

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

Education Center - Fifth Floor Board Room
10331 Stanford Avenue, Garden Grove, CA
October 11, 2017 – 5:10 P.M.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADMINISTRATION AND POLICY**
 - 3.1 Director's Report
4. **MINUTES OF THE REGULAR MEETING OF SEPTEMBER 6, 2017***
5. **AUDIENCE** – This is the public's opportunity to address the Commission on items not on the agenda. The public will have an opportunity for comment on agenda items as those items are discussed.
6. **CORRESPONDENCE AND COMMUNICATIONS**
 - ⇒ Classified Personnel Report – 09/05/17
 - ⇒ Classified Personnel Report – 09/19/17
 - ⇒ Classified Personnel Report – 10/03/17
 - ⇒ CSPCA Newsletter – August 2017
7. **APPROVAL OF CLASSIFICATION ACTIONS***
 - 7.1 Classification Description Revision – Director of Business Services
 - 7.2 Classification Description Revision and Title Change – Instructional Aide II – Special Education
 - 7.3 Classification Description Revision and Title Change – Special Education Assistant
 - 7.4 Classification Description Revision and Title Change – Intensive Behavioral Instruction Assistant
 - 7.5 New Position – HVAC Technician II (Maintenance & Operations)
 - 7.6 New Position – Mechanical Maintenance Worker (Maintenance & Operations)
 - 7.7 New Position – Instructional Aide II – Special Education (Lawrence)
8. **ORDERING OF EXAMINATIONS***

8.1 Food Service Worker II	Promotional
8.2 Head Custodian I	Promotional
8.3 Instructional Aide – Bilingual Arabic	Open
8.4 School Community Liaison – Bilingual Spanish	Open
8.5 School Community Liaison – Bilingual Vietnamese	Open
9. **RATIFICATION OF ELIGIBILITY LISTS***

9.1 Associate Personnel Analyst	Open
9.2 Grounds Equipment Mechanic	Promotional
9.3 Instructional Aide – Bilingual Spanish	Open
9.4 Lead Food Service Worker	Open
10. **OTHER BUSINESS**
 - 10.1 Commissioners
 - 10.2 Next Personnel Commission Meeting

11. ADJOURNMENT OF REGULAR MEETING

***DENOTES ACTION TO BE TAKEN**

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

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

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

**10331 Stanford Avenue
Garden Grove, CA**

MINUTES

of the Meeting of
September 6, 2017

CALL TO ORDER

Commissioner Tortolano called the meeting of September 6, 2017 to order at 5:10 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

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

STAFF MEMBERS PRESENT

Ms. Joli Armitage
Ms. Suzy Seymour
Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Director Seymour shared that students returned on August 30, 2017. Student enrollment is being monitored closely due to the projected 1,500 drop in student enrollment from the 2016/2017 school year. Lower enrollment is predicted to be a trend for the coming years. Current enrollment numbers are meeting the projections but unfortunately are still lower than previous years. Student enrollment and withdrawals are constantly changing at the beginning of a school year and thus it will be another week or two before a more stable student enrollment number is determined.

Commissioner Tortolano inquired as to whether the lower enrollment is even among all grade levels Pre-K through Twelfth.

Assistant Superintendent Armitage stated that as of September 1, 2017, enrollment was 300 students below projections in grades 7-12, but over by 60 students in K-6. New updated enrollment numbers will be available on September 8, 2017.

Director Seymour stated that various neighboring school districts are also experiencing lower enrollment which is prompting them to review transfer policies. Neighboring districts may begin declining requests for students to leave their home district and attend schools in our district.

Director Seymour also stated that at the September 5, 2017 board meeting the board announced their intent to re-appoint Commissioner Flatebo for a new three year term. Her current term will be up in November 2017. Education code states that the board make their intended appointee announcement and that at a following meeting, to occur between 30 and 45 days after, the Board can then make a formal appointment.

Commissioner Tortolano inquired as to whether Commissioner Flatebo would get sworn in again to her new term.

Director Seymour stated Commissioners are getting sworn in again at the beginning of a new term.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the August 8, 2017 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

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

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 08/15/17
- 2016-17 Personnel Commission Annual Report

Director Seymour stated that the Commissioners are the first to look at a completed version of the 2016-2017 Personnel Commission Annual Report. The report format is the same as for the 2015-2016 school year. Assistant Director Smith is in charge of verifying and compiling the data required for this report.

Director Seymour requested that the Commissioners review the report and notify staff of any corrections and/or errors. Once the Commissioners approve the report, a finalized copy will be given to the Board of Education, all district departments and school sites.

Commissioner Flatebo requested to delete her biography item related to the Garden Grove Traffic Commission and to add her position as one of the Directors of the Personnel Commissions Association of Southern California. Commissioner Flatebo stated that it is nice to see a summary of all of the hard work that staff has completed over the year, to which Director Seymour also agreed.

Assistant Director Smith stated that she is very proud of her team and how successfully they have been handling the workload. She added that all applications are hand screened by at least two staff members.

Commissioner Flatebo added that, in particular, she was very impressed by the number of classification description revisions that were completed throughout the year. For future Personnel Commission Annual Reports, Commissioner Flatebo stated it would be nice to see more details/highlights on the different classification work being done and other major accomplishments.

Assistant Director Smith stated that classification description revisions are continuous and recruitment driven. District-wide classification studies are in process and will certainly be highlights on the next Annual Report. Now that Supervising Personnel Analyst Ceja is part of the team Assistant Director Smith will have more time to focus on classification studies.

APPROVAL OF CLASSIFICATION ACTIONS

7.1 Reclassification – Central Office Clerk I (Food Services)

The Food Services Department has a Central Office Clerk I position that has been assigned higher level duties and responsibilities over the last three years. Based on the study conducted by Assistant Director Smith, staff determined that the duties assigned to both the Clerical Specialist I position and the Central Office Clerk I position in the Food Services Department are similar in level of responsibility.

Commissioner Flatebo commented that the reclassification report presented by Assistant Director Smith is very clear and provides sufficient evidence to recommend the reclassification.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve that the Central Office Clerk I position (salary range 21) in the Food Services Department be reclassified to Clerical Specialist I (salary range 25) and that the incumbent be reclassified with the position, effective September 7, 2017. The motion passed 3-0.

ORDERING OF EXAMINATIONS

8.1	Construction Maintenance Supervisor	Open
8.2	Grounds Equipment Mechanic	Promotional
8.3	Instructional Aide	Promotional
8.4	Manager of Facilities	Open
8.5	Secretary I	Open

Employee Joe Ragusa stated he has received phone calls from employees objecting to the Construction Maintenance Supervisor and Secretary I recruitments being opened to the public. Mr. Ragusa stated that there are many clerical employees who would be qualified for Secretary I and so the recruitment should not be open to the public. Mr. Ragusa would like to look into how much input the CSEA chapter can provide when the determination is made to run recruitments as open or promotional. Mr. Ragusa stated that current employees are familiar with district practices and procedures whereas an external candidate needs time and training to understand the way the district runs which greatly differs from the private industry.

Director Seymour stated that she and Assistant Director Smith looked at the last couple of Secretary I recruitments. When the determination was made to run this as an open recruitment they looked at how many of our existing employees have applied, how many made it on to the eligibility list as well as those that were hired and are no longer part of the pool to re-apply. Currently there are two openings, but typically four or five candidates are hired from this eligibility list. Often times, recruitments are rotated between open and promotional based on the previous recruitment and eligibility list results.

Commissioner Flatebo made a reference to the Grounds Equipment Operator II eligibility list where of the seven candidates on the eligibility list, four of them were existing employees, which supports the idea that existing employees float to the top if truly ready and qualified to hold a higher position. Existing employees have an advantage over external candidates as they get five additional points added to their final score.

Additionally, Director Seymour stated that for Secretary I there are ten and twelve month positions. Not everyone on a list is able and willing to take on both types of positions which also plays a factor on the decision to go open or promotional. The same thought process is put into the Elementary/Intermediate School Secretary recruitments.

As for Construction Maintenance Supervisor, Director Seymour stated that many discussions were held with maintenance administrators and the former incumbent regarding the decision to go open. In looking to prior Supervisor recruitments, Director of Maintenance, Operations and Transportation Rodriguez has kept true to his word of selecting internal candidates if in the top three ranks.

Director Seymour is aware there is a pool of interested employees and knows the decision to go open has not always turned out to be the best fit for the department. The concern is that not all interested employees are ready to handle the written, verbal, management and budget skills to be successful as a supervisor even though they are great in their current classifications.

Commissioner Tortolano sympathized with Mr. Ragusa's views and understands his frustrations. She added that there is no perfect formula to running recruitments that fully satisfies everyone's views. Additionally, running recruitments as promotional closes the district off from other interested, willing and capable candidates.

CSEA President Leon stated that morale at the District Maintenance Center is low as a result of open recruitments. Mr. Leon supports hiring from within to promote current employees who have a history with the district and a proven track record.

Commissioner Franks commented that he was also going to inquire as to the reasoning behind the decision to make the Construction Maintenance Supervisor Recruitment open to the public instead of promotional. Additionally, Commissioner Franks commented that at one point all employees were external candidates.

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	Accounting Technician I	Open
9.2	Central/School Office Clerk I	Open
9.3	Electronic & Technology Support Technician	Open
9.4	Grounds Equipment Operator II	Open

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective September 6, 2017. The motion passed 3-0.

OTHER BUSINESS

10.1 Commissioners

Commissioner Tortolano inquired as to how many school sites are still without air conditioning.

Assistant Superintendent Armitage stated that currently there are nineteen elementary schools without air conditioning. There is a plan to install air conditioning in all of these schools within the next three years. All intermediate and high school sites have air conditioning.

Assistant Superintendent Armitage commented that district maintenance staff conducted a study of all school sites over a five day period during the hottest times of the year. District Maintenance staff used this data to determine the sites that stayed hottest the longest to rank the order in which air conditioning would be installed.

Commissioner Franks inquired as to whether solar panels are being looked into as a form of saving money and energy due to all schools having air conditioning in a few years.

Director Seymour stated that the Office of Business Services is tracking rebates and incentives on solar panels but we are not yet at a point where solar panels would make financial sense.

Commissioners Tortolano and Franks attended the newly renovated Don Wash Auditorium at Garden Grove High School on August 25, 2017.

Director Seymour stated that Don Wash Auditorium used to remain closed during the summers due to the lack of air conditioning but now that it has been installed it will be booked during the summer for all types of events.

Commissioner Tortolano commented that she is looking forward to attending the Michael A. Monsoor dedication ceremony at the new renovated stadium at Garden Grove High School on September 8, 2017.

The date of the next regular meeting of the Personnel Commission will be Wednesday, October 4, 2017 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:38 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: Maribel Cantoran

AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS

CORRESPONDENCE AND COMMUNICATIONS

- ⇒ Classified Personnel Report – 09/05/17
- ⇒ Classified Personnel Report – 09/19/17
- ⇒ Classified Personnel Report – 10/03/17
- ⇒ CSPCA Newsletter – August 2017

Report No. 09/05/17-2
Action Taken ✓
As Recommended ✓
With Revisions _____
With Addendum _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 09/05/17-2

EMPLOY

Noon Duty Supervisors
Regular
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Increase/Decrease
Promotions
Reclassifications
Working Out of Class

It is recommended that the Board approve actions as listed in Board Report No. 09/05/17-2.

On motion of Trustee Harden, seconded by Trustee Muneton, and unanimously carried, the Board of Education approved actions relating to classified personnel, as recommended in Report No. 09/05/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/5/2017

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

Noon Duty Supervisors

Alvarez Ortega, Martha M	Noon Duty Supervisor		\$13.09	Heritage		08/30/17
<u>Regular</u>						
Aguilar Aranda, Giovanni	Custodian - Swing	25/1	\$21.94	Patton		08/30/17
Bennett, Mandy M	Intensive Behavioral Instr. Asst.	23/3	\$23.05	Special Education		08/30/17
Elizalde, Justin A	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		08/30/17
Fischer, Adriana M	Instructional Aide II - Special Ed.	19/2	\$19.88	Hill		08/30/17
Germano, Laura F	Instructional Aide II - Special Ed.	19/2	\$19.88	Parkview		08/30/17
Gonzalez-Silva, Mireya	Instructional Aide II - Special Ed.	19/2	\$19.88	Marshall		08/30/17
Jarnutowski, Katie N	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		08/30/17
Jesri, Dania S	Instructional Aide II - Special Ed.	19/2	\$19.88	Los Amigos		08/30/17
Lopez, Rogelio	Custodian	25/1	\$21.94	Cook		08/30/17
Medina, Cecilia A	Instructional Aide II - Special Ed.	19/2	\$19.88	Gilbert		08/30/17
Nguyen, Benjamin D	Clerical Specialist I	25/1	\$3,802.00	K-12 Educational Services		09/05/17
Odem, Andrea N	Instructional Aide II - Special Ed.	19/2	\$19.88	Violette		08/30/17
Ortiz, Angel J	Custodian	24/1	\$21.40	Sunnyside		08/30/17
Pham, Danthu N	Instructional Aide	15/2	\$18.01	Carver ECEC		08/30/17
Pham, Isabel D	Instructional Aide II - Special Ed.	19/2	\$19.88	Marshall		08/30/17
White-Sanders, Lauren	Custodian - Swing	25/1	\$21.94	Clinton Corner		08/30/17
ZambranaShields, Patricia	Library Media Technician I	18/2	\$19.39	Lawrence		08/30/17

Substitutes

Chavez, Eduardo A	Sub Food Service Worker		\$13.65	Varies		08/29/17
Chu, Giao N	Sub Instructional Aide		\$13.99	Clinton Corner		08/30/17
Deaquino, Veronica	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Fajardo-Salcedo, Diana	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Garcia, Connie E	Sub Instructional Aide		\$13.99	Clinton Corner		08/30/17
Gutierrez, Art	Sub Delivery Truck Driver		\$19.78	Warehouse		08/04/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/5/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Hernandez, Joyce M	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Le, Chelsey K	Sub Instructional Aide		\$13.99	Clinton Corner		08/30/17
Lemmon, Sabrina K	Sub Noon Duty Supervisor		\$13.09	Cook		08/30/17
Oberacker, Trisha R	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Sojourney, Candice M	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Tomuta, Bianca	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Tran, Christopher B	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Tran, Duyen N	Sub Instructional Aide		\$13.99	Clinton Corner		08/30/17
Temporary						
Abarca, Joceline	Tutor		\$14.00	Irvine		08/30/17
Acevedo, Martin	Tutor		\$14.00	Santiago		08/30/17
Adling, Bailey A	Tutor		\$14.00	Pacifica		08/30/17
Aguilar, Nayely	Tutor		\$14.00	Fitz		08/30/17
Aguilera, Bernice A	Student Worker		\$10.50	Santiago		08/30/17
Alcantara, Lorena G	Tutor		\$14.00	Lake		08/30/17
Almeida, Aldo Y	Tutor		\$14.00	Rancho Alamitos		08/30/17
Apt, Daniel A	Tutor		\$14.00	Alamitos		08/30/17
Apt, Daniel A	Tutor		\$14.00	Rancho Alamitos		08/30/17
Arriola, Samuel	Tutor		\$14.00	Bolsa Grande		08/30/17
Avila Sanchez, Jose J	Tutor		\$14.00	Santiago		08/30/17
Bailon Arroyo, Rishel K	Tutor		\$14.00	Santiago		08/30/17
Bautista Moyano, Alexis R	Tutor		\$14.00	Santiago		08/30/17
Brannon, Shane H	Tutor		\$14.00	Bell		08/30/17
Campero Larios, Leticia	Tutor		\$14.00	Pacifica		08/30/17
Cendejas, Alejandro	Tutor		\$14.00	Bolsa Grande		08/30/17
Chamu Castro, Diego	Tutor		\$14.00	Santiago		08/30/17
Chau, Tommy N	Student Worker		\$10.50	Pacifica		08/30/17
Cortez, Yajhaira	Tutor		\$14.00	Rancho Alamitos		08/30/17
Cruz, Jazmin T	Tutor		\$14.00	Santiago		08/30/17
Cruz, Karen	Tutor		\$14.00	K-12 Educational Services		08/09/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/5/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Dang, Amy P	Tutor		\$14.00	McGarvin		08/30/17
Davalos, Christopher O	Tutor		\$14.00	Jordan		08/30/17
Do, Ivy T	Tutor		\$14.00	Garden Grove		08/30/17
Dorn, Charisa I	Tutor		\$14.00	Pacifica		08/30/17
Du, Brian G	Tutor		\$14.00	Pacifica		08/30/17
Elizarraras-Trejo, Thalia	Tutor		\$14.00	Walton		08/30/17
Escobar, Sergio	Tutor		\$14.00	Fitz		08/30/17
Figueroa, Jackelyn	Tutor		\$14.00	Santiago		08/30/17
Flores-Tinajero, Adriana	Tutor		\$14.00	Irvine		08/30/17
Godinez, Jennifer M	Tutor		\$14.00	Pacifica		08/30/17
Guardado, Selena L	Tutor		\$14.00	Lake		08/30/17
Gutierrez, Ahlize M	Tutor		\$14.00	Santiago		08/30/17
Gutierrez, Jorge	Tutor		\$14.00	Rancho Alamitos		08/30/17
Gutierrez, Jose O	Tutor		\$14.00	Santiago		08/30/17
Guzman, Yuridia J	Tutor		\$14.00	Santiago		08/30/17
Habil, Gina	Tutor		\$14.00	Bolsa Grande		08/30/17
Hernandez, Jonathan C	Tutor		\$14.00	Fitz		08/30/17
Huynh, Jenny N	Tutor		\$14.00	Alamitos		08/30/17
Huynh, June T	Student Worker		\$10.50	La Quinta		08/30/17
Huynh, Khoa T	Tutor		\$14.00	Irvine		08/30/17
Huynh, Quan T	Tutor		\$14.00	Bolsa Grande		08/30/17
Jimenez, Jose A	Tutor		\$14.00	Walton		08/30/17
Johnson, Rachel E	Tutor		\$14.00	Bell		08/30/17
Jones, Korinna C	Tutor		\$14.00	Lake		08/30/17
Kaur, Gurpreet	Tutor		\$14.00	Bolsa Grande		08/30/17
Lam, Vy P	Tutor		\$14.00	La Quinta		08/30/17
Le, Derek C	Tutor		\$14.00	La Quinta		08/30/17
Le, Mindy	Tutor		\$14.00	McGarvin		08/30/17
Le, Thanh T	Student Worker		\$10.50	La Quinta		08/30/17
Lopez-Colin, Alyson	Tutor		\$14.00	Rancho Alamitos		08/30/17
Luna, Alejandrina	Tutor		\$14.00	Ralston		08/30/17
Luu, Sharon	Tutor		\$14.00	Garden Grove		08/30/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/5/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Maldonado, Yarezi R	Student Worker		\$10.50	Pacifica		08/30/17
Marquez, Priscilla M	Tutor		\$14.00	Garden Grove		08/30/17
Martinez, Evelyn	Tutor		\$14.00	Garden Grove		08/30/17
McNamara, Meghan C	Tutor		\$14.00	Lake		08/30/17
Mendoza, Christina D	Tutor		\$14.00	Garden Grove		08/30/17
Meneses, Jocelin	Tutor		\$14.00	Santiago		08/30/17
Montano, Chelsea F	Tutor		\$14.00	Santiago		08/30/17
Montero Chirino, Kimberly	Tutor		\$14.00	Garden Grove		08/30/17
Morales Mora, Alejandra S	Tutor		\$14.00	La Quinta		08/30/17
Morales, Adolfo	Tutor		\$14.00	Rancho Alamitos		08/30/17
Myers, Timothy P	Tutor		\$14.00	Bell		08/30/17
Nava, Ashlie	Tutor		\$14.00	Garden Grove		08/30/17
Ngo, Richard Q	Student Worker		\$10.50	Pacifica		08/30/17
Nguyen, Derick D	Tutor		\$14.00	Ralston		08/30/17
Nguyen, Hao N	Student Worker		\$10.50	Bolsa Grande		08/30/17
Nguyen, Vincent N	Student Worker		\$10.50	Bolsa Grande		08/30/17
Ocampo, Dennis	Tutor		\$14.00	Bolsa Grande		08/30/17
Padilla, Alejandra G	Tutor		\$14.00	Ralston		08/30/17
Palafox, Emely L	Tutor		\$14.00	Alamitos		08/30/17
Palma-Mora, Lizbeth	Tutor		\$14.00	Ralston		08/30/17
Perez, Jacqueline	Tutor		\$14.00	Ralston		08/30/17
Perez, Jacqueline	Tutor		\$14.00	K-12 Educational Services		08/18/17
Pesak, Cassidy F	Tutor		\$14.00	Fitz		08/30/17
Phung, Hang T	Tutor		\$14.00	Garden Grove		08/30/17
Portillo Blancas, Orbelin	Tutor		\$14.00	Bolsa Grande		08/30/17
Pulido, Jocelyn V	Student Worker		\$10.50	Los Amigos		08/30/17
Ramirez, Michelle	Tutor		\$14.00	Garden Grove		08/30/17
Rangel, Alejandro R	Tutor		\$14.00	Walton		08/30/17
Reeser, Jessica L	Tutor		\$14.00	Garden Grove		08/30/17
Reyes, Lizeth V	Tutor		\$14.00	Pacifica		08/30/17
Reyna Ramirez, Maria	Tutor		\$14.00	Fitz		08/30/17
Rios, Armando	Tutor		\$14.00	Rancho Alamitos		08/30/17
			\$14.00	Irvine		08/30/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/5/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Rodriguez, Christopher J	Tutor		\$14.00	Garden Grove		08/30/17
Rodriguez, Mitzy S	Tutor		\$14.00	Los Amigos		08/30/17
Salazar, Leslie M	Tutor		\$14.00	Irvine		08/30/17
Sanchez, Ivan	Tutor		\$14.00	Los Amigos		08/30/17
Sanchez-Hdz., Michael	Tutor		\$14.00	Alamitos		08/30/17
Santana, David J	Tutor		\$14.00	Lake		08/30/17
Santana, Timoteo	Tutor		\$14.00	Lake		08/30/17
Sears, Joseph D	Tutor		\$14.00	Bolsa Grande		08/30/17
Sierra, Elizabeth M	Tutor		\$14.00	Bolsa Grande		08/30/17
Snyder, Shannon G	Tutor		\$14.00	Bolsa Grande		08/30/17
Takayama, Tea N	Student Worker		\$10.50	Pacifica		08/30/17
Tang, Ida	Tutor		\$14.00	Garden Grove		08/30/17
Taylor, John D	Tutor		\$14.00	Rancho Alamitos		08/30/17
Tran, Alvin	Tutor		\$14.00	Alamitos		08/30/17
Tran, Jimmy N	Tutor		\$14.00	Lake		08/30/17
Tran, Julie	Tutor		\$14.00	Bolsa Grande		08/30/17
Tran, Linda D	Tutor		\$14.00	Los Amigos		08/30/17
Tran, Linhna P	Tutor		\$14.00	Rancho Alamitos		08/30/17
Tran, Mindy V	Tutor		\$14.00	Jordan		08/30/17
Tran, Phuc	Tutor		\$14.00	Bolsa Grande		08/30/17
Trejo, Connie M	Tutor		\$14.00	Fitz		08/30/17
Trinh, Julie N	Tutor		\$14.00	Garden Grove		08/30/17
Truong, Christopher K	Tutor		\$14.00	Bolsa Grande		08/30/17
Truong, Vincent T	Tutor		\$14.00	Walton		08/30/17
Urias, Alina	Tutor		\$14.00	Bolsa Grande		08/30/17
Valenzuela, Frank	Tutor		\$14.00	Rancho Alamitos		08/30/17
Vo, Eric M	Tutor		\$14.00	Jordan		08/30/17
Vu, Nguyen T	Student Worker		\$10.50	Bolsa Grande		08/30/17
Walker, Chance M	Tutor		\$14.00	Ralston		08/30/17
Yanes, Email J	Tutor		\$14.00	Walton		08/30/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/5/2017

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

Requests

Beltran, Bertha	Instructional Aide - Bil Spanish			Excelsior	Paid medical leave	08/30/17 10/09/17
Busatto, Erin	Intensive Behavioral Instr. Asst.			Carver ECEC	Pregnancy disability leave	07/15/17 09/04/17
Castaneda, Alondra	Instructional Aide II - Special Ed.			Mark Twain	Unpaid leave	08/30/17 12/03/17
Clark, Susan C	School Office Clerk I			Irvine	Extend paid medical leave	08/17/17 10/03/17
Do, Catalina B	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	08/30/17 11/28/17
Douangmalai, Sengaroun	Mechanic's Helper			Transportation	Parental bonding leave	08/31/17 10/01/17
Estrada Valencia, Elizabeth	Sch-Comm Liaison - Bil Span			Peters 4-6	Parental bonding leave	10/04/17 01/21/18
Fagel, Veronica	School Office Clerk II			Garden Grove	Extend unpaid leave	07/14/17 08/16/17
Hernandez, Karina	Custodian - Swing			Ralston	Paid medical leave	07/31/17 08/27/17
Karrow, Brian	Custodian			La Quinta	Extend paid medical leave	08/17/17 08/31/17
Santacruz, Clara	School Office Clerk II			Pacifica	Extend paid medical leave	08/17/17 08/29/17
Virgin, Cesar	Head Custodian I			Post	Parental bonding leave	07/19/17 07/31/17

RESIGNATIONS/RETIREMENTS

Resignations

Alfaro, Erika G	Sch-Comm Liaison - Bil Span			Simmons		06/20/17
Anguiano, Hilda L	Instructional Aide - Bil Spanish			Eisenhower		06/21/17
Diaz, Thalia	Instructional Aide II - Special Ed.			Violette		08/15/17
Dinh, Peter	Intensive Behavioral Instr. Asst.			Special Education		06/20/17
Gonzalez, Ruth E	Instructional Aide II - Special Ed.			Parkview		06/20/17
Hernandez, Joyce M	Instructional Aide II - Special Ed.			Paine		06/21/17
Huggett, Irene V	Instructional Aide			Brookhurst		06/20/17
Kwan, Albert	Programmer Analyst			Information Technology		09/04/17
Ly, Ha T	Sch-Comm Liaison - Bil Viet			Stanley		08/22/17
Navarro, Patricia M	Food Service Worker II			Bolsa Grande		08/01/17
Nguyen, Christopher G	Food Service Worker I			Bolsa Grande		08/23/17
Nguyen, Ha T	Sch-Comm Liaison - Bil Viet			Hazard		08/04/17
Nguyen, Rosa	Sch-Comm Liaison - Bil Viet			Bryant		08/29/17
Palotai, Ester S	Health Assistant			Garden Park		08/28/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/5/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Perez, Theresa L	Noon Duty Supervisor/CL			Paine		06/20/17
Pham, Thao	Instructional Aide - Bil Viet			Carrillo		08/07/17
Puentes, Margaret B	Library Media Technician I			Excelisior		06/21/17
Saldivar, Armando	Instructional Aide II - Special Ed.			Rancho Alamitos		08/16/17
Sanchez, Vanessa E	Intensive Behavioral Instr. Asst.			Carver ECEC		08/17/17
Selvon, Jean	Technology Assistant			Hazard		08/07/17
Tajon, Mark T	Technology Assistant			Stanford		08/21/17
Tomuta, Bianca	Instructional Aide II - Special Ed.			Los Amigos		06/20/17
Tong, Alyson M	Instructional Aide II - Special Ed.			Carver ECEC		07/28/17
Torres, Brittany L	Intensive Behavioral Instr. Asst.			Special Education		08/29/17
Tran, Michael D	Instructional Aide II - Special Ed.			Rancho Alamitos		08/01/17
Truong, Lisa N	Intensive Behavioral Instr. Asst.			Special Education		08/01/17

Retirements

Cheeks, Susan	Elementary School Secretary			Simmons		09/29/17
Flores, Rebecca	Central Office Clerk I			Food Service Department		10/20/17

CHANGE IN ASSIGNMENT

Increase/Decrease

Banuelos, liliani N	Intensive Behavioral Instr. Asst.	23/5	\$4,520.00	Special Education	Increase from 32.5 to 40 hours per week	08/30/17
Dang, Tho T	Translator-Interpreter-Bil Viet	26/5	\$5,051.00	A.R.C.	Increase from 17.5 to 40 hours per week	08/18/17
Houghtaling, Cheyenne D	Instructional Aide II - Special Ed.	19/5	\$23.40	Walton	Increase from 17.5 to 29 hours per week	08/30/17
Nguyen, Agnes H	Instructional Aide - Bil Viet	15/5	\$22.83	Murdy	Increase from 7.5 to 15 hours per week	08/30/17
Prentice, Danielle P	Intensive Behavioral Instr. Asst.	23/4	\$4,302.00	Special Education	Increase from 32.5 to 40 hours per week	08/30/17

Promotions

Delamora, Edgar	Network Analyst	47/2	\$7,111.00	Information Technology	From Network Technician	08/14/17
Pin, Vasna	Intensive Behavioral Instr. Asst.	23/4	\$24.82	Special Education	From Instructional Aide II - Special Education	08/30/17

Reclassifications

Brown, Sarah A	Instructional Aide II - Special Ed.	19/5	\$23.62	Sunnyside	From Instructional Aide I - Special Education	08/30/17
Williams-Dill, Sandi	Instructional Aide II - Special Ed.	19/5	\$24.82	Enders	From Instructional Aide I - Special Education	08/30/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/5/2017

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

Bodozian, Nvard	Lead Food Service Worker	17/4	\$21.94	Hill	From Food Service Worker I	08/29/17
Covy, Carla R	Lead Food Service Worker	17/4	\$21.40	Enders	From Food Service Worker I	08/29/17
Ling, Hsiu M	Lead Food Service Worker	17/4	\$21.94	Anthony	From Food Service Worker I	08/29/17
Munoz, Lilia	Cook-Baker	21/2	\$21.40	Bell	From Food Service Worker I	08/28/17
Murad, Mariette A	Lead Food Service Worker	17/4	\$21.40	Faylane	From Food Service Worker I	08/29/17
Oliva, Mayra Y	Lead Food Service Worker	17/4	\$21.94	Crosby	From Food Service Worker I	06/02/17
Rodart, Lucia G	Cook-Baker	21/2	\$21.40	Bell	From Food Service Worker I	06/12/17

Report No. 09/19/17-2
Action Taken ✓
As Recommended ✓
With Revisions _____
With Addendum _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 09/19/17-2

EMPLOY

Employee Contractors
Noon Duty Supervisors
Regular
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations

CHANGE IN ASSIGNMENT

Promotions
Working Out of Class

It is recommended that the Board approve actions as listed in Board Report No. 09/19/17-2.

On motion of Trustee Harden, seconded by Trustee Rocco, and
unanimously passed, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 09/19/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/19/2017

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

Employee Contractors

Bellavoine, Brigitte M	Employee Contractor			Rancho Alamitos	HOURLY - Accompanist for music class, concerts, dress rehearsals, festivals and events; not to exceed 400 hours	09/05/17 06/15/18
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Noon Duty Supervisors

Leigh, Ann M	Noon Duty Supervisor/CL		\$13.09	Woodbury		08/30/17
Torres, Eva M	Noon Duty Supervisor		\$13.09	Hazard		08/30/17
Vargas Rea, Diana	Noon Duty Supervisor		\$13.09	Russell		08/30/17

Regular

Aguilar, Jorge A	Groundskeeper/Gardener	26/1	\$3,897.00	District Maintenance Center		09/05/17
Baker, Derek J	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		08/30/17
Caudillo, Sixtos V	Groundskeeper/Gardener	26/1	\$3,897.00	District Maintenance Center		08/28/17
Cisneros, Frank A	Campus Safety Assistant	17/2	\$18.92	La Quinta		08/30/17
Deaquino, Veronica	Instructional Aide II - Special Ed.	19/2	\$19.88	Violette		08/30/17
Dunkle, Whitney A	Instructional Aide II - Special Ed.	19/2	\$19.88	Pacifica		08/30/17
Garcia, Angelica S	Instructional Aide II - Special Ed.	19/2	\$19.88	Pacifica		09/05/17
Leon, Benedita	Instructional Aide - Bil Spanish	15/2	\$18.01	Doig		08/31/17
Martinez, Darah	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		08/30/17
Payan De Munoz, Paola	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		08/30/17
Pizarro, Holly	Instructional Aide II - Special Ed.	19/2	\$19.88	Lawrence		09/11/17
Sojourney, Candice M	Instructional Aide II - Special Ed.	19/2	\$19.88	Rancho Alamitos		08/30/17
Trapp, Alisha N	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		08/30/17

Substitutes

Arguelles, Crystal A	Sub Bus Driver		\$18.82	Transportation		08/23/17
Bradford, Breenae L	Sub Food Service Worker		\$13.65	Varies		08/29/17
Contreras, Karina	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Guzman, Evelyn	Sub Bus Driver		\$18.82	Transportation		08/23/17
Hernandez, Daniel	Sub Food Service Worker		\$13.65	Varies		08/29/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/19/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Jaime, Tiffany A	Sub Food Service Worker		\$13.65	Varies		08/29/17
Le, Trinh N	Sub Food Service Worker		\$13.65	Varies		08/29/17
Luong, Nguyen Thao T	Sub Instructional Aide		\$13.99	Clinton Corner		08/30/17
Macarthur, Cristin J	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Mtz. De Ocampo, Bertha	Sub Food Service Worker		\$13.65	Varies		08/30/17
Pizarro, Holly	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Rizo, Margarita	Sub Noon Duty Supervisor		\$13.09	Cook		08/30/17
Saldivar, Armando V	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Sanchez, Vanessa E	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		08/30/17
Scrimpsner, Morgan N	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		08/30/17
Thomas, Sarah M	Sub Bus Driver		\$18.82	Transportation		08/29/17
Torres, Brittany L	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		08/30/17
Temporary						
Alcazar, Juan C	Tutor		\$14.00	Los Amigos		08/30/17
Barriga Campuzano, Jorge	Tutor		\$14.00	Doig		08/30/17
Cao, Bang V	Tutor		\$14.00	Bolsa Grande		08/30/17
Castro, Jose M	Tutor		\$14.00	Santiago		09/07/17
Cervantes, Kevin	Tutor		\$14.00	Doig		08/30/17
Chavez, Karina	Tutor		\$14.00	Walton		08/30/17
Cielo Medina, Maria G	Tutor		\$14.00	Doig		08/30/17
Cruz Dzidz, Carlos	Tutor		\$14.00	Doig		08/30/17
Dandan, Princess D	Tutor		\$14.00	Los Amigos		08/30/17
Davila, Isaac	Tutor		\$14.00	Los Amigos		08/30/17
Delgado, Richard M	Tutor		\$14.00	Doig		08/30/17
Dominguez Reyna, Carlos	Tutor		\$14.00	Los Amigos		08/30/17
Escobar, Katie	Tutor		\$14.00	K-12 Educational Services		08/29/17
Guerrero Hdz., Rafael	Tutor		\$14.00	Santiago		08/30/17
Gutierrez, Sierra A	Tutor		\$14.00	Walton		08/30/17
Her, Pachi Y	Tutor		\$14.00	Jordan		08/30/17
Hernandez, Bryan M	Tutor		\$14.00	Santiago		08/30/17
Ho, Bao H	Tutor		\$14.00	Bolsa Grande		08/30/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/19/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Hoang, Tran B	Tutor		\$14.00	K-12 Educational Services		08/29/17
Huynh, Helena H	Tutor		\$14.00	Alamitos		08/30/17
Jimenez, Zayra J	Tutor		\$14.00	Walton		08/30/17
Le, Aby T	Tutor		\$14.00	Los Amigos		08/30/17
Le, Jennifer	Tutor		\$14.00	Doig		08/30/17
Le, Theresa	Tutor		\$14.00	La Quinta		08/30/17
Loya Ruiz, Marieni	Tutor		\$14.00	Los Amigos		08/30/17
Loyola, Sarai	Tutor		\$14.00	La Quinta		08/30/17
Martinez, Alondra	Tutor		\$14.00	Los Amigos		08/30/17
Medina, Anthony	Tutor		\$14.00	Garden Grove		08/30/17
Murillo, Abraham	Tutor		\$14.00	Santiago		08/30/17
Najera, Iris B	Tutor		\$14.00	Los Amigos		08/30/17
Nevarez, Maria K	Tutor		\$14.00	Doig		08/30/17
Nguyen, An B	Tutor		\$14.00	K-12 Educational Services		08/30/17
Nguyen, Christy T	Tutor		\$14.00	La Quinta		08/30/17
Nguyen, Darren	Tutor		\$14.00	McGarvin		08/30/17
Nguyen, Geneva U	Tutor		\$14.00	La Quinta		08/30/17
Nguyen, Jamie	Tutor		\$14.00	La Quinta		08/30/17
Nguyen, Krystal L	Tutor		\$14.00	La Quinta		08/30/17
Nguyen, Minh	Tutor		\$14.00	La Quinta		08/30/17
Nguyen, Teresa T	Tutor		\$14.00	K-12 Educational Services		08/24/17
Pacheco, Rosie E	Central Office Clerk I	21/3	\$23.62	Food Service Department	Temporary additional assignment	08/30/17
Palacios Chavelas, Ana A	Tutor		\$14.00	Santiago		08/30/17
Perdomo, Daniel	Tutor		\$14.00	La Quinta		08/30/17
Perez, Angel R	Tutor		\$14.00	Los Amigos		08/30/17
Perez, Lisa L	Tutor		\$14.00	Irvine		08/30/17
Perez-Duran, Selena	Tutor		\$14.00	La Quinta		08/30/17
Pham-Tran, Henry H	Tutor		\$14.00	Bolsa Grande		08/30/17
Ramirez, Raquel	Tutor		\$14.00	Los Amigos		08/30/17
Rivera, Emily	Tutor		\$14.00	Santiago		08/30/17
Ruiz, Angel	Tutor		\$14.00	Doig		08/30/17
Sanchez Gujjosa, Yareli	Tutor		\$14.00	Los Amigos		08/30/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/19/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Silva Alvarado, Jonathan	Tutor		\$14.00	Alamitos		08/30/17
Sosa, Steve J	Tutor		\$14.00	K-12 Educational Services		08/24/17
Tlaxcalteca, Jessica	Tutor		\$14.00	Santiago		08/30/17
Tran, Jimmy N	Tutor		\$14.00	McGarvin		08/30/17
Tran, Rachel	Tutor		\$14.00	McGarvin		08/30/17
Tran, Teague T	Tutor		\$14.00	La Quinta		08/30/17
Valdez, Selina E	Tutor		\$14.00	Bolsa Grande		09/07/17
Vazquez, Gerardo	Tutor		\$14.00	Los Amigos		08/30/17
Victor, Joselyn M	Tutor		\$14.00	Doig		08/30/17
Vo, Angel L	Tutor		\$14.00	La Quinta		08/30/17
Vo, Galen	Tutor		\$14.00	La Quinta		08/30/17
Vu, Andrew	Tutor		\$14.00	La Quinta		08/30/17
Vu, Cindy K	Tutor		\$14.00	La Quinta		08/30/17
Vu, Timothy	Tutor		\$14.00	Los Amigos		08/30/17
Yang, Dzeehlue A	Tutor		\$14.00	Santiago		08/30/17

LEAVES

Requests

Bentley, Lilian	Instructional Aide			Bryant	Paid medical leave	09/15/17
Bonnema, Carol J	Instructional Aide I - Special Ed.			Bryant	Paid medical leave	08/30/17
Brannen, Winifred A	Food Service Worker I			Warren	Pregnancy disability leave	08/29/17
Carr, Kenneth	Head Custodian I			Morningside	Paid medical leave	06/29/17
Cazares, Carlos	Delivery Truck Driver			Warehouse	Paid medical leave	07/12/17
Cook, Michael J	Bus-Truck Mechanic			Transportation	Paid medical leave	07/17/17
Gomez, Alid	Breakfast Worker			Food Service Department	Paid medical leave	08/29/17
Hernandez, Karina	Custodian - Swing			Ralston	Extend paid medical leave	08/28/17
Kayano, Trudy	Secretary III			Personnel	Intermittent family care leave	08/17/17
McIver, Jana	Accounting Technician I			Business Office	Intermittent family care leave	08/17/17
Morris, Virginia	Cook-Baker			Food Service Department	Extend paid medical leave	08/28/17
Paredes, Diana R	Instructional Aide I - Special Ed.			Eisenhower	Pregnancy disability leave	08/26/17
Pegueros, Mark	Custodian - Swing			Russell	Paid medical leave	06/27/17
Peterson, Jonathan	Network Technician			Information Technology	Military leave	10/01/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/19/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Ramirez, Adela	Instructional Aide			Clinton Corner	Extend paid medical leave	07/03/17 08/29/17
Reagan, Nichole	Instructional Aide II - Special Ed.			Lake	Extend parental bonding leave	08/30/17 09/19/17
Rosales, Deanna L	Instructional Aide II - Special Ed.			Paine	Parental bonding leave	08/30/17 11/28/17
Silva, Rafael	Custodian - Swing			Santiago	Paid medical leave	07/08/17 01/31/18
Singh, Tony R	Building Maintenance Worker			Bolsa Grande	Paid medical leave	07/28/17 08/13/17
Thompson, Andrea S	Instructional Aide II - Special Ed.			Fitz	Pregnancy disability leave	08/30/17 09/27/17
Tran, Hanh	Sch-Comm Liaison - Bil Viet			Carrillo	Parental bonding leave	08/30/17 11/07/17
Vargas, Jazmin	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	08/30/17 10/11/17
Willson, Kent	Delivery Truck Driver			Warehouse	Parental bonding leave	08/09/17 09/10/17
Wilson, Deborah L	Instructional Aide I - Special Ed.			Doig	Paid medical leave	08/30/17 11/29/17
<u>RESIGNATIONS/RETIREMENTS</u>						
<u>Resignations</u>						
Nguyen, An V	Sch-Comm Liaison - Bil Viet			Hare		08/28/17
Nguyen, Annie B	Instructional Aide II - Special Ed.			Post		08/29/17
Woodall, Alex L	Technology Assistant			Russell		08/14/17
<u>CHANGE IN ASSIGNMENT</u>						
<u>Promotions</u>						
Gomez, Daniel R	Lead Groundskeeper/Gardener	30/2	\$4,520.00	District Maintenance Center	From Groundskeeper/Gardener	08/25/17
Lynch, Sean T	Grounds Equipment Operator II	31/1	\$4,409.00	District Maintenance Center	From Groundskeeper/Gardener	08/28/17
Ramirez, Modesto E	Custodian - Swing	25/2	\$4,197.00	Pacifica	From Campus Safety Assistant	08/17/17
Ramos, Linda M	School Office Clerk II	23/3	\$3,995.00	Fitz	From Health Assistant	08/28/17
<u>Working Out of Class</u>						
Adling, Carrie A	Central Office Clerk I	21/2	\$20.88	Food Service Department	From Food Service Worker I	08/30/17
Cordon, Yesenia D	School Bus Delegated Trainer	28/5	\$5,113.00	Transportation	From Bus Driver	08/28/17
Gonzalez, Antonio F	Grounds Equipment Mechanic	35/1	\$4,867.00	District Maintenance Center	From Groundskeeper/Gardener	07/01/17
Graham, Debra J	School Bus Delegated Trainer	28/5	\$31.34	Transportation	From School Bus Driver	08/30/17
Heil, Stella	School Bus Delegated Trainer	28/5	\$30.24	Transportation	From Bus Driver	08/30/17
Hughes, Emily R	Buyer	32/4	\$5,241.00	Business Office	From Assistant Buyer	07/01/17
Orozco, Lydia M	Central Office Clerk I	21/2	\$21.40	Food Service Department	From Food Service Worker I	08/30/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

9/19/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Radmer, Rita J	Elementary School Secretary	30/2	\$28.08	Warren	From School Office Clerk I	08/10/17
Solis, Marie I	Food Service Worker II	18/3	\$20.37	Bolsa Grande	From Food Service Worker I	08/28/17
Stubbs, Suzanne J	Central Office Clerk I	21/1	\$19.88	Food Service Department	From Food Service Worker I	08/30/17
Young, Tina A	School Bus Delegated Trainer	28/5	\$30.99	Transportation	From School Bus Driver	08/30/17

Report No.	10/03/17-2
Action Taken	<input checked="" type="checkbox"/>
As Recommended	<input checked="" type="checkbox"/>
With Revisions	<input type="checkbox"/>
With Addendum	<input type="checkbox"/>

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 10/03/17-2

EMPLOY

Regular
Reinstate/Reemploy
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Increase/Decrease
Promotions
Working Out of Class

It is recommended that the Board approve actions as listed in Board Report No. 10/03/17-2.

On motion of Trustee Dina Nguyen seconded by Trustee Rocco, and
unanimously carried, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 10/03/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/3/2017

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

Regular

Antunez Rojas, Daniel	Technology Assistant	18/1	\$18.46	La Quinta		09/25/17
Bui, Brian D	Instructional Aide II - Special Ed.	19/2	\$19.88	Irvine		09/25/17
Bui, Cindy N	Instructional Aide - Bil Viet	15/2	\$18.01	Rancho Alamitos		09/18/17
Carrera, Cathy J	Food Service Worker I	13/2	\$17.13	Rancho Alamitos		09/08/17
Diaz, Ricardo E	Instructional Aide II - Special Ed.	19/2	\$19.88	La Quinta		09/25/17
Fajardo-Salcedo, Diana	Instructional Aide II - Special Ed.	19/2	\$19.88	Warren		09/08/17
MacArthur, Cristin J	Instructional Aide II - Special Ed.	19/2	\$19.88	Parkview		09/19/17
Nguyen, Dang Khoa V	Mechanical Maintenance Worker	30/1	\$4,302.00	District Maintenance Center		09/18/17
Ojeda, Luiz R	Instructional Aide II - Special Ed.	19/2	\$19.88	Bolsa Grande		09/28/17
Quan, Diana	Instructional Aide - Bil Viet	15/2	\$18.01	Bolsa Grande		09/18/17
Quiroz, Dianne	Instructional Aide II - Special Ed.	19/2	\$19.88	Hill		09/14/17
Ramos, Derek L	Custodian - Swing	25/1	\$3,802.00	Garden Grove		09/19/17
Salman, Fredrick J	Instructional Aide II - Special Ed.	19/2	\$19.88	Newhope		09/11/17
Santiago, Madeline	Custodian - Swing	25/1	\$3,802.00	Garden Grove		09/13/17
Uytiepo, Ma M	Accounting Technician I	29/1	\$4,197.00	Business Office		09/28/17
Velasco, Paola C	Instructional Aide II - Special Ed.	19/2	\$19.88	Marshall		09/11/17
Watson, Carly M	Instructional Aide II - Special Ed.	19/2	\$19.88	Hill		09/13/17
Yardley, Amber M	Instructional Aide II - Special Ed.	19/2	\$19.88	Hazard		09/11/17

Reinstate/Reemploy

Nguyen, Ha T	Sch-Comm Liaison - Bil Viet	21/5	\$25.44	Hazard		09/19/17
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Substitutes

Afzal, Aziz A	Sub Bus Driver		\$18.82	Transportation		09/07/17
Albarran, Andrea	Sub Special Education Assistant		\$17.42	Special Education		08/30/17
Nguyen, Christopher G	Sub Food Service Worker		\$13.65	Varies		08/29/17
Plender, Jeffrey S	Sub Custodian		\$17.91	Varies		09/08/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/3/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<u>Temporary</u>						
Cable, Ethan C	Student Worker		\$10.50	Rancho Alamitos		09/20/17
Candelas, Danielle	Tutor		\$14.00	Garden Grove		09/08/17
Elizarraras-Trejo, Sarah	Student Worker		\$10.50	Santiago		09/14/17
Guevara, Jessica	Student Worker		\$10.50	Garden Grove		09/18/17
Ho, Kathleen A	Tutor		\$14.00	Bolsa Grande		09/13/17
Huynh, Helena H	Tutor		\$14.00	Pacifica		09/19/17
Morelos, Giovanna	Tutor		\$14.00	K-12 Educational Services		09/08/17
Ortiz, Rosalie	Food Service Worker I	13/5	\$21.94	Enders	Temporary additional assignment	08/29/17
Perez, Fidel A	Student Worker		\$10.50	Rancho Alamitos		09/14/17
Quach, Genna V	Student Worker		\$10.50	Bolsa Grande		09/14/17
Renteria, Joselin	Student Worker		\$10.50	Los Amigos		09/25/17
Rodriguez, Hector	Student Worker		\$10.50	Bolsa Grande		09/13/17
Ta, Karina L	Tutor		\$14.00	Bolsa Grande		09/12/17
Torres, Steve A	Student Worker		\$10.50	Los Amigos		09/25/17
Tran, Quan M	Student Worker		\$10.50	Bolsa Grande		09/14/17
Trinh, Hong T	Food Service Worker I	13/5	\$20.88	Anthony	Temporary additional assignment	08/29/17
Vu, Xuan D	Food Service Worker I	13/5	\$20.37	Faylane	Temporary additional assignment	08/29/17
<u>LEAVES</u>						
<u>Requests</u>						
Alba, Christopher	Custodian			Hare	Paid medical leave	09/06/17 09/25/17
Campbell, Amy L	Intensive Behavioral Instr. Asst.			Heritage	Extend paid medical leave	08/30/17 09/27/17
Carr, Kenneth	Head Custodian I			Morningside	Extend paid medical leave	08/29/17 10/10/17
Castellano, Stephanie	Elementary School Secretary			Patton	Paid medical leave	10/04/17 11/01/17
Escatei, Rigoberto	Painter Helper			District Maintenance Center	Paid medical leave	08/14/17 09/29/17
Karrow, Brian	Custodian			La Quinta	Extend paid medical leave	09/01/17 10/05/17
Lind, Rebecca	Intensive Behavioral Instr. Asst.			Special Education	Paid medical leave	08/30/17 10/15/17
Morgan, Jenny	School Accounting Technician			Santiago	Parental bonding leave	08/22/17 11/15/17
Nguyen, Derek T	Custodian - Swing			Eisenhower	Paid medical leave	08/29/17 10/01/17
Nguyen, Josie U	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	10/16/17 10/29/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/3/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Nguyen, Josie U	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	11/27/17 01/17/18
Ortega, Analiese	Instructional Aide II - Special Ed.			Carrillo	Parental bonding leave	08/30/17 11/30/17
Parra, Vianca	Instructional Aide II - Special Ed.			Zeyen	Pregnancy disability leave	08/30/17 11/06/17
Pegueros, Mark	Custodian - Swing			Russell	Extend paid medical leave	09/12/17 09/18/17
Traviglia, Dana	School Office Clerk II			Bolsa Grande	Paid medical leave	08/31/17 10/01/17
Vieyra, Tania	Instructional Aide II - Special Ed.			Carver ECEC	Pregnancy disability leave	09/01/17 03/07/18

RESIGNATIONS/RETIREMENTS

Resignations

Alderete, Richard	Electrician			District Maintenance Center		09/29/17
Amos, Matthew	Instructional Aide II - Special Ed.			La Quinta		08/25/17
Bastou, Chanel	Noon Duty Supervisor			McGarvin		06/20/17
Byrd, Tira	Instructional Aide II - Special Ed.			Carver ECEC		06/21/17
Do, Jessica	Instructional Aide - Bil Viet			Ralston		09/15/17
Garcia, Keena M	Intensive Behavioral Instr. Asst.			Special Education		09/01/17
Gonzalez, Marin S	Sch-Comm Liaison - Bil Span			Doig		08/29/17
Hernandez, Desmond	Instructional Aide II - Special Ed.			Bell		06/20/17
Lopez, Judy	Sch-Comm Liaison - Bil Span			Ralston		09/15/17
Maldonado, Angalina C	Noon Duty Supervisor/CL			Lake		06/22/17
Marquez, Wendy	Instructional Aide			Marshall		06/20/17
Portillo, Leslie M	Instructional Aide II - Special Ed.			Parkview		09/01/17
Quint, Sara	Intensive Behavioral Instr. Asst.			Special Education		08/30/17
Reagan, Nichole	Instructional Aide II - Special Ed.			Lake		09/20/17
Taylor, Linda	Lead Food Service Worker			Gilbert		08/29/17
Umar, Elisa	Instructional Aide II - Special Ed.			Hill		09/05/17
Viramontes, Rosie	Central Office Clerk I			Warehouse		12/05/17

Retirements

Alcantara, Mary J	Special Education Assistant			Los Amigos		09/29/17
Graham, Debra J	Bus Driver			Transportation		12/30/17
Haynes, Donald R	Carpenter I			District Maintenance Center		12/01/17
Ngo, Binh P	Pool Maintenance Worker			Rancho Alamitos		02/01/18

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

10/3/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<u>CHANGE IN ASSIGNMENT</u>						
Increase/Decrease						
Aguiar, Nicholle A	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	Increase from 29 to 32.5 hours per week	08/30/17
Garzon, Elba L	School Office Clerk I	21/5	\$24.21	Fitz	Increase from 17.5 to 30 hours per week	08/31/17
Koger, Jennifer A	Intensive Behavioral Instr. Asst.	23/5	\$25.44	Special Education	Decrease from 32.5 to 17.5 hours per week	08/30/17
Longshore, Linda	School Office Clerk I	21/5	\$23.05	McGarvin	Increase from 17.5 to 32.5 hours per week	08/17/17
Lopez, Rogelio	Custodian - Swing	25/1	\$3,802.00	Cook	Increase from 17.5 to 40 hours per week	09/01/17
Polanco, Sara	Noon Duty Supervisor		\$13.09	Excelsior	Increase from 3 hours 15 minutes to 7 hours 30 minutes per week	08/30/17
Rdgz. Abenilla, Gabriela	Instructional Aide II - Special Ed.	19/5	\$23.05	Lawrence	Increase from 17.5 to 29 hours per week	08/30/17
Zwerneman, Meaghan E	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	Increase from 17.5 to 25 hours per week	08/30/17
<u>Promotions</u>						
Ingalls, Jane K	School Office Clerk I	21/5	\$24.21	Stanford	From Technology Assistant	09/21/17
Pham, Tracey T	Accounting Technician I	29/3	\$4,633.00	Business Office	From Clerical Specialist II	09/11/17
<u>Working Out of Class</u>						
Ayala, Liliana	School Office Clerk II	23/5	\$26.08	Santiago	From School Community Liaison - Spanish	08/17/17
Bueno, Helen H	Secretary I	26/4	\$4,520.00	Special Education	From Clerical Specialist I	08/10/17
Gonzalez, Virginia H	School Accounting Technician	29/3	\$4,867.00	Santiago	From School Office Clerk II	08/14/17
Hernandez, Claudia	Food Service Worker II	18/4	\$21.94	Garden Grove	From Food Service Worker I	08/29/17
Mendez, Angelica R	Food Service Worker II	18/4	\$23.05	Los Amigos	From Food Service Worker I	08/28/17
Mercado, Pete	Furniture Repairer	35/4	\$6,078.00	District Maintenance Center	From General Maintenance Worker	09/04/17
Peltier, Ernest F	Construction Maint Supervisor	46/1	\$7,297.00	District Maintenance Center	From General Maintenance Worker	08/02/17
Pichardo, Martha S	Food Service Worker II	18/4	\$21.94	Garden Grove	From Food Service Worker I	08/14/17

CSPCA NEWS

Current News for Commissioners, Personnel Directors and Honorary Life Members

Joyner/Snipes Award

It is time to consider nominations for the CSPCA's top award. It should go to the individual or group that most represents our principles of merit by deeds, words and actions.

More information about the history and criteria of the award, and a list of past recipients, can be found in the announcement section of our web site, www.meritsystem.org. Please send a nomination to either George Cole, Executive Director, or to Pat Ridenour, Past President by Friday, September 22, 2017. See the web site for email addresses.

Honorary Life Member Nominations

Whenever CSPCA members retire from their district jobs or roles as commissioners, and were active participants in CSPCA and its activities, they become eligible for an Honorary Life Membership (HLM). Go to www.meritsystem.org to see the nomination process and rights, plus a list of Honorary Life Members. If you have a nomination to make, please send it to George Cole, Executive Director, or to Pat Ridenour, Past President, by September 22, 2017, per the contacts referenced online.

We look forward to hearing from you!

Nominations for CSPCA Board Election

At the Annual Business Meeting Luncheon held every year during the CSPCA Conference, a slate of proposed officers and Committee Directors is presented to the membership. In upcoming weeks we will be compiling that slate, and are looking for people willing to serve on CSPCA (and on the Regional Associations). If you have a name to suggest, please notify your Regional Association President or Pat Ridenour, Past President by Sept. 22, 2017. (See web site for contact information.)

We need people from all three regions!

Do you know how old CSPCA is? Read on to see!

Scholarship Opportunity!

Did you know...

CSPCA offers a one-time college scholarship to a child of a Personnel Commissioner, Director or a classified employee in a Merit district. If you know a senior in high school who is enrolled or enrolling in college and would like to apply for this scholarship, please visit our web site to get the form and information.

The deadline for submission is March 31 of every year. Watch for 2018 information from CSPCA Board Secretary Chuck Soper and Exec. Director George Cole.

2017 Scholarship Recipient

We are happy to announce that **Gina Ngo** from the Westminster School District is the 2017 scholarship recipient. We send her congratulations and wish her success in continuing her education.

Mark your Calendars!

The annual CSPCA conference will be held in San Diego during the first week of February, 2018. Watch for registration announcements.

BE THERE

and

BE A STAR!
Volunteer with CSPCA



Commissioner Participation Especially Needed!

For information, fill out this form and return it to the President, a current member of the Executive Director.

Your name: _____

Email and/or phone: _____

School District/Region: _____

CSPCA wants YOU!

A stellar program is being planned!

Merit Academy Dates

Jan. 20, Feb. 10, Mar. 10, Apr. 14, May 19, 2018. Registration TBA later when host districts are confirmed.

Save the Date!

The Northern Association (SPCA-NC) Fall Conference is Friday, Oct. 13, at the Santa Clara COE from 8 AM to 3:30 PM. More details to come soon.

Facebook

Did you know
Thanks to Lynnette Cole, there will be a new Facebook page for CSPCA! It should be up shortly, if not by the time you receive this! The link will be posted on www.meritsystem.org.
Look for both!

Board Meetings

The CSPCA Board meets at least quarterly. Our next meeting will be Saturday, Oct. 14, at the Santa Clara COE in San Jose.

Web Site

Be sure to frequently check out the CSPCA online at www.meritsystem.org. Remember, it is ".org"!

CSPCA is 46 Years Old!

Do you know how CSPCA began? President Vic Garcia provided this research document from its 25th or Silver Anniversary, in 1996:

1971 + CSPCA + 1996

In Oct. of 1969, Jack Brown, Willie Otto and Tom Rennison flew home from a conference. During the flight they discussed the need for establishing a California statewide organization of Personnel Commissioners. Jack Brown, President of the Orange County Personnel Commissioners Association, was the primary promoter of a statewide organization. In the winter of 1970, Brown, Otto and Rennison joined Ken Slimmer and Elden Gillespie for further discussion. A poll of 91 Merit System districts revealed an overwhelming interest in establishing a statewide association. An Ad Hoc organization was set up, chaired by Brown, to coordinate statewide meeting with Rennison as Conference Chair.

From Dec. 2-5, 1970, the Conference of California School District Personnel Commissioners met at the Del Monte Hyatt Hotel in Monterey. The theme was "The Personnel Commission Today: Dynamic or Dead?" and was designed specifically for Personnel Commissioners and their staffs. Over 100 Commissioners and Directors were in attendance. The Northern California Personnel Commissioners Association helped provide leadership, particularly by James A. Kelley, Forrest Ayer and Dave Peterson.

Jack Brown became Interim Chairman. Bylaws were ratified and plans began for a formal organizational meeting. On June 5, 1971, in a one-day meeting in Goleta, the CSPCA was formally established by adoption of the bylaws and election of officers and Directors.

The first official CSPCA Conference was held in Monterey from December 1-4, 1971. The program was aimed at the needs of Commissioners and Directors. Officers and Directors were elected for 1972. The next conference was scheduled to be held in (continues on p. 4)

CSPCA Board Members 2017

President — Vic Garcia
Commissioner, Cajon Valley

President Elect — Vacant

Vice President — Toni
Wilkerson, Commissioner,
Castro Valley

Past President — Pat
Ridenour, Commissioner,
La Mesa-Spring Valley

Treasurer — Jennie Batiste,
Commissioner, Santa Barbara

Secretary — Chuck Soper,
HLM/retired Commissioner

Committee Directors

Membership, San Diego —
John Baird, Commissioner,
San Dieguito

Training — John Caldecott,
HLM/retired Pers. Director

Membership, South —
DeShawn Dickinson,
Pers. Director, Victor Valley

Legislative — Pat Heineke,
HLM/retired Pers. Director

Membership, North —
David Koll, Pers. Director, Chico

Retirees — T.R. Lin,
HLM/retired Pers. Director.

CSPCA is 46! (Continued)

San Diego. Already a pattern was being established of alternating annual conferences and the choice for President between Northern and Southern California. The 1972 conference was held in December, at which time it was decided to hold the annual conferences in January, the next being scheduled for January 1974.

Many good people have been involved in CSPCA since the idea was first conceived. They all have helped the Association to thrive and remain strong. CSPCA has marked significant accomplishments during these first 25 years and it is poised and ready to continue its good work toward the golden years ahead...

WHILE MOVING FROM SILVER TO GOLD

We Reach 50 in 2021!

(continued)

Liaison — Glenn Siegel,
HLM/retired Pers. Director

Communications — Vacant

PCA-Northern Region Pres. — Philip Gordillo,
Chief HR Director, SCCOE

PCA-San Diego Region Pres. — Teri Minoux,
Commissioner, Vista

PCA-So Cal Pres. — Bernie Konig,
Pers. Director, Centinella

Executive Director, CSPCA — George Cole

From George Cole:

<https://www.calpers.ca.gov/page/employers/policies-and-procedures/circular-letters>

This PERS Circular letter details the basis for back PERS credit awards. The pertinent part is included below.

Special Compensation Circular Letter California Public Employees' Retirement System
December 12, 2016 P.O. Box 942715 Sacramento, CA 94229-2715 (888) CalPERS
(or 888-225-7377) Circular Letter: 200-060-16 TTY: [\(877\) 249-7442](tel:8772497442) Distribution: IV, V, VI, X,
XII, XVI www.calpers.ca.gov

Exceptions There are three statutory exceptions...

First, G.C. section 21198 provides that if a member retires from service following an involuntary termination and is subsequently reinstated to their former position pursuant to an administrative or judicial proceeding, retroactive compensation and service credit is reportable to CalPERS. G.C. section 21198 provides: "A person who has been retired under this system for service following an involuntary termination of his or her employment, and who is subsequently reinstated to that employment pursuant to an administrative or judicial proceeding, shall be reinstated from retirement. The requirements of Section 21196 shall not apply to that reinstatement. Reinstatement shall be effective as of the date from which salary is awarded in the administrative or judicial proceedings, and his or her rights and obligations shall be as specified in this article..."

Circular Letter: 200-060-16 December 12, 2016 Page 3 of 3 Second, G.C. section 20969.3 requires a member be reinstated, without regard to retirement status, who is involuntarily terminated on or after January 1, 2017, based on a subsequent reinstatement to that employer pursuant to an administrative, arbitral, or judicial proceeding¹. G.C. section 20969.3 states: "(a) A member who was involuntarily terminated and who is subsequently reinstated to that employment, pursuant to an administrative, arbitral, or judicial proceeding, shall be reinstated with all retirement benefits that the member otherwise would have accrued. Administrative proceedings also include proceedings before the governing board of a school district, a charter school, a county office of education, or a community college district.

George Cole
CSPCA Executive Director
760-617-4297

Newsletter was prepared by Pat Ridenour, CSPCA Past President.

AGENDA ITEM #7.1: CLASSIFICATION DESCRIPTION REVISION – DIRECTOR OF BUSINESS SERVICES

BACKGROUND

One of the Directors of Business Services will be retiring in December. In anticipation of filling the vacancy, staff worked with the Assistant Superintendent of Business Services to review the classification description.

FINDINGS AND CONCLUSIONS

After reviewing the classification description, staff determined that some revisions were necessary. A few of the essential duty statements referred to areas for which other departments are responsible. The Education and Experience section was revised to make the requirements more clear and to ensure that applicants will have administrative experience in the field of business. Also, a Chief Business Official certification can substitute for one year of the required administrative experience. The Knowledge and Abilities Section was edited to take out areas that are not under the Director of Business Services' responsibility and to also add in some statements that were missing.

The classification description for Director of Business Services with the proposed revisions is attached to this document.

Recommendation:

It is recommended that the Personnel Commission approve the revised classification description for Director of Business Services, effective October 11, 2017.

DIRECTOR OF BUSINESS SERVICES

JOB SUMMARY

Under general administrative direction of the Assistant Superintendent of Business and/or Personnel, plans, organizes, coordinates, and directs a major segment of fiscal, maintenance, operations, transportation, and/or risk management activities of the Office of Business/Personnel Services; performs related work as required.

ESSENTIAL DUTIES

- Plans, organizes, coordinates, and directs business office functions such as: fiscal management, including budgeting, payroll, accounting, income forecasting, investments, mandated costs claims, attendance accounting, financial reporting system, financial statements, financial claims, taxes, school/site training; or operations management, including ~~information systems~~, purchasing, warehouse, records management, ~~mailroom~~, CBEDS, budgeting and other financial support, in-service workshops, Civil Rights Report, ~~maintenance, operations and transportations~~ operations and district office building services; or ~~personnel/business coordinated operations, including health benefits, workers compensation, insurance, risk management, safety and ad hoc committees~~, in-service training, internal controls, business/personnel reporting, claims processing, ~~business support operations, and special studies and analyses~~.
- Assists in budget planning and fiscal operations.
- Conducts studies and analyses of operating programs and techniques within designated areas of responsibility and develops recommendations and reports.
- Trains and coaches employees and evaluates work performance.
- Coordinates the work of and acts as liaison with several departments and assists in the solution of interdepartmental problems.
- Serves on committees as assigned.
- Cooperates with other members of the administrative staff in the development of policies and programs and in solving problems as they relate to designated areas of responsibility.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation A Bachelor's Degree from an accredited college with specialization in business administration, public administration, school administration, or a related field; and five years of increasingly responsible administrative experience in the field of business in a large public or private organization. Certification in School Business Administration Chief Business Official certification is desired and can substitute for one year of the required administrative experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- School business management.
- Effective fiscal management, including school budget preparation and reporting requirements, and managing the district's budget.
- Related laws, rules, regulations, policies, procedures, and governmental codes.
- ~~Information systems management, including maintaining currency and adapting to changing technology while accommodating the needs of the district.~~
- ~~Effective techniques for building maintenance and operation, purchasing, insurance and contracts, staff development and personnel administration.~~
- ~~Employee benefits and worker's compensation programs and operational procedures.~~

Ability to:

- Plan, manage, and coordinate staff performing a variety of functions.
- Prepare and present oral and written reports; utilize a computer to retrieve and modify information and prepare documents.
- Analyze, manipulate, extract, and manage data.
- Read and interpret government codes and related laws, rules, regulations, policies, and procedures and ensure compliance.
- ~~Speak effectively.~~
- Communicate effectively orally and in writing.
- Establish and maintain cooperative and effective working relationships.

WORKING CONDITIONS & PHYSICAL CHARACTERISTICS: Primarily office environment involving sitting for extended periods of time, walking/standing on hard or carpeted floors, carrying moderately heavy materials, dexterity to operate office equipment, including keyboard, 10-key. Requires vision to read computer screen and complex written reports and materials; hearing and speaking to exchange information in person and by telephone; mental skills to

resolve complex problems, prepare and present complex reports, and make independent decisions while meeting accuracy and productivity requirements.

ADOPTED BY THE PERSONNEL COMMISSION: 5/1/85
REVISED: 2/93; 5/97; 6/99; 10/02; 02/11
41.jd.doc

AGENDA ITEM #7.2: CLASSIFICATION DESCRIPTION REVISION AND TITLE CHANGE – INSTRUCTIONAL AIDE II – SPECIAL EDUCATION

AGENDA ITEM #7.3: CLASSIFICATION DESCRIPTION REVISION AND TITLE CHANGE – SPECIAL EDUCATION ASSISTANT

AGENDA ITEM #7.4: CLASSIFICATION DESCRIPTION REVISION AND TITLE CHANGE – INTENSIVE BEHAVIORAL INSTRUCTION ASSISTANT

BACKGROUND

The Office of Special Education/Student Services requested that the classification descriptions for Instructional Aide II—Special Education, Special Education Assistant, and Intensive Behavioral Instruction Assistant be reviewed in order to make possible revisions that will result in more qualified candidates on the eligibility lists for all three classifications and ensure that the classification descriptions include all of the necessary aspects of the positions. Assistant Director Smith met the Assistant Superintendent of Special Education/Student Services, the Director of Special Education, and staff in the Special Education Department who work closely with the incumbents in each classification to review the classification descriptions and the needs of the district.

FINDINGS AND CONCLUSIONS

The Instructional Aide II – Special Education classification description only needed minor updates to the Essential Duties section. The more significant updates were in the Knowledge and Abilities Sections because the limited statements that were included that did not encompass everything Instructional Aide II—Special Education incumbents need in order to perform the essential duties successfully. The Physical Demands and Working Conditions Section was re-formatted to make the section consistent with how it is formatted on all other classification descriptions. It was also suggested that the title be revised to change the word “Aide” to “Assistant” in order to keep the titles in the instructional assistant series consistent.

The Special Education Assistant classification description also only needed minor revisions in the Essential Duties section. The more significant updates were in the Education and Experience Section and the Knowledge and Abilities Section. The education and experience requirements for the classification were revised to include two years of paid experience in working with students with disabilities or current enrollment in or completion of an approved nursing program and some experience with individuals with disabilities. Many statements were added to the Knowledge and Abilities Section due to the fact that there were very few statements included. The Physical Demands and Working Conditions Section was re-formatted to make the section consistent with how it is formatted on all other classification descriptions. It was also suggested that the title be revised to Instructional Assistant III – Specialized Physical Health Care in order to more accurately describe the work that the incumbents perform as well as help with recruitment for the positions.

The Intensive Behavioral Instruction Assistant classification description needed some revisions to the Essential Duties Section to include Applied Behavioral Analysis (ABA) strategies, district restraint training, toileting, and some of the behaviors that students may exhibit. The Education and Experience Section was revised to include one year of experience working with students with intensive behavior disorders and the Associate's Degree requirement was removed. This new experience requirement will help ensure that all candidates on the eligibility list are qualified for this classification. The Knowledge and Abilities section was also updated to link with the essential duty statements. The Physical Demands and Working Conditions Section was also updated with minor revisions. It was suggested that the title be revised to change the word “Instruction” to “Intervention” since their primary job is to help students with their behavior disorders, not with classroom instruction.

Assistant Director Smith also conducted a compensation study to determine whether all three classifications are correctly compensated. The results of the study found that GGUSD is still competitive with their salaries in comparison to the sixteen comparable districts.

The classification descriptions for Instructional Aide II – Special Education, Intensive Behavioral Instruction Assistant, and Special Education Assistant with the proposed revisions and title changes are attached to this document.

Recommendations:

- 7.2: It is recommended that the Personnel Commission approve the revised classification description for Instructional Aide II – Special Education and title change to Instructional Assistant II – Special Education, effective October 11, 2017.
- 7.3: It is recommended that the Personnel Commission approve the revised classification description for Special Education Assistant and title change to Instructional Assistant III – Specialized Physical Health Care, effective October 11, 2017.
- 7.4: It is recommended that the Personnel Commission approve the revised classification description for Intensive Behavioral Instruction Assistant and title change to Intensive Behavioral Intervention Assistant, effective October 11, 2017.

INSTRUCTIONAL ASSISTANT AIDE II - SPECIAL EDUCATION

JOB SUMMARY

Under the general supervision of a certificated teacher or administrator, assists students with mild, moderate, or to severe disabilities in meeting their Individualized Education Program (IEP) goals and objectives; and performs related work as required. ~~Positions in this class are distinguished from other instructional aides by assignment to work with students who have moderate to severe disabilities; such as autism, multiple disabilities; developmental delays; and in classes which serve students with visual and hearing impairments.~~

ESSENTIAL DUTIES

- Assists teachers in assigned features of the Individualized Educational Program (IEP) for students with a wide range of moderate to severe disabilities.
- Assists in preparing classroom and materials for use by students including assistive technology and other technology used in the classroom.
- ~~Prepares materials for activity periods.~~
- Reads to students and organizes indoor games.
- Assists in providing instructional support as directed by teacher to individuals or small groups.
- ~~Tutors students in areas of language arts and mathematics.~~
- Accompanies students on field trips and to community-based activities.
- Assists students with washing, toileting, and other personal care activities.
- Keeps alert to any special medical problems students may have; logs student medical information, as appropriate.
- Serves meals to students as part of the instructional program.
- Supervises playground activities.
- Holds and lifts students who may wear heavy braces, use wheelchairs, and other assistive devices.
- Assists in classroom management maintaining discipline and monitoring student behavior the classroom.
- ~~Prepares students for going home.~~
- Monitors bus loading and unloading.
- Assists in keeping facilities neat, clean, and safe.
- May work with students who exhibit behaviors such as verbal outbursts, hitting, throwing, running, pushing, and kicking.
- May utilize approved district restraint training to assist with restraining students as appropriate.
- Discusses students' behavior and progress with supervising certificated staff and professional support personnel teacher.
- Assists in gathering data on student progress and/or implementing IEP objectives.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma and some experience in working with young people are required. An associate's degree and some experience working with students or other individuals with disabilities are highly desirable.

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Correct English usage, including spelling, grammar, and punctuation.
- Basic mathematics.
- Requirements for the physical care of students with disabilities.
- Basic teaching techniques and methods.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Appropriate hygiene standards.
- Health and safety regulations as related to the position.

Ability to:

- ~~Learn the requirements for the physical care of students with disabilities.~~
- Gain the confidence of students.
- Use patience and tact in working with students ~~with disabilities.~~
- Adapt Learn basic teaching techniques and methods to support the teacher.
- Lift and move students who may wear heavy braces, use wheelchairs, and other assistive devices.
- Assist students with personal care such as dressing, eating, and toileting.
- Establish and maintain effective working relationships.
- Maintain confidentiality of sensitive and privileged information.
- Understand and follow oral and written directions.
- Communicate effectively in the English language, both in oral and written form.

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

PHYSICAL DEMANDS REQUIREMENTS/ WORKING CONDITIONS: Works in a classroom or community environment with students with a wide range of disabilities. Sitting, stooping, crouching, standing, running, kneeling, squatting, walking and bending to work with assigned students. Dexterity of hands and fingers to operate office equipment, learning aids and instructional materials. Hearing and speaking to model clear English speech. Drives to various district sites. May occasionally lift or move a student weighing up to 50 pounds without assistance. May need to lift or move a student weighing more than 50 pounds with assistance. May need to push wheelchairs up and down inclines, on and off buses and steps, and on long walks out in the community. May be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching, biting, and verbal aggression.

- ~~Lift over 50 pounds unassisted eight to ten times per day.~~
- ~~Lift 50 to 200 pounds with assistance eight to ten times per day.~~
- ~~Assist students on and off a bus, either in a wheelchair or using some other mobility assisting equipment.~~
- ~~Push wheelchair with or without students, eight to ten times per day, up and down inclines, steps, and on long walks out in the community.~~
- ~~Stand three to four hours per day.~~
- ~~Run after and gently, but firmly, restrain students attempting to leave classroom or school grounds three to four times a day.~~
- ~~Kneel or squat to assist students with shoelaces, braces, and floor exercises, eight to twenty times per day.~~
- ~~Primarily works in classroom and playground environments assisting students with moderate to severe disabilities~~
- ~~Accompanies students on field trips; may be subject to physical and/or emotional outbursts by students. Work involves sitting, standing, bending and walking indoors and outdoors.~~

INSTRUCTIONAL ASSISTANT III – SPECIALIZED PHYSICAL HEALTH CARE SPECIAL EDUCATION ASSISTANT

JOB SUMMARY

Under the general supervision of a certificated teacher or administrator, assists students who have acute or chronic health problems which require daily, ongoing care, or monitoring by trained personnel with severe disabilities to meet the physical requirements of attending classes, often at usually in a special education school; relieves the teacher of routine clerical duties, and performs a variety of instructional support duties in developing life skills and/or physical care activities; performs related duties as assigned.

ESSENTIAL DUTIES

- Assists teachers in assigned features of the Individualized Educational Program (IEP) for students with a wide range of disabilities, often severe or profound disabilities.
- Assists in instructing/tutoring, supervising, monitoring, and record keeping of assigned students with severe/profound disabilities in basic academic language, personal hygiene, grooming, and self-help activities.
- Following appropriate training and authorization, administers medications prescribed for students, and maintains related logs and records.
- Following training in required procedures and sanitation techniques, administers gastroscopy tube feedings, oral feedings, tracheotomy suctioning, and catheters, as required, following clearly defined procedures.
- Demonstrates or assists students with severe physical disabilities in performing personal hygiene and grooming functions, including toileting, diapering, eating, dressing, and positioning.
- Controls volatile students physically, as needed.
- Assists in physical transferring/lifting students to and from wheelchairs. for busing, school, and/or community activities.
- Utilizes approved District restraint training to assist with restraining students as appropriate.
- May be assigned to accompany students or transport to and from school, as required by IEP.
- May accompany Accompanies, assists, and monitors students on community-based instructional outings and field trips.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma and two years of paid experience in working with students individuals with disabilities or current enrollment in or completion of an approved nursing program and some experience with individuals with disabilities preferably those with physical disabilities are is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategies and techniques of assisting in the instruction of students who are medically fragile or who possess mobility impairments.
- Special characteristics related to the supervision and motivation of students in an instructional setting.
- Child guidance principles and practices related to students who are medically fragile and/or who possess orthopedic impairments.
- Essential procedures and concepts related to health, safety, hygiene, and patient care.
- Principles of body mechanics in transferring and providing personal care to non-ambulatory students.
- Effective verbal and non-verbal communication skills.
- Correct English usage, including vocabulary, punctuation, spelling and grammar, and basic mathematics.
- Basic teaching techniques and methods.
- Record-keeping and report preparation techniques.
- Appropriate restraint procedures using district training techniques.
- Appropriate hygiene standards.
- Health and safety regulations as related to the position.
- First Aid and CPR procedures.

Ability to:

- Assist in the supervision and instruction of medically fragile and/or orthopedically impaired students in a school environment.
- Work with profoundly disabled students, including: physical lifting, positioning, toileting, feeding, and grooming activities.
- Perform essential health care and personal hygiene tasks for students.
- Successfully operate one or more pieces of medical equipment.
- Safely and skillfully perform specialized health care services as directed or required.
- Assist students with personal care such as dressing, eating, and toileting.
- Recognize and effectively assist in responding to emergency and/or hazardous conditions.
- Transfer, position, and assist in ambulation of students who are medically fragile and/or who possess mobility impairments.
- Perform physically demanding work in lifting, transferring, and assisting students.
- Establish and maintain effective working relationships.

- Learn required record keeping, educational programs, medical practices, and procedures.
- Gain the confidence of students.
- Use patience and tact in working with students with disabilities.
- ~~Learn basic teaching techniques and methods.~~
- Follow oral and written instructions.
- Communicate effectively in the English language, both in oral and written form.

CERTIFICATE: Must possess, or obtain within the first three months of employment, and maintain per CPR and First Aid guidelines a valid First Aid Certificate and a Cardio-Pulmonary Resuscitation Certificate (through classes endorsed by the American Heart Association or American Red Cross).

PHYSICAL REQUIREMENTS/WORKING CONDITIONS: Works in a classroom or community environment with students with a wide range of disabilities, often severe or profound. Sitting, stooping, crouching, standing, running, kneeling, squatting, walking and bending to work with assigned students. Dexterity of hands and fingers to operate office equipment, learning aids and instructional materials. Hearing and speaking to model clear English speech. Drives to various district sites. May occasionally lift or move a student weighing up to 50 pounds without assistance. May need to lift or move a student weighing more than 50 pounds with assistance. May need to push wheelchairs up and down inclines, on and off buses and steps, and on long walks out in the community. Assist in positioning of students on the floor for exercise activities, in chairs for eating, classroom activities, and resting. Arrange classroom furniture and various types of training and mobility equipment. May be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching, biting, and verbal aggression.

~~Lift over 50 pounds unassisted, eight to ten times per day; lift 50 to 200 pounds with assistance eight to ten times per day; assist students on and off a bus, either in a wheelchair or using some other mobility assisting equipment; push wheelchair, with or without students, 15-20 times per day, up and down inclines, steps, and on long walks out in the community; assist students in learning to use a tricycle and bicycle; requires flexibility, bending and mobility to ensure students do not lose balance and/or fall from equipment, performed five to six times a day; standing three to four hours per day; run after and gently, but firmly, restrain students attempting to leave classroom or school grounds three to four times a day; kneel or squat to assist students with shoelaces, braces, and floor exercises, eight to twenty times per day; primarily works with students with severe to profound disabilities; accompanies students on field trips; may be subject to physical and/or emotional outbursts by students.~~

ADOPTED BY THE PERSONNEL COMMISSION: 3/3/93; REVISED: 10/94; 5/96; 12/02 (title, series change); 11/15
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INTENSIVE BEHAVIORAL INTERVENTION INSTRUCTION ASSISTANT

JOB SUMMARY

Under the general direction of an Intensive Behavioral Instruction Teacher, the assistant provides intensive behavioral intervention instruction assistance to students who have severe behavioral and communication disorders, and performs related duties as assigned. The assistant drives to various school sites and student homes to deliver intensive behavioral intervention training services.

ESSENTIAL DUTIES

- Provides one-on-one intensive behavioral intervention instructional assistance to designated students who exhibit behaviors such as biting, kicking, hitting, throwing, running, spitting, verbal aggression, pulling, and pushing in a variety of educational settings, including classroom, home and community settings, as directed by supervisor or other specialist.
- Follows documented therapy plans for intensive behavioral treatment.
- Confers with instructional personnel and provides input regarding student progress.
- Documents student progress and behavioral data, and assists with informal documentation.
- Assists instructional personnel with development of behavioral learning materials and reinforcement strategies.
- Utilizes approved district restraint training to assist with restraining students as appropriate.
- Utilizes Applied Behavior Analysis (ABA) strategies as directed.
- Assists instructional personnel/parents with behavior management of students.
- Assists in supervision of students.
- Tutors students individually or in small groups to reinforce learning, in accordance with the Individualized Education Program (IEP).
- Schedules activities, prepares charts, records, graphs, or otherwise displays student performance data.
- Assists in training students in personal hygiene and developing self-sufficiency.
- Assists students with toileting.
- May visit student homes to provide services.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: High school diploma and one year of some experience in working with students individuals with intensive behavior disorders disabilities are is required. An Associate's degree or completion of at least two years of study at an institution of higher learning and one year of experience in working with students with autism are highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Special needs and requirements of students with intensive behavioral disorders autism.
- Child guidance principles and practices related to children with special education and autistic needs.
- Intensive Behavioral Instruction Assistance methods and techniques.
- Applied Behavior Analysis (ABA) techniques and strategies.
- Appropriate restraint procedures using district training techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Recordkeeping and report preparation techniques.
- Appropriate Personal hygiene standards practices.
- Health and safety regulations as related to the position.

Ability to:

- Provide one-on-one intensive behavioral intervention instruction assistance to students, including Discrete Trial Training.
- Maintain accurate records and data status reports.
- Demonstrate a patient, receptive and understanding attitude toward students.
- Work independently with little direction.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Complete tasks in a timely manner.
- Establish and maintain effective working relationships.
- Interact successfully with parents, students, supervisors, school staff, and community agency representatives.
- Use good judgment in making independent decisions to respond to student requests and needs.
- Assist students with personal care such as dressing and toileting.
- Follow education and behavior plans for assigned techniques to be used with specific students.
- Communicate effectively in English.

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

PHYSICAL DEMANDS/WORKING CONDITIONS: Works in a ~~home or~~ classroom or community environment with students with ~~intensive behavior disorders severe behavioral problems~~, who may have severe physical or emotional difficulties. Sitting, stooping, crouching, ~~kneeling, squatting, running, standing, and walking and bending~~ to work with assigned students. Dexterity of hands and fingers to operate office equipment, learning aids and instructional materials. Hearing and speaking to model clear English speech. Drives to various district sites. May occasionally lift or move a student weighing up to 50 pounds ~~without assistance~~. May need to lift or move a student weighing more than 50 pounds with assistance. May be subject to physical and emotional outbursts by students, including such behaviors as kicking, spitting, scratching, ~~and biting, and verbal aggression~~.

ADOPTED BY THE PERSONNEL COMMISSION: 9/1/04

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AGENDA ITEM #7.5: NEW POSITION – H.V.A.C TECHNICIAN II

AGENDA ITEM #7.6: NEW POSITION – MECHANICAL MAINTENANCE WORKER

BACKGROUND

The district is in the midst of a multi-year project to install air conditioning to the schools that have not had air conditioning. The district has a need to add positions to maintain these systems. Therefore, the Office of Business Services is adding two new positions in their Maintenance & Operations Department to assist in maintaining and repairing the new heating, ventilating, and air conditioning systems for the district.

FINDINGS AND CONCLUSIONS

Staff determined that the duties being assigned to the new positions match those of the HVAC Technician II classification description and the Mechanical Maintenance Worker classification description. The new HVAC Technician II position will repair and maintain the new systems that were installed across the district and the new Mechanical Maintenance Worker position will assist the HVAC Technician II.

The classification descriptions for HVAC Technician II and Mechanical Maintenance Worker are attached for your information.

Recommendations:

- 7.5 It is recommended that the Personnel Commission approve the classification of the new position listed above as HVAC Technician II (salary range 39), effective October 11, 2017.
- 7.6 It is recommended that the Personnel Commission approve the classification of the new position listed above as Mechanical Maintenance Worker (salary range 30), effective October 11, 2017.

H.V.A.C. TECHNICIAN II

JOB SUMMARY

Under direction, performs skilled mechanical maintenance work in the installation, servicing, repair, and alteration of heating, ventilating, air conditioning and refrigeration systems, and related equipment and facilities; performs routine servicing, maintenance, and adjustment of such equipment and controls; and performs related work as required.

ESSENTIAL DUTIES

- Performs journey-level installation, inspection, maintenance, and repair of district heating, ventilating, single-zone, split, packaged gas, and heat pump air conditioning units, and refrigeration equipment.
- Makes skilled repairs on large built-up multi-zone systems, compressors, boilers, and related equipment.
- Repairs or replaces defective parts such as electric, electronic, and pneumatic controls, thermostats, automatic switches, damper motors, relays, filters, belts, safety valves, and automatic gas valves.
- Follows schematic diagrams for diagnostics.
- Estimates and keeps records of time and material; submits requisitions as appropriate.
- Lubricates and maintains motors, pumps, fans, and other equipment.
- Performs re-piping and duct repairs when necessary.
- Works overtime in emergency situations.

MARGINAL DUTIES

- May lead the work of others.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and any combination equivalent to one year of experience as a journey-level heating, ventilating, and air conditioning technician working with commercial equipment such as single-zone, split, inverter, and/or multi-zone systems.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods, materials, and equipment used in the installation, maintenance and repair of heating, ventilating, refrigeration, and air conditioning equipment.
- Laws, ordinances, and regulations regarding air conditioning, heating, refrigeration, and ventilating equipment.

Ability to:

- Diagnose defects and install, repair, and maintain heating, ventilating, refrigeration, and air conditioning units.
- Interpret and work from building plans, wiring diagrams, blueprints of mechanical and electrical structures and manufacturer specifications.
- Follow oral and written instructions.
- Operate oxy-acetylene brazing equipment and refrigerant recovery machines.
- Use volt ohmmeter and other test instruments effectively.
- Read and write English at a level required for successful job performance.
- Work cooperatively with others.
- Work for prolonged periods on hot roofs, in ceilings, and in close quarters.
- Lead the work of others.
- Keep simple work records.

LICENSE AND CERTIFICATE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate. Must possess and maintain a valid Environmental Protection Agency (EPA) 608 Universal Certificate.

PHYSICAL DEMANDS/WORKING CONDITIONS: In a shop and field environment, performs heavy work, including pushing/moving items weighing up to 100 pounds, with frequent lifting and/or carrying of objects weighing up to 50 pounds. Must be able to ascend and descend ladders, stairs, scaffolding, ramps, etc. one or more stories above ground level. Must be able to stoop, kneel, crouch, and crawl through ceilings, under flooring, and similar spaces. Must work in inclement weather or other adverse conditions (tight spaces, dust, fumes, extreme heat, etc.). Must be able to drive vehicle to various district sites.

MECHANICAL MAINTENANCE WORKER

JOB SUMMARY

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

ESSENTIAL DUTIES

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

EMPLOYMENT STANDARDS

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of electricity and electric motors, pumps, and compressors.
- Mechanical equipment such as heaters, air conditioners, pumps.
- Plumbing fixtures and equipment.
- Minor electrical repairs.
- Applicable safety procedures.

Ability to:

- Use hand tools and testing equipment to troubleshoot and repair a wide variety of electrical, plumbing, and mechanical problems.
- Work safely with and around electrical, plumbing, and mechanical equipment.
- Read and work from drawings, diagrams, and schematics.
- Understand written and oral instructions.
- Work cooperatively with others.
- Lift, stoop, climb, crawl, and dig.
- Operate a man lift and use ladders safely.
- Read and write English at a level required for satisfactory job performance.

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

PHYSICAL DEMANDS/WORKING CONDITIONS: In a shop and field environment, performs heavy work, including pushing/moving items up to 100 pounds and frequent lifting and/or carrying of objects weighing up to 50 pounds. Must be able to ascend and descend ladders, stairs, scaffolding, ramps, etc. one or more stories above ground level. Must be able to dig holes and trenches, stoop, kneel, crouch, and crawl through ceilings, under flooring and similar spaces. Must work in inclement weather or other adverse conditions (tight spaces, dust, fumes, extreme heat, etc.). Must be able to drive vehicle to various district sites.

ADOPTED BY THE PERSONNEL COMMISSION: 6/1/75
REVISED: 1/76; 6/78; 11/82; 3/96; 3/99; 12/99 (Rename job series); 3/17

AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS

7.7 New Position – Instructional Aide II – Special Education (Lawrence)

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 Food Service Worker II | Promotional |
| 8.2 Head Custodian I | Promotional |
| 8.3 Instructional Aide – Bilingual Arabic | Open |
| 8.4 School Community Liaison – Bilingual Spanish | Open |
| 8.5 School Community Liaison – 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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

FOOD SERVICE WORKER II

PROMOTIONAL RECRUITMENT

OPEN TO DISTRICT EMPLOYEES ONLY

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

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

POSTING DATE: SEPTEMBER 25, 2017

LAST DAY TO FILE: OCTOBER 13, 2017 BY 5:00 P.M.

ABOUT THE JOB: Persons in these positions may work 3.5 hours or 6 hours per day during school session. Under general supervision, prepares salads, sandwiches, fruits, vegetables, and condiments for various school and central kitchen food service areas; assists in the cleaning of food service equipment and facilities; and performs related work as required.

BASIC FUNCTION: Prepares salads, sandwiches, and dressings; cooks and heats vegetables; washes and prepares fruits and vegetables; cuts items into portions; cooks, heats, and dices meats and potatoes and cooks pasta and rice for salads, or cold plates; checks and follows recipes, estimates needs, selects and orders fruits, vegetables, and supplies from available options, and inspects produce delivered; participates in setting up food carts, salad bars, and speed lines for food service; participates in cleaning food service equipment and surfaces, as well as storing food and supplies, according to the department rules and regulations; 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, storage, and handling; compiles simple reports and tallies; supervises student workers; assists the Cook/Baker; and prepares for catering functions.

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

EMPLOYMENT STANDARDS

Education and Experience: High School graduation or equivalent and one year of paid experience equivalent to full-time work in food preparation. Part-time work experience will be considered and adjusted appropriately. 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: Methods of preparing foods, including sandwiches, salads, vegetables; proper use of common institutional kitchen equipment and tools; sanitation and safety methods and procedures for food handling, equipment, and preparation areas; and portion control and food measurements.

Ability to: Understand, be understood, give and carry out instructions spoken and written in English; evaluate taste and appearance of salads, sandwiches, and dressings, making adjustments as appropriate; follow standardized recipes; calculate quantities of ingredients and make accurate calculations to alter the number of servings provided by various recipes; perform addition and subtraction and make change; lift and move moderately heavy pans, bowls, or trays of food, using a cart as appropriate; operate institutional kitchen appliances and equipment in a safe manner; work effectively with food service staff, students, teachers, and others; read and understand recipes and labels; evaluate needs and order ingredients and supplies, as appropriate; and operate computerized point-of-sale equipment.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD CUSTODIAN I

PROMOTIONAL RECRUITMENT

OPEN TO DISTRICT EMPLOYEES ONLY

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

SALARY: \$3,995 per month with four annual step increases to \$4,867 per month (15-16 Rate)

POSTING DATE: SEPTEMBER 25, 2017

LAST DAY TO FILE: OCTOBER 13, 2017 BY 5:00 P.M.

ABOUT THE JOB: Under direction, plans, directs, supervises, and participates in building custodial services at an assigned Elementary school site; and performs related work as required. Positions in this class are responsible for providing and supervising custodial duties and minor building maintenance work for a school plant used primarily by day students but also for activities such as community functions, classes, or meetings in the afternoon or evening hours. The extra-curricular activities of the student body are usually limited to normal school hours. Those using the facility for extra-curricular activities usually arrange for this special use on a community use basis at the district level. Positions at this level are found primarily in elementary schools. Incumbents frequently supervise employees working on a different shift.

BASIC FUNCTION: Supervises and participates in sweeping, mopping, and waxing floors; dusts and polishes furniture; washes windows and walls; performs minor painting activities to cover graffiti and badly soiled areas; disposes of rubbish and cleans grounds areas; waters lawns; picks up litter and sweeps sidewalks and blacktop area; checks the operation and maintenance of a low pressure heating plant; performs minor building maintenance work and reports need for major repairs; requisitions custodial supplies and materials; receives and stores supplies and equipment; assists in school activities by setting up rooms for meetings and special activities; trains new custodians; assists school staff in maintenance or custodial requirements; and assists in developing work schedules.

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

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and two years of experience equivalent to full-time work in school custodial work. Part-time work experience will be considered and adjusted appropriately. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Methods, materials, and equipment used in school custodial work.

Ability to: Perform simple building maintenance and repair work; follow oral and written instructions; keep simple records; operate heating and ventilation equipment; direct and supervise the work of others; establish and maintain effective working relationships with school staff and students.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE – ARABIC SPEAKING

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 three annual step increases to \$20.88 per hour (15-16 Rate)

POSTING DATE: SEPTMEMBER 25, 2017

LAST DAY TO FILE: OCTOBER 13, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions work 3 hours per day (Mon. – Fri.), during school session, in Pre-K to 12th grade classrooms. Under the general supervision of a certificated teacher or administrator, instructional aides support student instruction individually or in small groups at the elementary or secondary school level. They may be assigned to classrooms, reading labs, or special study centers.

BASIC FUNCTION: Supports student instruction and assessment by working with students individually or in small groups, as directed by the teacher; follows teacher's lesson plans to reinforce lessons presented by teacher; implements alternative methods for presenting instruction to students, as directed by the teacher; confers with teacher regarding programs and materials to meet student needs; provides feedback to teacher on students' progress; assists teacher in scoring tests, recording grades, and charting student progress; assists teacher in setting up experiments, displays, exhibits; operates audiovisual and other educational training equipment and aids; and distributes and collects educational materials, papers, and supplies; assists in monitoring student progress and behavior in the classroom, lunchroom, and playground activities; as well as other special educational activities, as assigned.

MARGINAL DUTIES: May duplicate educational materials on a sporadic basis, within categorical funding guidelines; may accompany students on field trips and participates in meetings and in-service training programs, as assigned.

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

EMPLOYMENT STANDARDS

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

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

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Basic methods used in instruction and correct English usage, including spelling, grammar, and punctuation, as well as reading and mathematics.

Ability to: Assist a certificated teacher or administrator in instructing students in reading, writing, and mathematics; understand and apply rules, regulations, procedures and policies; communicate effectively in the English language, both in oral and written form and establish and maintain effective working relationships with students, parents, teachers, and administrators.

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

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



GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

10331 Stanford Ave., Garden Grove, CA 92840

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

www.ggusd.us

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL COMMUNITY LIAISON BILINGUAL SPANISH

OPEN RECRUITMENT

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

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

POSTING DATE: SEPTEMBER 25, 2017

LAST DAY TO FILE: OCTOBER 13, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Positions normally work 3 to 3.5 hours per day during school session. May be required to work outside of regularly scheduled hours for scheduled or unscheduled district and public events. 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 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 staff to resolve student-related problems; informs parents of child progress and problems; promotes better relations among home, school, and community through outreach opportunities and parent education programs; plans, coordinates and presents parent education programs on a variety of topics, as directed; assists with the referrals to community agencies for student and family needs; encourages parents to attend and participate in various workshops, meetings, advisory committees and other special events; provides written translations for teachers, administrators and non-English speaking parents; may take students home who become ill or for other reasons cannot remain at school; provides oral interpretation for a variety of meetings such as parent-teacher conferences, Individualized Education Program (IEP) meetings, student discipline meetings, poor attendance meetings, and other meetings as assigned; performs a variety of related clerical duties to support school and parent programs.

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

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and some college-level courses; and some experience working with community service organizations, preferably in a leadership role, are required. 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 and 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 designated world language usage, including spelling, punctuation and grammar; computer programs and software including specialized language word processing software programs; telephone and office etiquette and procedures; school programs and policies, and community resources; cultural nuances of designated language; vocabulary related to school district environment.

Ability to: Reassure parents and encourage them to participate in school and district activities; learn about community services available and explain them to parents; communicate effectively in the English language and the 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; operate computers and other standard office equipment and software effectively; maintain accurate office records.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL COMMUNITY LIAISON BILINGUAL VIETNAMESE

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Education and Experience: High school graduation or equivalent and some college-level courses; and some experience working with community service organizations, preferably in a leadership role, are required. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

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AGENDA ITEM #9: RATIFICATION OF ELIGIBILITY LISTS

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

- | | | |
|-----|--|-------------|
| 9.1 | Associate Personnel Analyst | Open |
| 9.2 | Grounds Equipment Mechanic | Promotional |
| 9.3 | Instructional Aide – Bilingual Spanish | Open |
| 9.4 | Lead Food Service Worker | 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: Associate Personnel Analyst

Recruitment: 17/03.0

Recruitment Type: Open

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin,
Edjoin, PTC-SC, CSPCA,
CODESP, I/O Psychology
Graduate Schools

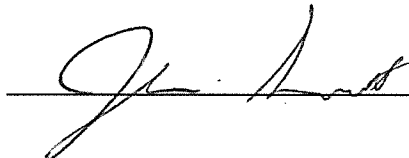
Commission Ordered Recruitment: 08/08/2017
Recruitment Opened: 07/31/2017
Recruitment Closed: 08/18/2017
Commission Approved Eligibility Lists: 10/11/2017
Eligibility List Effective Date: 09/25/2017
Eligibility List Expiration Date: 09/24/2018

Test #: 1	Application Screening	
Applications Total:	264	Test Weight: 0%
Passed:	42	
Failed:	222	

Test #: 2	Performance Examination	
Applications Total:	42	Test Weight: 0%
Passed:	15	Test Date: 08/30/2017
Failed:	12	
	No Show: 15	

Test #: 3	Oral Rating Examination	
Applications Total:	15	Test Weight: 100%
Passed:	7	Test Date: 09/22/2017
Failed:	6	
	No Show: 2	

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



Recruitment: Associate Personnel Analyst

Recruitment # 17/03.0

Eligibility List Effective Date: 09/25/2017

Eligibility List Expiration Date: 09/24/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	18132421	100
2	870617	90
2	16017496	90
3	20141164	85
4	7705689	80
5	5648988	75
6	32506740	70

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

Classification Title: Grounds Equipment Mechanic

Recruitment: 17/07.0

Recruitment Type: Promotional

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin

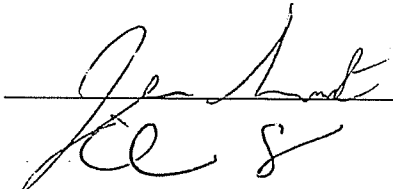
Commission Ordered Recruitment: 09/06/2017
Recruitment Opened: 08/22/2017
Recruitment Closed: 09/12/2017
Commission Approved Eligibility Lists: 10/11/2017
Eligibility List Effective Date: 10/02/2017
Eligibility List Expiration Date: 10/01/2018

Test #: 1	Application Screening	
Applications Total: 7		Test Weight: 0%
Passed: 5		
Failed: 2		

Test #: 2	Oral Rating Examination	
Applications Total: 5		Test Weight: 100%
Passed: 4	No Show: 1	Test Date: 09/28/2017
Failed: 0		

Test #: 3	Performance Examination	
Applications Total: 4		Test Weight: 0%
Passed: 4	No Show: 0	Test Date: 09/28/2017
Failed: 0		

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



Recruitment: Grounds Equipment Mechanic

Recruitment # 17/07.0

Eligibility List Effective Date: 10/02/2017

Eligibility List Expiration Date: 10/01/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	829834	98
2	33651398	90
3	33237602	85
4	17815537	78

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

Classification Title: Instructional Aide - Spanish Speaking

Recruitment: 17/01.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 07/05/2017

Recruitment Opened: 07/06/2017

Recruitment Closed: 07/26/2017

Commission Approved Eligibility Lists: 10/11/2017

Eligibility List Effective Date: 09/07/2017

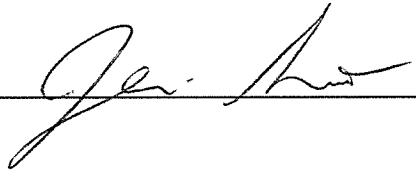
Eligibility List Expiration Date: 09/06/2018

Test #: 1	Application Screening	
Applications Total: 259		Test Weight: 0%
Passed: 171		
Failed: 88		

Test #: 2	NCLB Exam	
Applicant Total: 171		Test Weight: 40%
Passed: 58	No Show: 80	Test Date: 08/08/2017
Failed: 33		

Test #: 3	Oral Rating Exam	
Applicant Total: 58		Test Weight: 60%
Passed: 41	No Show: 15	Test Date: 09/05/2017
Failed: 2		

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



Recruitment: Instructional Aide - Spanish Speaking

Recruitment # 17/01.0

Eligibility List Effective Date: 09/07/2017

Eligibility List Expiration Date: 09/06/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	33126538	98
1	28904379	98
2	26582451	97
2	33007599	97
2	19640981	97
3	26584104	96
4	8356593	95
4	22306426	95
4	22153342	95
4	32465175	95
4	32162909	95
5	29209669	94
5	33246741	94
5	32489322	94
6	18444260	93
6	29258771	93
6	32461933	93
6	29440607	93
7	24390853	92
8	33103538	91
8	28030045	91
9	16929481	90
9	33056923	90
9	14664530	90
9	33158754	90
10	33009861	89
10	29441058	89
11	33170178	87
11	32250163	87
11	29552379	87
11	32160144	87
12	18040135	86
12	32729259	86
13	33185307	85
13	28870645	85
14	28105719	84
15	27399883	83

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
16	29258424	81
17	18185588	80
17	28167133	80
18	33207828	76

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

Classification Title: Lead Food Service Worker

Recruitment: 17/04.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 08/08/2017

Recruitment Opened: 07/31/2017

Recruitment Closed: 08/18/2017

Commission Approved Eligibility Lists: 10/11/2017

Eligibility List Effective Date: 09/22/2017

Eligibility List Expiration Date: 09/21/2018

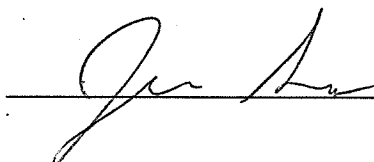
Test #: 1	Application Screening	
Applications Total:	133	Test Weight: 0%
Passed:	49	
Failed:	84	

Test #: 2	Multiple Choice Examination	
Applications Total:	49	Test Weight: 40%
Passed:	16	No Show: 30
Failed:	3	Test Date: 09/06/2017

Test #: 3	Oral Rating Examination	
Applications Total:	16	Test Weight: 60%
Passed:	15	No Show: 1
Failed:	0	Test Date: 09/20/2017

Test #: 4	Performance Examination	
Applications Total:	15	Test Weight: 0%
Passed:	15	No Show: 0
Failed:	0	Test Date: 09/20/2017
Merged:	1	

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



Recruitment: Lead Food Service Worker

Recruitment # 17/04.0

Eligibility List Effective Date: 09/22/2017
Eligibility List Expiration Date: 09/21/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	33390570	96
1	13581487	96
2	32567103	95
3	33441196	94 *
4	33372840	93
4	24155214	93 *
5	24198691	92
6	16676888	91
7	22192508	89
8	21480627	87
9	32918939	86
10	17609555	83
10	28423363	83
11	33303322	80
11	6704164	80 **
12	21144450	76

* Seniority Points

** Merged