



## **AGENDA**

### **REGULAR MEETING**

**October 14, 2025 @ 3:30 p.m.**

**District Office, Board Room**

\*This meeting will be digitally recorded\*

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda. All speakers are limited to five (5) minutes.

**PERSONNEL COMMISSIONERS:** Mr. Paul Andresen, Ms. Susan Baltazar, and Ms. Audrey Cherep

## **I. General Functions:**

**A. Call to Order: Regular Meeting of the Personnel Commission, October 14, 2025.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on October 14, 2025**

*Moved:  
Seconded:  
Vote:*

**E. Approval of Minutes for Regular Meeting on September 9, 2025**

*Exhibit A*

*Moved:  
Seconded:  
Vote:*

**F. Report from the Director of Classified Personnel:**

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

1. General Comments

**G. Personnel Commissioner Comments/Reports:** This is the time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

*If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.*

**I. Communications:** The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below.

1. AFSCME Report
2. CSEA Report
3. Middle Managers Association Report
4. Board of Trustees/Superintendent Report
5. Asst. Superintendent of Human Resources Report

**J. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

**II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

*Moved:  
Seconded:  
Vote:*

**A. Approval of Classified Personnel Eligibility List(s):**

<u>List Establishment</u>	<u># Eligibles</u>	
Bus Driver	06	<i>Exhibit B</i>
Office Assistant	66	<i>Exhibit B</i>
Office Assistant (Bilingual)	41	<i>Exhibit B</i>
Operations Manager	11	<i>Exhibit B</i>
Secretary – Program Support	19	<i>Exhibit B</i>
Secretary – Program Support (Bilingual)	12	<i>Exhibit B</i>
Secretary – School Support	19	<i>Exhibit B</i>
Secretary – School Support (Bilingual)	12	<i>Exhibit B</i>
Substitute Clerical/Secretary Series	21	<i>Exhibit B</i>
Substitute Clerical/Secretary Series (Bilingual)	11	<i>Exhibit B</i>

<u>List Abolishment</u>	<u># Eligibles</u>
-------------------------	--------------------

None

Technology Services Technician 1	54
----------------------------------	----

*Exhibit C*

**III. Action/Discussion Items/or Other Information:**

**A. Discussion Item(s):** These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

1. PUBLIC HEARING – Joint Appointee to the Personnel Commission

- a. In accordance with California Education Code 45246(f), the Personnel Commission is providing the public, employees, and employee organizations the opportunity to express their views regarding the nomination of Susan Baltazar.

Approval to open the Public Hearing at: \_\_\_\_\_

Approval to close the Public Hearing at: \_\_\_\_\_

*Moved:*  
*Seconded:*  
*Vote:*  
*Moved:*  
*Seconded:*  
*Vote:*

**B. Action Item(s):** These items are presented for ACTION at this time.

1. Personnel Commission Appointment(s):  
Recommendation: *Approve*

- a. Approval of the appointment of Susan Baltazar as the Joint Appointee to the AUHSD Personnel Commission for the period of December 1, 2025, through December 1, 2028.

*Moved:*  
*Seconded:*  
*Vote:*

2. Professional Memberships  
Recommendation: *Approve*

- a. Approval of the expenditure of Personnel Commission funds, in the amount of \$100.00, for membership in the Personnel Commission Association of Southern California (PCASC) for the '25-'26 school year.

*Exhibit D*

*Moved:*  
*Seconded:*  
*Vote:*

3. New classification(s):  
Recommendation: *Approve*

- a. Approval of the new classification of Energy & Facility Use Manager within the Facility Services job family.

*Exhibit E*

*Moved:*  
*Seconded:*  
*Vote:*

4. Revised classification(s):  
Recommendation: *Approve*

- a. Approval of the revised classification of Food Services Manager 2 within the Student Services job family.

*Exhibit F*

*Moved:*  
*Seconded:*  
*Vote:*

- b. Approval of the removal of California Driver's License Requirement from various listed classifications.

*Exhibit G*

*Moved:  
Seconded:  
Vote:*

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Active Recruitment Status Update

*Exhibit H*

2. Advanced Step Placement Status Report

*Exhibit I*

3. Items Submitted for Board Approval – September

*Exhibit J*

**IV. Next Regular Personnel Commission Meeting:**

Tuesday, November 12, 2025 at 3:30 p.m. – *Board Room*

**V. Closed Session:**

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

None

**VI. Adjournment:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

**A.** Approval of meeting adjournment at: \_\_\_\_\_

*Moved:  
Seconded:  
Vote:*

Submitted by:

\_\_\_\_\_  
Brandon Tietze  
Secretary to the Personnel Commission  
Executive Director, Classified

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

District Office Board Room  
501 N. Crescent Way, Anaheim, CA 92803

**MINUTES**

**REGULAR MEETING**

**September 9, 2025 @ 3:30 p.m.**  
**District Office, Board Room**

Electronically Recorded

**Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction, but not scheduled on this meeting's agenda, may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda. All speakers are limited to five (5) minutes.

**PERSONNEL COMMISSIONERS:** Mr. Paul Andresen, Ms. Susan Baltazar, Ms. Audrey Cherep

**I. General Functions:**

**A. Call to Order: The Regular Meeting of the Personnel Commission was called to order at 3:40 p.m.**

**B. Roll Call: Commissioners Andresen, Baltazar, and Cherep were present.**

**C. Pledge of Allegiance: Commissioner Andresen led all in attendance in the Pledge of Allegiance.**

**D. Motion to Approve Agenda: September 9, 2025**

**It was moved and seconded to approve the agenda as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep	✓			✓			
Susan Baltazar	✓			✓			

**E. Motion to Approve Minutes: August 21, 2025**

**It was moved and seconded to approve the minutes as submitted. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep		✓		✓			
Susan Baltazar	✓			✓			

**F. Report from the Director of Classified Personnel:** This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the related work being done in Human Resources – Classified.*
- *Mr. Tietze noted the upcoming retirement of Superintendent Matsuda, and the announcement of Dr. Jaron Fried as his replacement. Mr. Tietze thanked Mr. Matsuda for his service to the District.*
- *Mr. Tietze announced the transfer of Employee Relations Analyst, Melanie Thomasson, from Human Resources – Classified, to Human Resources – Certificated.*
- *Mr. Tietze thanked the union leadership, Cabinet, HR staff, and the Personnel Commissioners the work that they do and for their support and collaboration with him over the last ten years.*
- *Mr. Tietze discussed the ongoing transition to digital personnel files.*

**G. Personnel Commissioner Comments/Reports:** This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities related to Commission business. This is not a time for discussion.

None

**H. Communications:** This is an opportunity for the Director of Classified Personnel to present informational items of interest to the members of the Personnel Commission, which are not action items on the agenda.

1. AFSCME Report

None

2. Assistant Superintendent of Human Resources Report

None

3. Board of Trustees/Superintendent Report

None

4. CSEA Report

None

5. Middle Managers Association Report

None

- I. Public Comments:** Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

None

- II. Consent Calendar:** Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

**A. Approval of Classified Personnel Eligibility List(s):**

**List Establishment**

**# Eligibles**

Athletic Trainer	03
Grounds Maintenance Worker	46
Maintenance Locksmith	05
Maintenance Plumber	17

**List Abolishment**

**# Eligibles**

None

**List Extension**

**# Eligibles**

(PC Rule §6.1.3.: *Duration of Eligibility Lists*)

Custodian	54
Sr. Administrative Assistant - Program Support	18
Sr. Administrative Assistant - School Support	18
Sr. Administrative Assistant - Program Support (Bilingual)	15
Sr. Administrative Assistant - School Support (Bilingual)	15

**It was moved and seconded to approve the Consent Calendar in its entirety. The motion passed.**

Commissioner	M	S	Yes	No	Abstain	Absent
Paul Andresen			✓			
Audrey Cherep	✓		✓			
Susan Baltazar		✓	✓			

**III. Action/Discussion Items/or Other Information:**

**A. Discussion Item(s):** These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

1. Announcement of intended Joint Appointee to the Personnel Commission
2. Personnel Commission Rules Revisions– First Reading

**B. Action Item(s):** These items are presented for ACTION at this time.

None

**C. Information Item(s):** These items are placed on the agenda as information and do not require discussion.

1. Active Recruitment Status Update
2. Advanced Step Placement Status Report
3. Items Submitted for Board Approval – August

**IV. Next Regular Personnel Commission Meeting:**

Tuesday, October 14, 2025, at 3:30 p.m. – *District Office Board Room*

**V. Closed Session:**

- ❖ **Public Comments for Closed Session Items ONLY:** Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of closed session.

To consider matters pursuant to government code 54957:  
*Public Employee Performance Evaluation*

- *Executive Director of Classified Personnel*

**A.** Approval to adjourn to Closed Session at: 4:22 p.m.

**B.** Regular Meeting reconvened at: 4:50 p.m.

**C.** Report on any action taken during closed session

- a. *Personnel Commission Chairperson, Paul Andresen, stated that the Commissioners are very pleased with the performance of Mr. Tietze.*



**VI. Adjournment:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned

**It was moved and seconded to adjourn the Personnel Commission meeting. The motion passed.**

Commissioner	M	S		Yes	No	Abstain	Absent
Paul Andresen				✓			
Audrey Cherep	✓			✓			
Susan Baltazar		✓		✓			

**TIME ADJOURNED: 4:50 p.m.**

\_\_\_\_\_  
Paul Andresen  
Chairperson, Personnel Commission  
Anaheim Union High School District

**UNLIMITED YOU**

**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
 501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
 (714) 999-2576 Fax: (714) 220-4502  
 HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2025(2)-R01-MD

POSITION: Bus Driver (Open)  
 RECRUITMENT TYPE: OPEN  
 CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 08/20/25 - 09/10/25

<b>NUMBER OF APPLICATIONS RECEIVED:</b>	30
NUMBER OF QUALIFIED APPLICANTS:	11

<b>PERFORMANCE EXAM: 10/01/2025, 100% WEIGHT</b>	
NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM	08
NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM	06

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>06</b>
--	-----------

  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25  
 DATE

CERTIFICATION DATE: 10/14/2025  
 EXPIRATION DATE: 04/14/2026  
 EXTENDED EXPIRATION DATE:

**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-S05-DM]

POSITION: OFFICE ASSISTANT (NON-BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 07/16/2025 – 08/06/2025

**NUMBER OF APPLICATIONS RECEIVED**

492

Number of qualified applicants:

105

**MULTIPLE CHOICE EXAM [08/15/2025], 90% WEIGHT**

Number of applicants invited:

105

Number of applicants who participated:

81

Number of applicants who passed:

66

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****66**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25

DATE

CERTIFICATION DATE: 09/09/2025

EXPIRATION DATE: 03/09/2026

EXTENDED EXPIRATION DATE:

**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-S05-DM]

POSITION: OFFICE ASSISTANT (BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 07/16/2025 – 08/06/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	492
Number of qualified applicants:	105

**MULTIPLE CHOICE EXAM [08/15/2025], 90% WEIGHT**

Number of applicants invited:	105
Number of applicants who participated:	81
Number of applicants who passed:	66

**BILINGUAL EXAM [09/05/2025], 0% WEIGHT**

Number of applicants invited:	49
Number of applicants who participated:	49
Number of applicants who passed:	41

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>41</b>
--	-----------

  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 09/09/2025  
 EXPIRATION DATE: 03/09/2026  
 EXTENDED EXPIRATION DATE:

**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2025-O05-MD

POSITION: Operations Manager

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 07/18/2025 – 08/10/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	119
Number of qualified applicants:	31

<b><u>TRAINING &amp; EXPERIENCE (T&amp;E) EVALUATION</u> 09/12/2025, 0% WEIGHT</b>	
Number of applicants who participated:	31
Number of applicants who passed:	16

<b><u>STRUCTURED INTERVIEW</u> 09/22/2025, 100% WEIGHT</b>	
Number of applicants invited:	16
Number of applicants who participated:	13
Number of applicants who passed:	11

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>11</b>
--	-----------

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25

DATE

CERTIFICATION DATE: 10/14/2025  
EXPIRATION DATE: 04/14/2026  
EXTENDED EXPIRATION DATE:



**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ELIGIBILITY LIST NO. [2025-SBP-DM]

POSITION: SECRETARY-PROGRAM SUPPORT (NON-BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN, DUAL CERTIFICATION

DATE ADVERTISED: 07/16/2025 – 08/06/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	315
Number of qualified applicants:	66

**MULTIPLE CHOICE EXAM [08/15/2025], 0% WEIGHT**

Number of applicants invited:	66
Number of applicants who participated:	39
Number of applicants who passed:	36

**STRUCTURED INTERVIEW [08/15/2025], 100% WEIGHT**

Number of applicants invited:	66
Number of applicants who participated:	26
Number of applicants who passed:	19

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>19</b>
--	-----------


  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 10/9/25  
 DATE

CERTIFICATION DATE: 10/14/2025  
 EXPIRATION DATE: 04/14/2025  
 EXTENDED EXPIRATION DATE:

**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

ELIGIBILITY LIST NO. [2025-SBP-DM]

POSITION: SECRETARY-PROGRAM SUPPORT (BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN, DUAL CERTIFICATION

DATE ADVERTISED: 07/16/2025 – 08/06/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	315
Number of qualified applicants:	66

**MULTIPLE CHOICE EXAM [08/15/2025], 0% WEIGHT**

Number of applicants invited:	66
Number of applicants who participated:	39
Number of applicants who passed:	36

**STRUCTURED INTERVIEW [08/15/2025], 100% WEIGHT**

Number of applicants invited:	66
Number of applicants who participated:	26
Number of applicants who passed:	19

**BILINGUAL EXAM [09/10/2025], 0% WEIGHT**

Number of applicants invited:	12
Number of applicants who participated:	12
Number of applicants who passed:	12

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>12</b>
--	-----------

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25  
DATE

CERTIFICATION DATE: 10/14/2025  
EXPIRATION DATE: 04/14/2025  
EXTENDED EXPIRATION DATE:

**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-SBP-DM]

POSITION: SECRETARY-SCHOOL SUPPORT (NON-BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN, DUAL CERTIFICATION

DATE ADVERTISED: 07/16/2025 – 08/06/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	315
Number of qualified applicants:	66

**MULTIPLE CHOICE EXAM [08/15/2025], 0% WEIGHT**

Number of applicants invited:	66
Number of applicants who participated:	39
Number of applicants who passed:	36

**STRUCTURED INTERVIEW [08/15/2025], 100% WEIGHT**

Number of applicants invited:	66
Number of applicants who participated:	26
Number of applicants who passed:	19

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>19</b>
--	-----------

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25

DATE

CERTIFICATION DATE: 10/14/2025  
EXPIRATION DATE: 04/14/2025  
EXTENDED EXPIRATION DATE:



**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-SBP-DM]

POSITION: SECRETARY-SCHOOL SUPPORT (BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN, DUAL CERTIFICATION

DATE ADVERTISED: 07/16/2025 – 08/06/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	315
Number of qualified applicants:	66

**MULTIPLE CHOICE EXAM [08/15/2025], 0% WEIGHT**

Number of applicants invited:	66
Number of applicants who participated:	39
Number of applicants who passed:	36

**STRUCTURED INTERVIEW [08/15/2025], 100% WEIGHT**

Number of applicants invited:	66
Number of applicants who participated:	26
Number of applicants who passed:	19

**BILINGUAL EXAM [09/10/2025], 0% WEIGHT**

Number of applicants invited:	12
Number of applicants who participated:	12
Number of applicants who passed:	12

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>12</b>
--	-----------

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25  
DATE

CERTIFICATION DATE: 10/14/2025  
EXPIRATION DATE: 04/14/2025  
EXTENDED EXPIRATION DATE:

**UNLIMITED YOU**

**ANAHEIM UNION HIGH SCHOOL DISTRICT**  
 501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
 (714) 999-2576 Fax: (714) 220-4502  
 HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-CLER-SUB-DM]

POSITION: CLERICAL/SECRETARY SERIES (SUBSTITUTE) NON-BILINGUAL  
 RECRUITMENT TYPE: OPEN  
 CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 06/18/2025 - 07/09/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	63
Number of qualified applicants:	58
<b>MULTIPLE CHOICE EXAM [07/29/2025], 100% WEIGHT</b>	
Number of applicants invited:	58
Number of applicants who participated:	30
Number of applicants who passed:	21

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>21</b>
--	-----------

  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25  
 DATE

CERTIFICATION DATE: 08/21/2025  
 EXPIRATION DATE: 02/21/2026  
 EXTENDED EXPIRATION DATE:

**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY • ANAHEIM, CA • 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. [2025-CLER-SUB-DM]

POSITION: CLERICAL/SECRETARY SERIES (SUBSTITUTE) BILINGUAL

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 06/18/2025 – 07/09/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	63
Number of qualified applicants:	58

**MULTIPLE CHOICE EXAM [07/29/2025], 100% WEIGHT**

Number of applicants invited:	58
Number of applicants who participated:	30
Number of applicants who passed:	21

**BILINGUAL EXAM [08/05/2025], 0% WEIGHT**

Number of applicants invited:	11
Number of applicants who participated:	11
Number of applicants who passed:	11

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>11</b>
--	-----------

  
 \_\_\_\_\_  
 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

10/9/25  
 \_\_\_\_\_  
 DATE

CERTIFICATION DATE: 08/21/2025  
 EXPIRATION DATE: 02/21/2026  
 EXTENDED EXPIRATION DATE:

**UNLIMITED YOU****ANAHEIM UNION HIGH SCHOOL DISTRICT**

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

(714) 999-2576 Fax: (714) 220-4502

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2025-I19-MD

POSITION: Technology Services Technician I

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 01/31/2025 – 02/23/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	314
Number of qualified applicants:	133

**MULTIPLE CHOICE EXAM 03/20/2025, 0% WEIGHT**

Number of applicants invited:	133
Number of applicants who participated:	82
Number of applicants who passed:	29

**STRUCTURED INTERVIEW 4/13/2025, 100% WEIGHT**

Number of applicants invited:	29
Number of applicants who participated:	20
Number of applicants who passed:	20

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>20</b>
--	-----------

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

DATE

CERTIFICATION DATE:	05/13/2025
EXPIRATION DATE:	11/13/2025
EXTENDED EXPIRATION DATE:	05/13/2026



# PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: FY2025/26-**001**

May 10, 2025

Attention: Mr Brandon Tietze, Executive Director, Human Resources Classified  
 Anaheim UHSD  
 501 N. Crescent Way  
 Anaheim, CA 92801

## DESCRIPTION

## UNIT PRICE

Annual Membership: Personnel Commissioners Association of Southern California (PCASC)	\$100.00
--	----------

Checks Only (**No purchase orders, please**) payable to:  
**Personnel Commissioners Association of Southern California (PCASC)**

Mailing Instructions:  
 Please, send **check** with copy of invoice to:

PCASC, Treasurer J Sergio Garcia  
 13759 Ramona Ave  
 Hawthorne CA, 90250

For more information visit [pcasc.meritsystem.org](http://pcasc.meritsystem.org) or email [pcascsecretary@gmail.com](mailto:pcascsecretary@gmail.com)  
 [Tax ID: 80-0925314]-TIN

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Tuesday, October 14th, 2025**

**SUBJECT: New Classification Specification – Energy & Facility Use Manager**

**BACKGROUND INFORMATION:**

District leadership requested HR-Classified to create a new management classification to support the District's Maintenance & Operations Department.

Under the general supervision of the Director of Maintenance & Operations, the **Energy & Facility Use Manager** plans, coordinates, and supervises two primary functions: the comprehensive District energy and sustainability management program, and the administration of all District/Community Use of Facilities activities, ensuring accountability, efficiency, and compliance in both areas; performs other related duties as required.

**METHODOLOGY:**

In creating the classification, staff conducted the following activities:

- Reviewed job descriptions from local agencies that align with the desired role for the position.
- Created a classification (see attached) using comparable job descriptions from local agencies and feedback from the Director of Maintenance & Operations.
- Used market data from comparable job descriptions, feedback from management, and analysis of internal alignment to recommend salary placement and minimum qualifications.

**DISCUSSION:**

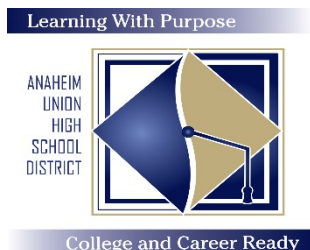
Based on an internal market analysis, the following was determined:

- The recommended education requirement is graduation from high school or equivalent, with a preference for a bachelor's degree.
- The recommended experience requirement is four (4) years of increasingly responsible experience in energy or utility management systems and/or administration and supervision of public and/or private facilities usage programs, with a preference for experience managing a school district or other public agency's energy or facilities use program.
- The recommended salary placement is Range 22 on the Classified Management salary schedule, based on maintaining internal alignment between related classifications.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the classification of Energy & Facility Use Manager and its salary placement on Range 22 on the Classified Management salary schedule.





<b>CLASSIFICATION SUMMARY</b>	
<b>JOB TITLE</b>	Energy & Facility Use Manager
<b>JOB FAMILY</b>	Facility Services
<b>JOB SUBFAMILY</b>	Facility Use/Planning
<b>EVALUATED BY</b>	Director of Maintenance and Operations
<b>SALARY RANGE</b>	MGMT/22
<b>LAST UPDATED</b>	10/14/25

# ENERGY & FACILITY USE MANAGER

## BASIC FUNCTION

Under the general direction of the Director of Maintenance and Operations, plans, coordinates, and supervises two primary functions: the comprehensive District energy and sustainability management program, and the administration of all District/Community Use of Facilities activities, ensuring accountability, efficiency, and compliance in both areas; performs other related duties as required.

**Note:** The duties below are intended to describe the general nature and level of work being performed by employees in this classification and are not to be interpreted as an exhaustive list of responsibilities.

## SPECIALIZED ESSENTIAL DUTIES (Typically only performed in this classification)

### Energy & Sustainability Management Activities:

- Develops and implements the District's energy management, conservation, and sustainability program standards and goals.
- Prepares energy requirement estimates and budget allotments for all District facilities; develops and manages district-wide energy/utility budgets.
- Conducts regular facility audits and implements setback programs (night, weekend, holiday, and summer shutdown) for district buildings.
- Assures the District is on the appropriate utility rate schedule, utility billings are correct, and ensures District participation in rebate programs.
- Conducts regular "walk-through" audits of all District facilities to ensure operating efficiency, optimum educational environment, and compliance with energy/water policy.
- Seeks new sources of funding through grants and incentive programs.
- Provides input on contractual support activities, capital projects, and the purchase of any products that affect energy consumption.
- Advises staff on alternate energy sources, consumption, and general conservation measures.
- Develops and publicizes energy conservation and sustainability to employees and students through site visits, meetings, and media opportunities.
- Maintains and analyzes all energy and water consumption records, data, and conservation grants received.
- Works with maintenance personnel on the proper operation of systems and equipment, including the computerized energy management system.

### District & Community Use of Facilities Activities:

- Supervises the approval and processing of District facility use requests by outside agencies and school functions to ensure compliance with policies and procedures.
- Coordinates activities related to the use of facilities, including scheduling, monitoring, billing, security, and cleaning.
- Oversees and coordinates billing of facilities use fees (e.g., rental costs, additional cleaning charges, custodial overtime) and verifies liability insurance.
- Acts as a liaison between the District and the departments of Parks and Recreation of the cities in the District boundary.

- Supports Visual and Performing Arts (VAPA) event bookings and books events for District use with outside agencies.
- Supervises the Auditorium Operations Technicians, oversees the maintenance and upkeep of auditoriums and theaters, and schedules routine inspections.
- Responds to questions, mediates outside agency appeals, and resolves scheduling conflicts.
- Coordinates District use of outside facilities and processes payment for outside facilities used by the District.

#### **GENERAL ESSENTIAL DUTIES (Also performed in other classifications)**

- Directs and supervises the work of assigned operational staff (e.g., Auditorium Operations Technicians, energy/utilities management personnel).
- Manages operations budgets for auditoriums and theaters; assesses the needs for equipment, tools, and supplies; and budgets for upgrades.
- Prepares and maintains a variety of materials including reports, invoices, facility use contracts, board agenda items, and procedures.
- Researches topics (e.g., liability insurance, grant opportunities, energy policy trends) for compliance, planning, and program development.
- Attends meetings, workshops, and seminars to remain current in procedures and materials related to both energy management and facility use.
- Responds to emergencies for the purpose of determining and implementing appropriate actions.
- Operates a variety of office equipment including a computer and assigned software such as energy management software
- Performs related duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

---

##### *KNOWLEDGE OF (Typically learned through formal training or education):*

- Principles and practices of energy management systems and water conservation.
- Principles, techniques, and practices involved in community use of facility contract preparation, monitoring, and control.
- Applicable sections of State Education Code, federal, state, and local laws, codes, and regulations related to energy utilization and facility use.
- Principles and practices of organization, administration, budget preparation, financial management, and personnel management, including supervision, training, and performance evaluation.
- Sustainability practices and load management technologies.
- Facility management software (e.g., Facilitron) and computerized energy management systems.
- Statistical analysis techniques, data analysis, and report preparation.
- Interpersonal skills using tact, patience, courtesy, and effective communication skills (oral and written).

##### *SKILL TO (Typically attained through formal training or practice):*

- Plan, organize, and administer a comprehensive energy conservation program, including developing and implementing management standards and goals.
- Plan, organize, and oversee the community use of facilities functions and activities of the District.
- Interpret, apply, and explain District Board policy, guidelines, rules, regulations, policies, and procedures related to both facility use and energy conservation.
- Develop, manage, and monitor district-wide energy/utility budgets and related financial activity.
- Review, approve, and process use of District facilities requests and related contracts/agreements, ensuring compliance and equitable use.
- Develop, implement, and monitor energy savings and cost savings procedures, such as summer/night setback programs.
- Train, supervise, assign work schedules, and evaluate assigned staff (e.g., Auditorium Operations Technicians, energy management personnel).
- Compile, analyze, and record financial and statistical data related to energy/water consumption and facility use billing.
- Communicate effectively (orally, in writing, and in public speaking engagements) with staff, city personnel, community members, and the Board of Trustees to promote conservation and resolve conflicts.



- Prepare clear and concise reports, presentations, and board agenda items based on data analysis and findings.

*ABILITY TO (Typically a personal quality attained without formal training, education, or practice):*

- Establish and maintain cooperative and effective working relationships with others.
- Develop and maintain cooperative and effective working relationships with others, and mediate disputes related to board policy.
- Work a flexible schedule, independently with little direction, and meet deadlines.
- Operate office equipment including a computer and assigned energy conservation management software.
- Plan and organize work independently with little direction.
- Prepare and deliver oral presentations.
- Work well within a team structure.
- Adjust to changing priorities.
- Resolve conflicts and competing priorities.
- Exercise good judgment.
- Read, understand, and follow oral and written instructions.
- Use fingers repetitively and both hands simultaneously.
- Have depth perception and color vision/ability to distinguish shades; see small details.
- Hear normal voice conversation and speak clearly.

## **MINIMUM QUALIFICATIONS**

---

### **EDUCATION:**

- Required: Graduation from high school or equivalent.
- Preferred: Bachelor's degree from an accredited college or university in engineering, business or public administration, recreation and community services administration, leisure management, or a related field.

### **EXPERIENCE:**

- Required: Four (4) years of increasingly responsible experience in energy or utility management systems and/or administration and supervision of public and/or private facilities usage programs.
- Preferred: Experience managing a school district or other public agency's energy or facilities use program is strongly desirable.

### **LICENSES AND OTHER REQUIREMENTS:**

- License/Insurance Certification: Possession of a valid California Class C Driver License. Use of an automobile may be required for this position. Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.
- Preferred: Leadership in Energy and Environmental Design (LEED) Accredited Professional (AP) certification or certification as a Certified Energy Manager (CEM) is preferred.

## **WORKING CONDITIONS**

---

### **ENVIRONMENT:**

- Works both inside, in an office setting, and occasionally outside,
- Driving a vehicle to multiple locations,
- In direct contact with staff, and the public,
- Work in challenging interpersonal situations,
- Work with continuous interruptions and changing priorities,
- Incumbents will be required to work flexible hours including evenings and weekends.

### **PHYSICAL DEMANDS:**

- Ability to stand or sit for prolonged periods,
- Occasionally stoop, bend, kneel, and reach,
- Lift, carry, push, and/or pull up to 25 lbs (up to 50 lbs with assistance),
- Operate office equipment and computer keyboard requiring repetitive hand movement and fine coordination.

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Meeting: Tuesday, October 14, 2025**

**SUBJECT: Classification Specification Revisions – Food Services Manager 2**

**BACKGROUND INFORMATION:**

The Executive Director of Classified Human Resources requested staff to implement necessary revisions to the Food Services Manager 2 classification.

**METHODOLOGY:**

In carrying out this review, staff conducted the following activities:

- Reviewed the Food Services Manager 1 and 2 classification specifications.
- Compared current classification specifications against similar classification specifications in nearby school districts.
- Gathered input from the Director of Food Services.

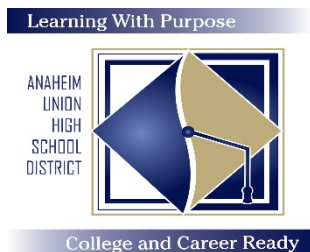
**DISCUSSION:**

The classification specifications were reviewed, revised, and updated to the newest format.

- Based on the recent group reclassification from Food Services Manager I to Food Services Manager 2, the revisions needed for the Food Services Manager 2 classification specifications are as follows:
  - Revise the minimum qualifications to align them more closely to the previous Food Services Manager 1 qualifications, as was the original intent of the group reclassification.
  - Add a preference for three years of supervisory experience in a school food service program or similar large food service operation.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Food Services Manager 2 classification as provided, effective October 14, 2025.



CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Food Service Manager 2
<b>JOB FAMILY</b>	Student Services
<b>JOB SUB-FAMILY</b>	Food Services
<b>EVALUATED BY</b>	Director of Food Services
<b>SALARY RANGE</b>	MGMT-5
<b>LAST UPDATED</b>	10/14/2025

# FOOD SERVICES MANAGER 2

## BASIC FUNCTION:

Under the general supervision of the Food Service Operations Supervisor, plans, organizes and manages the food production and operations of the District Food Center or assigned, junior high or high school sites; performs a variety of technical tasks relative to the operation and coordination of the District-wide food service program; train, supervise and evaluate performance of assigned staff.

**Note:** The duties below are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities.

## SPECIALIZED ESSENTIAL DUTIES:

- Plan, organize, and coordinate food production and distribution at an assigned junior high, high school, or satellite kitchen following state and federal rules and regulations.
- Estimate and requisition food quantities, equipment and supplies needed.
- Receive, inspect, verify and accept delivery of food and supplies.
- Assure proper distribution control and security of cash and meal tickets.
- Maintain established food quality standards related to taste, appearance and good nutrition.
- Organize the serving line and maintain portion control.
- Assure accuracy of daily cash receipts; count and wrap money; prepare bank deposits.
- Process meal applications and issue tickets for the meal program following federal, State and District regulations.
- Utilize proper methods of storing foods.
- Promote student and staff satisfaction by merchandising and serving meals in an attractive manner, incorporate suggestions of students and school staff.
- Evaluate effectiveness of equipment utilization, workload, and menu planning, suggests improvement in food preparation methods, personnel assignments, practices, procedures and planning as appropriate.
- Assign, train and supervise personnel in the preparation, serving, and storage of food in according with established guidelines and procedures; prepare work schedules; participate in work performance evaluation, including the correction of deficiencies and progressive discipline.
- Supervise the planning and preparation of menus, including use of established standardized recipes to meet budget objectives and federal and state guidelines.
- Use creativity to develop new recipes and make effective use of available government commodities.
- Assure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; assure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports, menu planning and production sheets; prepare daily report of meals served.
- Maintain system for recording invoices and preparing personnel forms, payroll cards, time sheets and accident forms; maintain inventory, cost control and filing systems;
- Communicate and implement procedures for effective cooperation between food service staff and administration, faculty, students and parents for the breakfast and lunch programs, field trips, special activities, community affairs and emergency disaster feeding.
- Confer with Food Service Operations Manager regarding cafeteria needs, conditions and menu changes; maintain established food quality standards related to taste, appearance and good nutrition; maintain federal and State standards.

**GENERAL ESSENTIAL DUTIES:**

- Operate a variety of equipment and machines used in a school cafeteria; operate a computer.
- Participate in the selection of new employees as directed.
- Attend meetings related to food service operations and activities.
- Perform related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES**

---

**KNOWLEDGE OF:**

- Methods and procedures related to the operations of large scale food preparation.
- Current laws and regulations relative to school food services, sanitation and employee safety regulations including National School Lunch and Breakfast program regulations and requirements.
- Principles and methods of quantity food service preparation, serving and storage.
- Standard kitchen equipment, utensils and measurements.
- Methods of computing food quantities required by weekly or monthly menus.
- Sanitation and safety practices related to serving food.
- Principles of nutrition.
- Record-keeping techniques.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer.

**SKILL TO:**

- Plan, organize and supervise food service operations at an assigned school site.
- Estimate food quantities and requisition proper amounts for economical food service.
- Prepare nutritious and appetizing food in quantity as necessary.
- Operate standard cafeteria equipment and appliances.
- Maintain records and prepare reports including financial records.
- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and time lines.
- Train, supervise and evaluate personnel.
- Operate a computer utilizing standard office, financial and school food service-related software packages.

**ABILITY TO:**

- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**

---

**EDUCATION:**

- Required: Graduation from high school or equivalent.

**EXPERIENCE:**

- Required: Three (3) years of increasingly responsible supervisory experience in a school food service program or similar large food service operation (e.g. military, hospitals, corrections facilities, buffet style eating establishments, etc.) with one (1) year or more in a lead or supervisory capacity.
- Preferred: Three (3) or more years of supervisory experience in a school food service program or similar large food service operation.
- Substitution: A bachelor's degree in nutrition, quantity cooking, or food service management may be substituted for one year of the supervisory experience.

**LICENSES AND OTHER REQUIREMENTS:**

- License/Insurance Certification:
  - Must have a valid, accredited, Food Safety Manager Certificate or equivalent (e.g. ServeSafe, Prometric, etc.) at time of appointment, and throughout employment in a position in this classification.
  - Personal/Reliable transportation for job-related travel throughout the District.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Food service environment.
- Subject to heat from ovens.

**PHYSICAL DEMANDS:**

- Standing for extended periods of time.
- Lifting and carrying heavy objects weighing up to 25 pounds unassisted, up to 50 pounds with assistance.
- Carrying, pushing or pulling food trays, carts, materials and supplies.
- Walking.
- Dexterity of hands and fingers to operate food service equipment and computerized cash management system.
- Reaching overhead, above shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Hearing and speaking in English to exchange information.
- Seeing to monitor students and food quality and quantity.

**HAZARDS**

- Heat from ovens.
- Exposure to very hot foods, equipment, and metal objects.
- Working around knives, slicers or other sharp objects.
- Exposure to cleaning chemicals and fumes.

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Tuesday, October 14, 2025**

**SUBJECT: Classification Revisions – Removing California Driver’s License (DL) Requirement**

**BACKGROUND INFORMATION:**

To maintain compliance with California Senate Bill 1100, the Executive Director of Classified Human Resources is requesting to apply a revision to the following classifications that require a driver's license despite driving not being an essential job function or can be done using alternative transportation like ridesharing, taxis, or public transit.

**DISCUSSION:**

Revisions are needed for the following classifications:

Assistant Director - Food Services	Food Services Assistant III
Assistant Director of Maintenance & Operations	Food Services Assistant III - Bilingual
Athletic Facilities Technician	Food Services Assistant IV
Athletic Trainer	Food Services Manager II
Auditorium Operation Assistant	Instructional Materials Technician
Behavior Intervention Specialist	Inventory Control Specialist
Braille Transcriber	Licensed Vocational Nurse (LVN)
Chief Technology Officer	Network Analyst
Child Welfare and Attendance Liaison	Network and Program Manager
Controller	Network Technician
Director of Arts Education	Performing Arts Supervisor
Director of Food Services	Procurement Contract Specialist
Director of Planning/Design/Construction	Research Analyst
Director of Public Communication	School Community Liaison
Director of Purchasing and Central Services	Systems Administrator
Director of Risk Management & Insurance	Technology Services Assistant
Employment Specialist	Technology Services Technician I
Energy Manager	Technology Services Technician II
Executive Director of Facilities, Maintenance, and Operations	Translator/Interpreter
Family and Community Engagement Specialist	Workability Placement Assistant
Food Production Center Manager	

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the classification specifications provided, with language inserted that indicates a need for “access to reliable transportation for job-related travel.”

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Substitute Instructional Assistant (SYS-SERIES)	2025(3)SYS-SUB-MD	Jocelyn	Open	Substitute	6/5/25	6/26/25	21
Sign Language Interpreter	2025-E13-JM	Jocelyn	Open	Open	6/5/25	6/26/25	21
Child Welfare and Attendance Liaison	2025-E32-JM	Jocelyn	Open	Open	6/6/25	6/29/25	23
Instructional Assistant (Paraeducator) - Behavioral Support	2025(3)-E23-JM	Jocelyn	Open	Open	6/25/25	7/16/25	21
Instructional Assistant - Adult Transition	2025(2)-ET3-JM	Jocelyn	Open	Open	6/25/25	7/16/25	21
Employment Specialist (WorkAbility Specialist / Job Developer)	2025-E19-JM	Jocelyn	Open	Open	6/26/25	7/17/25	21
Bus Driver (Substitute)	2025-SUBR01-MD	Maryam	Open	Substitute	7/1/25	N/A	N/A
Warehouse Worker (Driver) - Nutrition & Central Services (Substitute)	2025-W06(sub)-MD	Maryam	Open	Substitute	7/1/25	N/A	N/A
Campus Safety Aide (Male & Female)	2025-N02-MD	Maryam	Open	Open	7/1/25	7/22/25	21
Community Schools Coordinator (Bilingual)	2025-E42-JM	Jocelyn	Open	Open	7/15/25	8/5/25	21
Substitute Instructional Assistant (SYS-SERIES)	2025(4)SYS-SUB-MD	Jocelyn	Open	Open	8/1/25	8/24/25	23
Sign Language Interpreter	2025-E13-JM	Jocelyn	Open	Open	8/13/25	9/17/25	35
Instructional Assistant (Paraeducator) - Behavioral Support	2025(4)-E23-JM	Jocelyn	Open	Open	8/20/25	9/10/25	21
Babysitter (On Call/As Needed)	2025-BBY-TM	Tatiana	Open	Substitute	8/20/25	9/10/25	21
Instructional Assistant - Specialized Academic Instruction	2025(2)-E24-JM	Jocelyn	Open	Open	8/20/25	9/10/25	21
Instructional Assistant - Adult Transition	2025(3)-ET3-JM	Jocelyn	Open	Open	8/26/25	9/16/25	21
Family and Community Engagement Specialist (FACES)	2025-FACES-DM	Denise	Open	Open	9/2/25	9/23/25	21
Food Services Assistant I	2025(2)-F02-DM	Denise	Open	Open	9/3/25	9/24/25	21
Secretary - Attendance (Bilingual & Non-Bilingual)	2025-SBA-DM	Denise	Open	Dual Cert	9/9/25	9/30/25	21
Substitute Instructional Assistant (SYS-SERIES)	2025(5)SYS-SUB-MD	Maryam	Open	Open	9/9/25	9/30/25	21
Food Services Manager II	2025(2)-F08-DM	Denise	Open	Open	9/12/25	10/3/25	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2025-EM3-JM	Jocelyn	Open	Open	9/24/25	10/16/25	22
Instructional Assistant (Paraeducator) - Behavioral Support	2025(5)-E23-JM	Jocelyn	Open	Open	9/24/25	10/16/25	22
Instructional Assistant - Visually Impaired	2025-IA-VI-JM	Jocelyn	Open	Open	9/24/25	10/16/25	22

Advanced Step Placement Report														
Effective Date	Classification (full job title)	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year
2025-26														
7/1/2025	Central Warehouse Worker	12	8	AFSCME -51	4	\$4,341	\$24.66	\$4,881	\$27.74	\$51,294	\$57,700	\$3.08	\$534	\$6,406
7/14/2025	Mechanic	12	8	AFSCME -61	5	\$5,536	\$31.45	\$6,485	\$36.85	\$65,417	\$76,649	\$5.40	\$936	\$11,232
8/1/2025	TST	10	8	AFSCME - 58	4	\$5,153	\$29.73	\$5,793	\$33.41	\$51,533	\$57,912	\$3.68	\$638	\$6,379
9/10/2025	Athletic Trainer	11.5	8	CSEA -62	5	\$5,769	\$32.79	\$6,752	\$38.37	\$65,362	\$76,485	\$5.58	\$967	\$11,123
9/29/2025	Plumber	12	8	AFSCME -60	3	\$5,406	\$31.18	\$5,845	\$33.72	\$64,855	\$70,139	\$2.54	\$440	\$5,283
2025-2026 TOTAL FISCAL IMPACT														\$40,424



**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 1 of 9

**1. Retirements/Resignations/Terminations, effective as noted:**

	<b><u>Location:</u></b>	<b><u>Effective</u></b>
Alvarez, Crystal Instructional Assistant – Behavioral Support	Kennedy High School	08/18/2025
Barcelo, Rebeca Instructional Assistant – Specialized Academic Instruction	Walker Jr. High School	08/22/2025
Casillas, Lauren Instructional Assistant – Specialized Academic Instruction	Loara High School	08/07/2025
Cruz Archila, Jesus Bus Driver	Transportation Department	08/12/2025
Flores, Nino Instructional Assistant – Behavioral Support	Hope School	05/22/2025
Gonzalez, Jaclyn Instructional Assistant – Behavioral Support	Savanna High School	05/20/2025
Hernandez, Miranda Instructional Assistant – Behavioral Support	Hope School	08/04/2025
Hutson, Kaitlyn Instructional Assistant - Behavioral Support	Hope School	08/12/2025
Law, Lydia Instructional Assistant – Specialized Academic Instruction	Anaheim High School	08/12/2025
Maltez, Raul Custodian	Oxford Academy	12/15/2025
Medrano, Leslie Instructional Assistant – Behavioral Support	Western High School	08/29/2025
Morales, Eric Instructional Assistant – Specialized Academic Instruction	Katella High School	08/18/2025
Olmedo, Elvia Instructional Assistant – Behavioral Support	Brookhurst Jr. High School	05/22/2025
Paffenroth, Damon Instructional Assistant – Behavioral Support	Cypress High School	05/22/2025

**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 2 of 9

Read, Abigail Instructional Assistant – Specialized Academic Instruction	Sycamore Jr. High School	06/05/2025
Rwakatare, Gail Instructional Assistant – Special Abilities	Hope School	08/15/2025
Sanchez Reyes, Lidia Food Services Assistant 1	Cypress High School	08/14/2025
Velazquez, Maria Food Services Assistant 1	Kennedy High School	08/22/2025

2. **Employment, effective as noted:**

**Range/Step:****Effective:****Permanent Employees:**

Alfonso, Nathan Bus Driver	55/03	08/12/2025
Arellano, Jonathan Instructional Assistant – Adult Transition	51/01	08/06/2025
Argueta Tobar, Sherlyn Instructional Assistant – Behavioral Support	51/01	08/27/2025
Arista Hernandez, Amelie Instructional Assistant - Behavioral Support	51/01	08/28/2025
Bennett, Kyan Instructional Assistant - Behavioral Support	51/02	09/02/2025
Bonnell, Johana Food Services Assistant 1	41/04	08/06/2025
Cabezas, Jennifer Instructional Assistant - Behavioral Support	51/01	08/25/2025
Cabrera, Paul Food Services Assistant 1	41/04	08/19/2025
Corona, Danna Instructional Assistant - Behavioral Support	51/03	08/25/2025
Cotto, Yessenia Instructional Assistant – Adult Transition	51/01	08/25/2025
Cunningham, Brittany Instructional Assistant - Behavioral Support	51/04	08/27/2025

**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 3 of 9

Fox, Kelly Food Services Assistant 1	41/04	08/06/2025
Fregoso, Lizette Instructional Assistant - Behavioral Support	51/01	09/02/2025
Gamboa, Maria Food Services Assistant 2	49/10	08/06/2025
Garcia Bernal, Julissa Instructional Assistant - Behavioral Support	51/01	08/06/2025
Haro, Alyssa Food Services Assistant 1	41/04	08/11/2025
Hernandez, Jennifer Instructional Assistant – Adult Transition	51/1	09/02/2025
Hutson, Kaitlyn Instructional Assistant - Behavioral Support	51/01	08/04/2025
Ingersoll, Raquel Instructional Assistant – Adult Transition	51/08	08/29/2025
Limon Almazan, Zulema Food Services Assistant 1	41/04	08/06/2025
Lopez, Maria Licensed Vocational Nurse	55/07	08/01/2025
Madrid, Cecilia Food Services Assistant 1	41/04	08/06/2025
Magee, Melanie Food Services Assistant 1	41/04	08/06/2025
Martinez, Thanya Instructional Assistant – Bilingual (Spanish)	47/01	08/04/2025
Moran, Christopher Instructional Assistant - Behavioral Support	51/02	08/18/2025
Nava, Erika Instructional Assistant - Behavioral Support	51/01	08/12/2025
Ortiz, Danielle Instructional Assistant - Behavioral Support	51/04	08/06/2025
Pacheco, Isabella Instructional Assistant - Behavioral Support	51/01	08/27/2025

**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 4 of 9

Patino, Brenda Bus Driver	55/03	08/04/2025
Ramos Pena, Jose Instructional Assistant – Bilingual (Spanish)	47/02	08/04/2025
Rubio, Mariah Food Services Assistant 1	41/04	08/06/2025
Shaw, Kayla Instructional Assistant – Adult Transition	51/01	08/06/2025
Shoop, Patrick Instructional Assistant - Behavioral Support	51/01	08/18/2025
Tafolla Madrigal, Fatima Instructional Assistant - Behavioral Support	51/01	08/26/2025
Vasquez, Phillip Custodian	48/01	08/11/2025
Velasco, Liliana Instructional Assistant – Specialized Academic Instruction	43/01	09/02/2025
Wang, Stephen Technology Services Technician	58/04	08/01/2025
Wilkie, Gaelyn Instructional Assistant - Behavioral Support	51/01	08/04/2025
<b>Promotions:</b>		
Flores, Mayra Secretary – Attendance	51/06	08/01/2025
Flores-Sanchez, Juan Instructional Assistant – Adult Transition	51/03	08/26/2025
Gonzalez, Annie Sr. Administrative Assistant – School Support	59/06	08/04/2025
Gonzalez, Jose Jr. Instructional Assistant - Behavioral Support	51/03	08/15/2025
Gorenshteyn, Eugene Supervising Human Resources Analyst	21/09	07/28/2025
Hernandez, Jocelyn Instructional Assistant - Behavioral Support	51/03	08/18/2025

**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 5 of 9

Mc Ilveen, Monika Food Services Manager 2	05/01	08/01/2025
Santos Manzanares, Gaudencio Grounds Maintenance Worker	49/08	08/18/2025
<b>Substitute Employees:</b>		
Alfraihat, Leen Substitute Instructional Assistant – Adult Transition	51/01	08/28/2025
Alfraihat, Leen Substitute Instructional Assistant – Behavioral Support	51/01	08/28/2025
Alfraihat, Leen Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/28/2025
Aviles, Yanira Substitute Food Services Assistant 1	41/04	08/12/2025
Ayala, Paloma Substitute Arts Assistant 2	60/10	08/29/2025
Barrios, Francisco Jr. Substitute Office Assistant	43/01	08/28/2025
Barrios, Francisco Jr. Substitute Office Assistant (Bilingual)	47/01	08/28/2025
Barrios, Francisco Jr. Substitute Secretary	51/01	08/28/2025
Barrios, Francisco Jr. Substitute Secretary (Bilingual)	53/01	08/28/2025
Chand, Nayna Substitute Instructional Assistant – Adult Transition	51/01	08/14/2025
Chand, Nayna Substitute Instructional Assistant – Behavioral Support	51/01	08/14/2025
Chand, Nayna Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/14/2025
Cisneros, Joanna Substitute Arts Assistant 2	60/10	09/02/2025

**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 6 of 9

Collantes, Matthew Substitute Arts Assistant 2	60/10	08/27/2025
Contreras, Ashley Substitute Arts Assistant 2	60/10	08/15/2025
Garcia-Murguia, Edgar Substitute Custodian	48/01	08/01/2025
Ghaly, Bassem Substitute Instructional Assistant – Adult Transition	51/01	08/28/2025
Ghaly, Bassem Substitute Instructional Assistant – Behavioral Support	51/01	08/28/2025
Ghaly, Bassem Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/28/2025
Gutierrez, Jose Substitute Food Services Assistant 1	41/04	08/06/2025
Hallum, Ryan Substitute Arts Assistant 2	60/10	08/13/2025
Hawes, Linda Substitute Instructional Assistant – Adult Transition	51/01	08/28/2025
Hawes, Linda Substitute Instructional Assistant – Behavioral Support	51/01	08/28/2025
Hawes, Linda Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/28/2025
Hernandez, Ariyanah Tutor	\$16.50/hr.	08/20/2025
Magallanes, Jason Substitute Arts Assistant 2	60/10	08/15/2025
Mandeville, Kaomi Substitute Arts Assistant 1	41/10	08/21/2025
Mayorga, Cynthia Substitute Instructional Assistant – Behavioral Support	51/04	08/09/2025

**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 7 of 9

Mendoza, Yamina Substitute Family and Community Engagement Specialist	56/01	08/18/2025
Meza, Steven Substitute Office Assistant	43/01	09/02/2025
Meza, Steven Substitute Office Assistant - Bilingual	43/01	09/02/2025
Meza, Steven Substitute Office Assistant (Bilingual)	43/01	09/02/2025
Meza, Steven Substitute Secretary	51/01	09/02/2025
Meza, Steven Substitute Secretary (Bilingual)	53/01	09/02/2025
Monjaras, Carmen Substitute Instructional Assistant – Adult Transition	51/01	08/28/2025
Monjaras, Carmen Substitute Instructional Assistant – Behavioral Support	51/01	08/28/2025
Monjaras, Carmen Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/28/2025
Navarrete Montesinos, Maria Substitute Food Services Assistant 1	41/04	08/12/2025
Ochoa, Kimberly Substitute Food Services Assistant 1	41/04	08/06/2025
Phan, Trieu-Minh Substitute Arts Assistant 2	60/10	08/20/2025
Raya, Evelyn Substitute Office Assistant	43/01	08/20/2025
Raya, Evelyn Substitute Secretary	51/01	08/20/2025
Redlawsk, Madison Substitute Arts Assistant 2	60/10	08/28/2025
Reyes, Raul Jr. Substitute Custodian	48/01	08/04/2025

**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 8 of 9

Silva, Michael Substitute Campus Safety Aide	43/03	08/04/2025
Soulong, Yazid Substitute Office Assistant	43/01	08/28/2025
Tanner, Damilyn Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/04/2025
Taylor, Kyra Substitute Arts Assistant 2	60/10	08/01/2025
Thompson, Semont Substitute Instructional Assistant – Adult Transition	51/01	08/04/2025
Thompson, Semont Substitute Instructional Assistant – Behavioral Support	51/01	08/04/2025
Thompson, Semont Substitute Instructional Assistant – Specialized Academic Instruction	43/01	08/04/2025
Valente, Maclane Substitute Arts Assistant 2	60/10	08/28/2025
Young, Marc Substitute Arts Assistant 2	60/10	08/13/2025
Zamudio, Yaretzi Tutor	\$16.50/Hr.	08/21/2025

**3. Food Services Student Workers**

	<b><u>Effective</u></b>
Aguilar, Eddy	08/06/2025
Aguirre, Laila	08/06/2025
Bayona, Dylan	08/26/2025
Campos, Ami	08/06/2025
Cho, Joshua	08/25/2025
Duarte, Aidan	08/19/2025
Flores, Ric Martino	08/06/2025
Gaytan, Kevin	08/25/2025
Gilmore McCloud, Janazea	08/06/2025
Griffith, Daniel Jr.	08/06/2025
Hernandez, Benjamin	08/19/2025
Ibrahimkhil, Abasen	08/26/2025
Ibrahimkhil, Seliman	08/26/2025
Kim, Jayden	08/06/2025
Lara, Marlet	08/25/2025
Laster, Cassidy	08/06/2025



**Human Resources Division, Classified Personnel**

Board of Trustees  
September 11, 2025

Page 9 of 9

Le, Evan	08/25/2025
Lukas Clinton, Joshua	08/06/2025
Ly, Hoang	08/06/2025
Martell, Caroline	08/25/2025
Mendez, Luz	08/06/2025
Ngo, Joanna	08/06/2025
Nguyen, Duong	08/06/2025
Nguyen, Emily	08/25/2025
Ocampo, Wilmer	08/06/2025
Orbe Barron, April	08/06/2025
Pantaleon Bahena, Lucero	08/06/2025
Polanco, Kal-El	08/06/2025
Quintero, Emmanuel	08/06/2025
Ramirez-Ocegueda, Adam	08/06/2025
Renta, Matthew	08/06/2025
Renta, Thomas	08/06/2025
Rodriguez, Alfredo	08/25/2025
Sanjay, Ruthvik	08/06/2025
Son, Jayce	08/06/2025
Suleiman, Adam	08/06/2025
Tantiado, Andrea Louise	08/19/2025
Tiettmeyer, Mac	08/19/2025
Uday, Ahmad	08/25/2025
Ward, Ashlyn	08/06/2025
Wu, Daniel	08/25/2025

4. **Workability, current minimum wage or stipend of \$256 effective as noted:**  
(Workability Grant Funds)

**Effective**

Bates, Jeremiah	09/08/2025
Beristan, Angel	09/10/2025
Brown, Nicholas	09/10/2025
Duran, Christian	09/08/2025
Fernandez, Colin	09/08/2025
Greer, Zoe	09/08/2025
Hernandez, Julian	08/21/2025
Mendez, Kimberly	09/08/2025
Vidrio, Andrew	09/08/2025