

- a) **Clerical Assistant** – Is an employee of this association for direct support of the Executive Director. Under the direction of the Executive Director, perform routine clerical duties in support of the Executive Director as identified in Attachment 2.

## **Article V – Duties of Officers**

**Section 1. President:** Shall preside at all meetings, appoint the chairpersons of ad hoc committees found necessary for the welfare of the Association and be responsible for giving general direction to any employees or contractors of this Association and further shall complete an annual performance evaluation of the Executive Director. The President shall perform all of the duties assigned to the position as stated in these Bylaws.

**Section 2. President-Elect:** Shall perform such duties as the President shall direct and in the absence or disability of the President; assume the duties of the President. The President-Elect shall perform all of the duties assigned to the position as stated in these Bylaws.

**Section 3. Vice President:** Shall perform such duties as the President shall direct and in the absence or disability of the President and President-Elect assume the duties of the President. The Vice-President shall perform all of the duties assigned to the position as stated in these Bylaws.

**Section 4. Secretary:** Shall be responsible for keeping of minutes of all meetings, for transmitting minutes to members of the Board of Directors, and for the maintenance of the minutes of any previous meeting. The Secretary shall perform all of the duties assigned to the position as stated in these Bylaws.

**Section 5. Treasurer:** Shall receive and hold all monies, maintain financial records, make necessary and related reports, make payments on approval of the Board of Directors. The Treasurer shall perform all of the duties assigned to the position as stated in these Bylaws.

**Section 6. Past President:** Shall perform such duties as the President shall direct and shall perform all of the duties assigned to the position as stated in these Bylaws.

## **Article VI – Committees**

**Section 1.** The standing committees of this Association are as follows listed under the Director or Officer with the responsibility for overseeing that particular committee function. The Director or Officer with the committee responsibility shall be responsible for committee member selection. The numbers of members of each committee is left to the discretion of the Director or Officer, unless otherwise stated in these Bylaws.

- a) **President**

- 1) **The President** is an ex-officio, non-voting member of all committees of this Association.

**b) President-Elect**

- 1) **Strategic Plan Committee** – shall review both the short-term and long-term goals and objectives for the organization and make necessary annual updates as required. This should be accomplished in consultation with the Vice-President, Past-President and the regional association presidents serving as the committee members.

**c) Secretary**

- 1) **Bylaws Committee** – shall review and recommend necessary changes in the Association Bylaws and administrative rules and procedures.

**d) Treasurer**

- 1) Shall, in coordination with the Executive Director and President, prepare a proposed budget for the ensuing **calendar** year for presentation to the Board of Directors at its last meeting of the year.
- 2) **Dues Committee** – shall after reviewing the proposed budget for the upcoming **calendar** year shall make recommendations regarding any potential adjustment in the dues structure.

**e) Past President**

- 1) **Awards Committee** – shall develop and revise policies for awards and recommend adoption by the Board; shall develop administrative rules to solicit nominees for awards; shall make recommendations at the fourth meeting of the Board of Directors for awarding Honorary Life Memberships; shall make recommendations for awarding scholarships; shall be responsible for selecting the recipient of the **Joyner/Snipes Award** for presentation at the annual meeting; and shall be responsible for administration of other awards as directed by the Board of Directors.
- 2) **Nominating Committee** – shall recruit and maintain a list of members interested in serving on the Board of Directors and its committees; shall make recommendations to the Board of Directors to fill any vacancies on the Board. This committee shall consist of the Past President and the regional association presidents.

**f) Regional Association Presidents and Vice President**

- 1) **CSPCA Annual Conferences** – Planning and arranging for CSPCA Annual Conferences shall be conducted by a single standing conference task force to provide guidance and continuity and to accomplish advance planning for three years ahead, including site location, budget preparation, and program development.
- 2) The CSPCA Vice President and the Executive Director shall be members of the task force and shall act as co-chairs.
- 3) Other Board members (three) or CSPCA members who have had past experience with planning annual CSPCA conferences shall be appointed by the board to serve as working committee members. At least one of these shall be a commissioner.

- 4) Once the conference site for any of the three years in advance conferences is Identified, the conference task force shall recruit regional people from the specified region to assist the task force in planning regional program, hospitality and social activities as required.
- 5) A standing conference task force member or one of the co-chairs may be appointed as the annual conference coordinator for any given year.
- 6) The Executive Director shall be a key person to keep the multi-year planning calendar active and on target, to provide continuity and to provide current information to the CSPCA board.
- 7) Local Regional conferences -- Regional Presidents and their boards or committees shall be responsible for the planning and presentation of local conferences as needed in their communities, and shall share information about their planning with the CSPCA conference task force so as to avoid overlap or calendar conflict.

**g) Board of Retirees Director**

- 1) Shall represent the retirees and Honorary Life Members on the Board of Directors, and coordinates retiree activities such as volunteer efforts in CSPCA events, coordinates with the other board directors, on the use of retirees in their activities. Develops and maintains a list of volunteers willing to be involved and coordinates their activities.

**h) Legislative Director**

- 1) **Legislative Committee** – shall recommend a legislative program including new legislation, support, and/or opposition of proposed legislation that impact the merit system and of concern to the Association. This committee shall communicate with the Association members on legislative positions adopted by the Board of Directors
- 2) **Legal Committee** – shall be responsible for the dissemination of information and upcoming court cases and/or rulings that may impact the merit system. Review recommending potential ramification with the Board of Directors and recommend appropriate action in support of the member district. Legal positions are sent to the Board of Directors regarding current or impending legal proceedings involving merit system issues in member district.

**i) Liaison Director**

- 1) **Liaison Committee** – shall be responsible for the overall liaison activities to serve as this Association's contact point to these designated organizations: ACSA Liaison, PERB Liaison, CSBA Liaison, CASBO Liaison, CSEA Liaison, SEIU Liaison, and any other liaison as needed.

**j) Communications Director**

- 1) **Communications Committee** – shall be responsible to develop and maintain communication between the Board of Directors and merit system districts; shall develop and maintain programs to acquaint the public with the aims of the association and the benefits of merit system school districts.

- a. **Director** shall maintain the E--Mail master distribution of Directors, Commissioners and staff list along with the Executive Director.
  - b. **Director** will maintain an electronic file of all flyers, power points, Conference programs, and literature associated with marketing.
  - c. **Director** will be provided the necessary software to develop and update material as necessary.
  - d. **Director** will send out statewide notices for upcoming conferences and training.
  - e. **Director** will coordinate closely with the Executive Director and Membership Directors to develop strategies and campaigns to bring in new Merit System Districts and to prevent Districts from abolishing Merit Systems.
  - f. **Director** will keep Personnel Commissioners informed on events, activities, and news within the Personnel Commission Community.
- k) **Membership Director** (three positions, one from the North (PCANC), one from the South (PCASC) and one from San Diego (PCASD)):

- 1) **Membership Committee** – shall provide information and assistance upon request to develop new merit system schools districts and develop and maintain a program for recruiting school districts to adopt the merit system; shall contact personnel commissions annually to provide information to maintain and increase membership in the Association.
- 2) **Assistance Committee** – shall provide merit system school districts advice, expertise and consultation in resolving or alleviating problems encountered in the administration of merit system principles; shall establish teams to assist on-site in response to requests from personnel commissions, personnel directors and/or school board members. These teams shall make contact with the appropriate regional association president to keep them updated as to their activities and progress.

#### **l) Training Director**

- a. **Joint Training Committee** – Shall be responsible for the planning, preparing and carrying out training programs for all CSPCA needs.
- b. **Merit System Academy Committee**- Shall coordinate all aspects of this program including planning curriculum, recruitment of faculty, facility acquisition, periodic program review, financial accountability and review of course evaluations in the Merit System Academy training program.

**Section 2.** The President shall designate such other committees as may from time to time be deemed advisable.

**Section 3.** The President shall appoint the chairperson and members of all committees, except as may otherwise be provided in these Bylaws. The committee chairpersons and members shall be regular members of the Association in good standing.

## **Article VII – Association Meetings**

**Section 1.** The Association shall meet at least annually. The time and place of meetings shall be set by the Board of Directors.

**Section 2.** Special meetings of the Association may be called by the Board of Directors and/or President, provided fifteen (15) days advance written notice is given to the membership.

**Section 3.** At any meeting called pursuant to Article VII herein, the members present shall constitute a quorum and a simple majority of all those voting shall suffice to pass actions and to transact all business except as otherwise provided in these Bylaws. Electronic meetings may be arranged under the direction of the President, Board of Directors and Executive Director when needed in order to conduct business between regular scheduled meetings.

## **Article VIII – Election of Officers**

**Section 1.** Elections shall be held for officers and directors of the Association at the Annual Meeting called pursuant to Article VII herein.

**Section 2.** The officers of this Association shall be elected for a term of one year, except for the Treasurer who shall serve a three-year term. Directors shall be elected for a term of two years, with four (4) positions expiring one year and four (4) positions expiring the alternate year. Officers and directors shall be selected from active CSPCA members and Honorary Life members in good standing. Honorary Life Members are not eligible to hold the positions of President, **President Elect**, Vice President and Past President. No person may serve more than two consecutive terms as a director.

**Section 3.** Officers and elected directors shall take office upon completion of the annual conference. The President-Elect shall assume the office of President upon completion of the annual conference. If the President-Elect is unable or unwilling to assume the office of President, a President shall be elected pursuant to Section 1 of this Article.

## **Article IX – Ethics Statement**

**Section 1.** The Ethics Statement approved by the CSPCA Board shall be made available to the member districts. CSPCA Board members, in their role and conduct of their duties and responsibilities as officers and Directors, shall be expected to adhere to the principles of the Ethics Statement.

## **Article – X Authority**

**Section 1.** Robert's Rules of Order, Revised, when not inconsistent with these Bylaws, shall regulate the conduct of meetings of this Association.



## Article XI – Amendments

**Section 1.** These Bylaws may be amended at any regular meeting by a two-thirds (2/3) vote of the members present, provided that a copy of the proposed amendment or amendments shall have been sent to the membership at least twenty (20) days prior to the meeting.

*Amended January 18, 1973*

*Amended January 17, 1975*

*Amended January 20, 1977*

*Amended January 26, 1978*

*Amended January 25, 1979*

*Amended January 17, 1980*

*Amended January 30, 1981*

*Amended January 22, 1982*

*Amended January 23, 1983*

*Amended January 27, 1984*

*Amended February 1, 1986*

*Amended January 17, 1987*

*Amended January 13, 1990*

*Amended January 29, 1993*

*Amended January 27, 1996*

*Amended January 12, 2002*

*Amended February 20, 2010*

*Amended February 23, 2013*

*Amended January 24, 2015*

*Amended January 28, 2017*

## **CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION (CSPCA)**

### **CLASS TITLE: EXECUTIVE DIRECTOR**

#### **BASIC FUNCTION:**

This is the chief Executive and is a paid position under the direction of the CSPCA Board (Board). The Executive Director carries out the directions of the Board, and oversees all activities in support of the member districts.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Provide directly or through senior association members, personal and group mentoring for new Personnel Commissioners and Directors.
- Provide regular information via E-Mail bulletins to all Directors and those Commissioners who have provided an E-Mail address for the CSPCA phone book.
- Work with the state conference committees to assure that all conference agenda's are focused directly on what Personnel Commissions and Directors need to be more productive in the performance of their duties. Encourage the planning committee to make the conferences much more cost effective, especially in this economic environment.
- Partner with agencies such as CODESP, IPAC, WRIPAC, CASBO, and IPC to offer free or low cost on site and webinar training for our Directors, staff and Personnel Commissioners.
- Work with the Training Director, to constantly improve the academy and make the Merit Academy training the best and most intense that any governing body or personnel staff receives in this state.
- Maintain and control both participation and professional use of our list serve through "Yahoo Groups", continually marketing participation by our members emphasizing the synergistic effect of participation.
- Assure that the CSPCA web site is kept up to date regularly, providing resources that Commissioners or Directors need.
- Provide directly or through CSPCA members, recruitment services to the Personnel Commissions for Classified Personnel Directors when there is a vacancy.
- Provide a well qualified interim director in the absence of the Commission's regular Director.
- Provide Merit System Assistance directly or through a team. The goals of the team is to help keep the merit system when there is a serious move to eliminate the Merit System, do educational presentations to Personnel Commissions at their requests, using both on line and personal presentations, as well as conduct a merit system audit to help the personnel commission improve its effectiveness in the district..

- Work with the Training Director to develop future training for our members such as a "Human Resource Academy" in addition to the current "Merit System Academy", and on line video training.
- Interpret Merit System laws, rules, and regulations for the CSPCA Board and its members.
- Work closely with the Treasurer and Budget Manager to assure that the CSPCA resources are being used effectively and in conformance with the laws governing nonprofit organizations. Assist in the preparation of the CSPCA budget.
- Direct research related to merit system issues, so that new theories, trends, and laws in the field may be studied for possible application to all merit systems.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Attend and participate in conferences and meetings of other organizations that have an impact or an interest in the merit system, providing public relations and potential support for CSPCA.
- Perform clerical duties in support of CSPCA

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Planning, organization and direction of the Merit System.
- Principles of public administration in areas related to personnel administration.
- Classification, pay determination, recruitment, examination and related personnel practices and techniques.
- Governing Merit System rules and regulations.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures pertaining to Merit Systems...
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Modern office management and procedures.
- Technology related to Merit System practices.

### **ABILITY TO:**

- Work with and coordinate the activities of volunteer workers.
- Plan, organize and administer the CSPCA Board Direction in compliance with merit system rules and regulations.
- Interpret and apply the provisions of law and rules.
- Analyze data and to arrive at sound conclusions and recommendations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction
- Work confidentially with discretion.
- Plan and organize work.

- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

- Ten years of successful merit system leadership as a Merit System Director. Actively performed as a member of CSPCA.

**LICENSES AND OTHER REQUIREMENTS:**

None

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment.
- Moderate travel to conduct CSPCA business.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.

**OVERTIME STATUS:**

This position is designated Management under the provisions of the EERA;  
This position is designated Overtime Exempt under the provisions of the labor law.

## California School Personnel Commissioners Association

### **CLASS TITLE: CLERICAL ASSISTANT**

### **BASIC FUNCTION:**

Under the direction of the Executive Director, perform routine clerical duties in support of the Executive Director.

### **REPRESENTATIVE DUTIES:**

#### **Perform a variety of clerical duties including:**

1. Assist the web master in maintaining the web site;
2. Maintain the official CSPCA Phone Book and Director contact list;
3. Send Out annual dues invoices;
4. Maintain the CSPCA distribution lists for the Board, Personnel Commissioners and Directors.
5. Provide support for the CSPCA board such as airline flight and lodging reservations for events and CSPCA board activities.
6. Assist the CSPCA Executive Director as necessary with clerical work on special projects, Merit Academy and Annual Conference.
7. Communicate by phone, E-mail or text with Directors, Commissioners, and CSPCA board members as necessary to perform the above duties, or as directed by the Executive Director.
8. Operate a variety of office equipment, such as a computer and assigned software, copier and fax machine.

### **OTHER DUTIES:**

1. Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

1. Telephone techniques and etiquette.
2. Basic record-keeping and filing techniques.
3. Basic operation of a computer and assigned software.
4. Correct English usage, grammar, spelling, punctuation and vocabulary. Oral and written communication skills.
5. Interpersonal skills using tact, patience and courtesy. Basic math.

**ABILITY TO:**

1. Perform routine clerical duties such as filing, typing, duplicating and maintaining routine records.
2. Learn modern office practices, procedures and equipment.
3. Learn basic terminology, processes and operations of CSPCA
4. Operate a computer and assigned software.
5. Understand and follow oral and written directions.
6. Establish and maintain cooperative and effective working relationships with others.
7. Communicate effectively both orally and in writing.
8. Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

**WORKING CONDITIONS:**

**a. ENVIRONMENT:**

1. Office environment.

**b. PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.
3. Seeing to read a variety of materials.
4. Bending at the waist, kneeling or crouching to file materials.

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

- 7.1 New Positions – Intensive Behavioral Instruction Assistant (6 positions – Office of Special Education)
- 7.2 New Positions – Special Education Assistant (2 positions – Mark Twain)

**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 Assistant Director of Transportation                   | Open |
| 8.2 Food Service Worker I                                  | Open |
| 8.3 Lead Food Service Worker                               | Open |
| 8.4 School Community Liaison Worker – Bilingual Spanish    | Open |
| 8.5 School Community Liaison Worker – Bilingual Vietnamese | Open |

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





## GARDEN GROVE UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

10331 Stanford Ave., Garden Grove, CA 92840

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

www.ggusd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

# FOOD SERVICE WORKER I

OPEN RECRUITMENT

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

**SALARY:** \$17.13 per hour with three annual step increases to \$19.88 per hour (15-16 Rate)

**POSTING DATE:** NOVEMBER 9, 2016

**APPLICATION FILING DAYS:** DECEMBER 1, 2016 TO DECEMBER 5, 2016 BY 5:00 P.M.

(District is closed on weekends)

APPLICATIONS WILL ONLY BE ACCEPTED DURING THIS TIME

ONLINE APPLICATIONS WILL NOT BE ACCEPTED

**ABOUT THE JOB:** This list will be used to fill substitute and regular assignments (substitute salary \$13.65 per hour). A Food Service Worker I works 1.5 – 3.5 hours per day. Under immediate supervision, performs routine manual tasks in the preparation and serving of foods at various school and central kitchen food service areas; cleans kitchen equipment and surfaces; and performs related work as required.

**BASIC FUNCTION:** Mixes, slices, chops, washes, and assembles foods and food ingredients; cuts and measures food into serving portions; wraps and/or serves specific portions; assists in counting/conducting inventory of milk or packaged foods; measures and counts items and ingredients; assists in keeping daily count of meals, servings, or quantities sold or used; assembles and wraps portions into pans or individual containers; reads menus, labels, and instructions; opens cans; moves containers and positions food; makes coffee; works at a food service steam table, snack bar, food bar, food cart, and/or barbecue; operates computerized point-of-sale equipment or cash register and makes change; observes safety and sanitation procedures and practices for kitchen and food service work, including food preparation, serving, storage, and handling; operates dishwasher, mixers, and other kitchen equipment; lights pilots and operates heating equipment in a safe and sanitary manner; loads, unloads, moves, and sells items on food carts; participates in serving directly to students, staff, parents, and/or visitors to campuses; washes dishes, utensils, trays, pots, and pans; wipes food carts, tables, and maintains dining area and stores foods and assists in keeping food storage and cooking areas clean and tidy. Assists in training student workers; some positions at central kitchens assist delivery truck drivers in moving food carts and food service supply deliveries to/from delivery vehicles and may participate in preparations for catering functions.

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

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Some experience in preparing or serving food in large quantities is desirable. California Food Safety Certificate is highly desirable. 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:** Proper use of common institutional kitchen equipment and tools and proper sanitation and safety methods and procedures for food handling, equipment, and preparation areas.

**Ability to:** Understand, be understood, give and carry out instructions spoken and written in English; perform simple addition and subtraction and make change; lift and move moderately heavy containers of food to and from carts and steam tables; operate institutional kitchen appliances in a safe manner; work effectively with food service staff, students, teachers, and others and keep simple written and numerical records.

**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) 663-6512 or visit our website at [www.ggusd.us](http://www.ggusd.us)



**GARDEN GROVE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL COMMISSION**  
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 Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

## LEAD FOOD SERVICE WORKER

### OPEN RECRUITMENT

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

**SALARY:** \$18.01 per hour with four annual step increases to \$21.94 per hour (15-16 Rate)

**POSTING DATE:** NOVEMBER 9, 2016

**LAST DAY TO FILE:** DECEMBER 5, 2016 BY 5:00 P.M.

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

**ABOUT THE JOB:** Positions normally work before and during lunch, 2.5 to 3.5 hours per day, school session. Under general supervision from an operations manager and functional supervision from a central kitchen manager, leads and participates in the work of several food service workers in preparing, setting up and serving foods to students and staff at a satellite food service site. Oversees and participates in cleaning kitchen surfaces and equipment; is responsible for ordering extra food or supplies, resolving problems and answering questions regarding the food service program at that site; and performing related work as required.

#### **BASIC FUNCTION:**

Gives oral instructions to food service workers in preparing and serving food and cleaning up afterward; resolves day-to-day problems at a satellite food service facility, consulting with the designated food service manager to resolve the more complex problems; answers food service questions and works cooperatively with site staff and administration; counts daily meals, servings or quantities sold or used, and prepares simple reports or tallies; maintains inventory counts of milk, packaged foods or supplies, and orders replenishments as appropriate; counts, measures, and assembles foods and food ingredients delivered from a central kitchen; open cans; moves containers, positions food, and assists in serving students and staff; operates kitchen equipment such as oven or other heating equipment, refrigerator, milk and food carts, and dishwasher; oversees and participates in the washing and cleaning of kitchen surfaces, equipment, and utensils and operates computerized point-of-sale equipment or cash register and makes change.

❖ 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 school or other large-quantity food service work is required. 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.

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

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

**Knowledge of:** Proper safety and sanitation methods and procedures for preparing, handling and serving foods, and sanitizing dishes, pans, and serving utensils and proper use of common institutional kitchen equipment and tools.

**Ability to:** Understand, be understood, give and carry out instructions spoken and written in English; work effectively with food service staff, students, teachers, and others; effectively train, lead, and obtain the cooperation of other employees and student helpers; evaluate the taste and appearance of food; operate institutional kitchen appliances in a safe manner; lift and move moderately heavy containers of food to and from carts and steam tables; perform simple addition and subtraction and make change and keep simple written and numerical records.

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



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CLASSIFIED EMPLOYMENT OPPORTUNITY

# SCHOOL COMMUNITY LIAISON WORKER

## (SPANISH SPEAKING)

### OPEN RECRUITMENT

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

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

**POSTING DATE:** NOVEMBER 1, 2016

**LAST DAY TO FILE:** NOVEMBER 22, 2016 BY 5:00 P.M.

**ABOUT THE JOB:** Positions normally work 3 to 3.5 hours per day/school session. Under direction, provides bilingual liaison between the school, home and the community; provides assistance to school families who may be eligible for various community services; and performs related work as required.

**BASIC FUNCTION:** Contacts parents at their homes, in person, or by phone, to exchange information about students which will help teachers and provide information to the parents about the school and its policies and programs; works closely with school principals and school nurses to resolve student-related problems; informs parents of child progress and problems; promotes better relations among home, school, and community; makes referrals to community agencies for student and family needs, such as those relating to glasses, clothing, counseling, welfare, housing, employment, and medical care; assists parents with applications for services and transportation to appointments, as appropriate; encourages parents to attend and participate in various workshops, meetings, advisory committees and other special events at the school; translates for teachers, administrators and non-English speaking parents; maintains records of home visits and referrals made; takes home children who become ill or for other reasons cannot remain at school; attends a variety of meetings during and after working hours; may maintain immunization records and assist at clinics in translating for medical staff and non-English speaking parents or students and may perform a variety of related clerical and typing 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 any combination equivalent to one year full-time work of practical experience in working with community service organizations, preferably in a leadership role. 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.

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

**LICENSE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance 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:** Correct English and Spanish, including spelling, punctuation and grammar and basic telephone and office etiquette and procedures.

**Ability to:** Understand school programs and policies; reassure parents and encourage them to participate in school activities; learn about community services available and explain them to parents; communicate effectively in the English language and Spanish language of the community, both in oral and written form; work cooperatively with students, parents, teachers, administrators and representatives of various community groups and agencies; learn to use computers and other standard office equipment effectively and establish and maintain office records.

**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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### PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

# SCHOOL COMMUNITY LIAISON WORKER

## (VIETNAMESE SPEAKING)

### OPEN RECRUITMENT

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

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

**POSTING DATE:** NOVEMBER 1, 2016

**LAST DAY TO FILE:** NOVEMBER 22, 2016 BY 5:00 P.M.

**ABOUT THE JOB:** Positions normally work 3 to 3.5 hours per day/school session. Under direction, provides bilingual liaison between the school, home and the community; provides assistance to school families who may be eligible for various community services; and performs related work as required.

**BASIC FUNCTION:** Contacts parents at their homes, in person, or by phone, to exchange information about students which will help teachers and provide information to the parents about the school and its policies and programs; works closely with school principals and school nurses to resolve student-related problems; informs parents of child progress and problems; promotes better relations among home, school, and community; makes referrals to community agencies for student and family needs, such as those relating to glasses, clothing, counseling, welfare, housing, employment, and medical care; assists parents with applications for services and transportation to appointments, as appropriate; encourages parents to attend and participate in various workshops, meetings, advisory committees and other special events at the school; translates for teachers, administrators and non-English speaking parents; maintains records of home visits and referrals made; takes home children who become ill or for other reasons cannot remain at school; attends a variety of meetings during and after working hours; may maintain immunization records and assist at clinics in translating for medical staff and non-English speaking parents or students and may perform a variety of related clerical and typing 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 any combination equivalent to one year of full-time work of practical experience in working with community service organizations, preferably in a leadership role. 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.

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

**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:** Correct English and Vietnamese, including spelling, punctuation and grammar and basic telephone and office etiquette and procedures.

**Ability to:** Understand school programs and policies; reassure parents and encourage them to participate in school activities; learn about community services available and explain them to parents; communicate effectively in the English language and Vietnamese language of the community, both in oral and written form; work cooperatively with students, parents, teachers, administrators and representatives of various community groups and agencies; learn to use computers and other standard office equipment effectively and establish and maintain office records.

**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) 663-6512 or visit our website at [www.ggusd.us](http://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 and Truck Mechanic	Promotional
9.2	Instructional Aide II – Special Education	Open
9.3	School Bus Driver Instructor	Open
9.4	Vocational Specialist	Open

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

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

**Classification Title:** Bus and Truck Mechanic

**Recruitment:** 16/05.0

**Recruitment Type:** Promotional

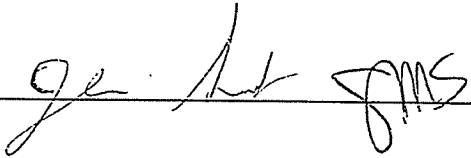
**Advertising:** GGUSD Website,  
Governmentjobs.com, Job Bulletin

**Commission Ordered Recruitment:** 09/07/2016  
**Recruitment Opened:** 08/19/2016  
**Recruitment Closed:** 09/09/2016  
**Commission Approved Eligibility Lists:** 12/07/2016  
**Eligibility List Effective Date:** 11/07/2016  
**Eligibility List Expiration Date:** 11/06/2017

Test #:	Application Screening	
1		
Applications Total:	6	Test Weight: 0%
Passed:	3	
Failed:	3	

Test #:	Performance/Oral Rating Examination	
2		
Applications Total:	3	Test Weight: 100%
Passed:	2	Test Date: 11/02/2016
Failed:	1	
	No Show: 0	

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

  
\_\_\_\_\_

Recruitment: Bus and Truck Mechanic

Recruitment # 16/05.0

Eligibility List Effective Date: 11/07/2016

Eligibility List Expiration Date: 11/06/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	29711987	90
2	17368978	85

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

**Classification Title:** Instructional Aide II – Sp. Ed.

**Recruitment:** 16/18.0

**Recruitment Type:** Open

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

**Commission Ordered Recruitment:** 10/05/2016  
**Recruitment Opened:** 09/20/2016  
**Recruitment Closed:** 10/10/2016  
**Commission Approved Eligibility Lists:** 12/07/2016  
**Eligibility List Effective Date:** 11/14/2016  
**Eligibility List Expiration Date:** 11/13/2017

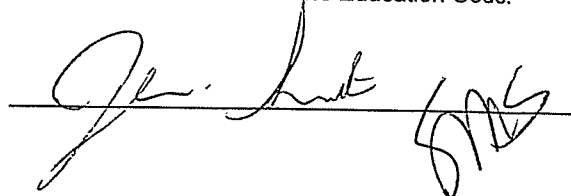
<b>Test #: 1</b>	<b>Application Screening</b>		
Applications Total: 218			Test Weight: 0%
Passed: 153	No Show: 0		
Failed: 65			

<b>Test #: 2</b>	<b>NCLB Exam</b>		
Applications Total: 144			Test Weight: 0%
Passed: 66	No Show: 63		Test Date: 10/25/2016, 10/26/2016
Failed: 15			

<b>Test #: 3</b>	<b>Multiple Choice Exam</b>		
Applications Total: 75			Test Weight: 40%
Passed: 67	No Show: 4		Test Date: 10/25/2016, 10/26/2016
Failed: 4			

<b>Test #: 4</b>	<b>Oral Rating Exam</b>		
Applications Total: 67			Test Weight: 60%
Passed: 57	No Show: 9		Test Date: 11/08/2016
Failed: 1			
Merged: 23			

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

  
 \_\_\_\_\_



Recruitment: Instructional Aide II - Special Education

Recruitment # 16/18.0

Eligibility List Effective Date: 11/14/2016

Eligibility List Expiration Date: 11/13/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	29905256	97
2	13545870	95 *
3	6599094	94
3	25272670	94
3	27051676	94
4	24361073	93
4	23653931	93
5	29990896	92
5	24534481	92 *
5	29972096	92
6	29922740	91
6	28954510	91
6	27224916	91 *
7	28359503	90 *
7	29972856	90
7	24533702	90
7	26991493	90
7	29202296	90
7	30019997	90
8	29996596	89
8	24345832	89
8	27029750	89 *
8	15018364	89
8	29993023	89
9	12811624	88
9	30037396	88
9	29903977	88
9	27084178	88 *
9	17858683	88
9	28237174	88
10	27439080	87
10	29590188	87
11	30023151	86
11	22239595	86 *
11	29907740	86
11	3939652	86 *
11	23328720	86
11	18753452	86
12	7337148	85 *

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
12	30046783	85
12	14952577	85
12	29325501	85
13	19565321	84 *
13	29304466	84
13	29865518	84
13	22776708	84 *
14	29845073	83
15	21721981	82
15	27211762	82 *
15	29710165	82 **
15	27113042	82 *
16	28336313	81
16	29979319	81
16	24912495	81
17	15057614	80
17	24346904	80
17	7093635	80 *
18	13912866	79
18	28359802	79 *
18	29836310	79
18	25468421	79
18	29917674	79
19	29851293	78
19	28677397	78
19	11544018	78
20	24370859	77
20	25926939	77 *
20	25192739	77
20	29858030	77
20	22910026	77
21	4710112	76 *
21	17642875	76 *
21	24381087	76 *
22	27123618	75 *
22	29902677	75
23	29887139	74
23	16839077	74 *
23	25903253	74 *
24	24492208	72 *
24	23231355	72

\* Merged Candidate

\*\* Veterans Points

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

**Classification Title:** School Bus Driver Instructor

**Recruitment:** 16/12.0

**Recruitment Type:** Open

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

**Commission Ordered Recruitment:** 10/05/2016

**Recruitment Opened:** 09/12/2016

**Recruitment Closed:** 09/30/2016

**Commission Approved Eligibility Lists:** 12/07/2016

**Eligibility List Effective Date:** 11/10/2016

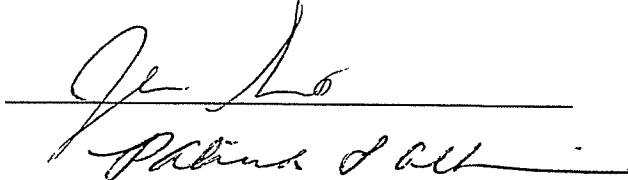
**Eligibility List Expiration Date:** 11/09/2017

Test #:	Application Screening	
Applications Total:	6	Test Weight: 0%
Passed:	4	
Failed:	2	

Test #:	Multiple Choice Examination	
Applications Total:	4	Test Weight: 40%
Passed:	2	No Show: 1
Failed:	1	Test Date: 10/21/2016

Test #:	Oral Rating Examination	
Applications Total:	2	Test Weight: 60%
Passed:	2	No Show: 0
Failed:	0	Test Date: 11/09/2016

**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.

  
\_\_\_\_\_  
Personnel Director

Recruitment: School Bus Driver Instructor

Recruitment # 16/12.0

Eligibility List Effective Date: 11/10/2016

Eligibility List Expiration Date: 11/09/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	26412308	94
2	25470885	88 *

\* Seniority Points

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

**Classification Title:** Vocational Specialist

**Recruitment:** 16/13.0

**Recruitment Type:** Open

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

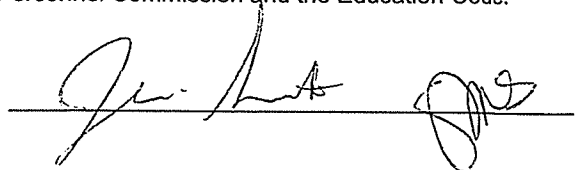
**Commission Ordered Recruitment:** 10/05/2016  
**Recruitment Opened:** 09/12/2016  
**Recruitment Closed:** 09/30/2016  
**Commission Approved Eligibility Lists:** 12/07/2016  
**Eligibility List Effective Date:** 11/04/2016  
**Eligibility List Expiration Date:** 11/03/2017

<b>Test #: 1</b>	<b>Application Screening</b>	
Applications Total:	91	Test Weight: 0%
Passed:	38	
Failed:	53	

<b>Test #: 2</b>	<b>Multiple Choice Examination</b>	
Applications Total:	38	Test Weight: 40%
Passed:	22	No Show: 16
Failed:	0	Date: 10/13/2016

<b>Test #: 3</b>	<b>Oral Rating Examination</b>	
Applications Total:	22	Test Weight: 60%
Passed:	13	No Show: 6
Failed:	3	Date: 10/26/2016

**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: Vocational Specialist

Recruitment # 16/13.0

Eligibility List Effective Date: 11/04/2016

Eligibility List Expiration Date: 11/03/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	16410807	96
2	27835214	94
3	3379251	91
4	29748388	90
4	18897730	90
5	5467618	89 *
6	20764784	88
6	2354556	88
7	13891704	87
8	29036692	85
9	2549047	76
10	13203627	74
11	5851102	72

\* Seniority Points