



## AGENDA

### **REGULAR MEETING**

**November 12, 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, November 12, 2025.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on November 12, 2025**

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

**E. Approval of Minutes for Regular Meeting on October 14, 2025** *Exhibit A*

**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>	
Campus Safety Aide	16	<i>Exhibit B</i>

**List Abolishment**

**# Eligibles**

None

**List Extension**

**# Eligibles**

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

None

**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.

None

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

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

- a. Approval of the revised classification of Assistant Director of Facilities, Planning, and Construction within the Facility Services job family. *Exhibit C* Moved:  
Seconded:  
Vote:
- b. Approval of the revised classification of Credentials Analyst within the Personnel Services job family. *Exhibit D* Moved:  
Seconded:  
Vote:
- c. Approval of the revised classification of Project Manager – Facilities & Planning within the Facility Services job family. *Exhibit E* 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 F*
- 2. Advanced Step Placement Status Report *Exhibit G*
- 3. Items Submitted for Board Approval – October *Exhibit H*

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

Tuesday, December 16, 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****October 14, 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 3:38 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: October 14, 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: September 9, 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 updated the Commission regarding work being done by the District’s Bilingual Committee as well as the newly formed Time and Attendance Committee.*
- *Mr. Tietze announced recent changes to the HR website made to better highlight content for the Professional Growth Program.*
- *Mr. Tietze summarized the ongoing conversation between District and union leaders regarding how to most appropriately meet the facility support needs of the schools during athletic events*
- *Mr. Tietze noted upcoming improvements to the way Human Resources will be able to track, and communicate to staff, regarding the expiration dates of required employee certifications etc.*
- *Mr. Tietze announced that Human Resources will be undertaking a classification study in the spring.*

**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):**

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

<u>List Abolishment</u>	<u># Eligibles</u>
None	

<u>List Extension</u> (PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i> )	<u># Eligibles</u>
Technology Services Technician 1	54

**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. 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.

**It was moved and seconded to open a Public Hearing. The motion passed.**

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

Approval to open the Public Hearing at: 4:14 pm

**It was moved and seconded to close Public Hearing. The motion passed.**

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

Approval to close the Public Hearing at: 4:15 pm

**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.

**It was moved and seconded to approve Action Item 1. The motion passed.**

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

#### 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.

**It was moved and seconded to approve Action Item 2. The motion passed.**

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

3. New classification(s):

Recommendation: *Approve*

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

**It was moved and seconded to approve Action Item 3. The motion passed.**

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

4. Revised classification(s):

Recommendation: *Approve*

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

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

**It was moved and seconded to approve Action Item 4. The motion passed.**

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

**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 – September

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

Wednesday, November 12, 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.

None

**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: 4:27 p.m.**

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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-N02-MD

POSITION: Campus Safety Aide (Male & Female)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 07/01/2025 – 07/22/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	95
Number of qualified applicants:	84

#### **MULTIPLE CHOICE EXAM 07/30/2025, 0% WEIGHT**

Number of applicants invited:	84
Number of applicants who participated:	60
Number of applicants who passed:	51

#### **OTHER:**

Number of applicants who completed the certification	32
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#### **STRUCTURED INTERVIEW 08/19/2025, 97% WEIGHT**

Number of applicants invited:	32
Number of applicants who participated:	28
Number of applicants who passed:	26

#### **TRAINING & EXPERIENCE (T&E) EVALUATION 9/25/25, 3% WEIGHT**

Number of applicants who participated:	26
Number of applicants who passed:	26

<b>TOTAL NUMBER CERTIFIED ON THE FEMALE ELIGIBILITY LIST:</b>	<b>07</b>
<b>TOTAL NUMBER CERTIFIED ON THE MALE ELIGIBILITY LIST:</b>	<b>19</b>

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

11/07/2025  
DATE

CERTIFICATION DATE: 11/12/2025  
EXPIRATION DATE: 05/12/2026  
EXTENDED EXPIRATION DATE:

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Wednesday, November 12, 2025**

**SUBJECT: Classification Revision** – Assistant Director of Facilities, Planning, and Construction

**BACKGROUND INFORMATION:**

District administration requested HR-Classified to implement some necessary modifications to the Assistant Director of Facilities, Planning, and Construction classification specification for the purpose of better supporting the District's ongoing needs in the Facilities Department related to long-term large-scale facility projects.

Under the direction of the Director of Planning/Design/Construction, the **Assistant Director of Facilities, Planning, and Construction** performs a variety of administrative and technical duties related to the District's Facilities Planning department; assists in management of the District's Capital Improvement Program (CIP); plans and coordinates the improvement, renovation, modification, and new construction of District facilities; serves as a liaison between the District and outside agencies; conducts a variety of analytical studies and prepares reports; supervises and evaluates the performance of assigned personnel and consultants; performs related duties as assigned.

**METHODOLOGY:**

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

- Reviewed the existing classification specifications.
- Met and collaborated with the Executive Director of Facilities, Maintenance, & Operations regarding the needs of the classification for the department.
- Compared current classification specifications against similar classification specifications in nearby school districts.
- Used training and industry knowledge to propose appropriate classification specification modifications.

**DISCUSSION:**

The job description was reviewed, revised, and updated to the newest format.

- The revisions needed for the job description are as follows:

<b>REVISIONS</b>		
<b>Proposed Revisions</b>	<b>Purpose for Revision</b>	
<p><b>Additional Duty Statements</b></p> <ul style="list-style-type: none"> <li>• Represents the District in continuous inspections and performs resident Inspector of Record (IOR) responsibilities, as outlined in Title 24, of assigned areas (e.g. wood frame, reinforced concrete, Gunite, masonry, and structural steel construction) to assure compliance with building program plans, specifications, codes, ordinances, and regulations, if licensed.</li> <li>• Analyzes plans, specifications, and contract documents and interprets or secures interpretation of plans and specifications for contractors and subcontractors.</li> <li>• Coordinates and monitors the on and off-site work of specialized inspectors and materials testing laboratories including the document control of all issued reports.</li> <li>• Ensures adherence to the terms of conditions of plans and specifications; ensures that various applicable codes for the construction of school buildings are in accordance with the laws and regulations of the State of California, if licensed.</li> <li>• Identifies deviations from the requirements of contract or documents as required by field conditions, if licensed; rejects workmanship and materials that are not acceptable under the terms of the contract.</li> <li>• Maintains daily reports of construction progress, site activity, and events.</li> <li>• Represents the District on construction sites, in contacts with contractors, engineers, commissioned architects, and the public.</li> </ul>	<p>More closely align the duties and knowledge to the needs of the position.</p>	

Preferred Experience and Certification

- Experience as a School Building Inspector is preferred.
- Valid and ongoing certification as a Class I General Inspector by the Division of the State Architect (DSA) is strongly preferred.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the Assistant Director of Facilities, Planning, and Construction classification as provided, effective 11/12/25.

Learning With Purpose

ANAHEIM  
UNION  
HIGH  
SCHOOL  
DISTRICT

College and Career Ready

CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Assistant Director of Facilities, Planning, and Construction
<b>JOB FAMILY</b>	Facility Services
<b>JOB SUB-FAMILY</b>	Planning Support
<b>EVALUATED BY</b>	<u>Executive Director of Facilities, Maintenance, &amp; Operations</u> <u>Planning/Design/Construction</u>
<b>SALARY RANGE</b>	ADMN 32
<b>LAST UPDATED</b>	<u>11/12/2025</u>

## ASSISTANT DIRECTOR OF FACILITIES, PLANNING, AND CONSTRUCTION

### BASIC FUNCTION:

Under the direction of the Executive Director of Planning/Design/Construction, Facilities, Maintenance, & Operations, performs a variety of administrative and technical duties related to the District's Facilities Planning department; assists in management of the District's Capital Improvement Program (CIP); plans and coordinates the improvement, renovation, modification, and new construction of District facilities; serves as a liaison between the District and outside agencies; conducts a variety of analytical studies and prepares reports; supervises and evaluates the performance of assigned personnel and consultants; performs resident Inspector of Record responsibilities, if licensed, and performs related duties as assigned.

**Note:** The statements herein 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 and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential duties of the job.

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

- Serves as a liaison between District personnel and outside agencies/contractors regarding facilities planning and construction activities;
- Confers with and notifies District staff, consultants, legal counsel, architects, and public agencies regarding planning requirements, schedules, and issues to ensure services are being adequately provided.
- Represents the District in continuous inspections and performs resident Inspector of Record (IOR) responsibilities, as outlined in Title 24, of assigned areas (e.g. wood frame, reinforced concrete, Gunite, masonry, and structural steel construction) to assure compliance with building program plans, specifications, codes, ordinances, and regulations, if licensed.
- Analyzes plans, specifications, and contract documents and interprets or secures interpretation of plans and specifications for contractors and subcontractors.
- Coordinates and monitors the on and off-site work of specialized inspectors and materials testing laboratories including the document control of all issued reports.
- Ensures adherence to the terms of conditions of plans and specifications; ensures that various applicable codes for the construction of school buildings are in accordance with the laws and regulations of the State of California, if licensed.

- Identifies deviations from the requirements of contract or documents as required by field conditions, if licensed; rejects workmanship and materials that are not acceptable under the terms of the contract.

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

- Assists with managing, planning, and coordinating the renovation, modernization, and construction of District facilities including schools, portable classrooms, and other support facilities; participates in the development of the District's long-range growth and capital improvement strategic master plans.
- Provides technical expertise and information regarding assigned functions; Advises and counsels district administrators on laws relating to planning, construction, and maintenance services; participates in the formulation of policies, procedures, and programs; identifies problems and recommends appropriate action.
- Researches and applies federal, state, and local policies, laws, and regulations, and trends regarding planning matters.
- Conducts site visits to observe work in progress; provides direction to building inspectors and consultants; assures compliance with plans, contract provisions and building codes and regulations.
- Reviews and recommends contracts, leases, and other agreements for District facilities.
- Prepares original and amended applications and documentation for construction and renovation projects.
- Attends and represents the District in a variety of meetings, conferences, and governmental hearings related to assigned activities; prepares and delivers oral presentations as requested.
- Evaluates factual data for long-range facilities planning requirements; performs and interprets statistical calculations.
- Prepares written reports from researched material to provide information and recommendations to the Director related to the District's CIP; updates the Facilities and Construction electronic databases to maintain record of activities performed related to the department.
- Maintains daily reports of construction progress, site activity, and events.
- Participates in the site acquisition process to meet increasing needs of the District.
- Participates in the identification and acquisition of funding sources for modernization and construction projects.
- Represents the District on construction sites, in contacts with contractors, engineers, commissioned architects, and the public.
- Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.
- Operates a computer and assigned software for completion of duties; reviews and evaluates facilities planning and construction software applications and recommend new software or improvements.
- Drives a vehicle to conduct work duties and visit sites.
- Performs other related duties as assigned.

### **KNOWLEDGE AND ABILITIES**

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

- Procedures and practices used in the planning, design, construction, modernization, and maintenance of school buildings and facilities.
- School district organization, operations, policies, and objectives.

- Applicable Federal, State, and local laws, codes, and regulations.
- Facility programs such as the State School Facilities Program, Lease-Purchase Program, etc.
- School facilities funding sources and funding application procedures.
- Site selection and acquisition procedures.
- Research techniques and procedures.
- Record-keeping and report preparation techniques.
- Principles and practices of supervision and training.
- Public speaking techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Industry-related software.

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

- Manage and coordinate the work of supervisory, professional, and technical personnel.
- Analyze, interpret, apply, and explain applicable laws, codes rules, regulations, policies, and procedures.
- Develop long-range capital improvement strategic master plans including new construction, modernization, and renovation plans.
- Develop scope of work and prepare corresponding bid packages.
- Read and interpret plans and specifications.
- Project enrollment trends and construction costs.
- Research alternative funding sources and assure funding application procedures are followed.
- Perform statistical computations.
- Prepare a variety of comprehensive and statistical reports.
- Prepare and deliver oral presentations
- Supervise, train, and evaluate the performance of assigned staff.
- Operate a computer and assigned software.

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

- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Maintain effective audio-visual discrimination and perception needed for making observations.
- Communicate effectively both orally and in writing.

## **MINIMUM QUALIFICATIONS:**

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**EDUCATION:**

- Required: Bachelor's degree from an accredited college or university with major coursework in engineering, construction management, architecture, or a related field.

**EXPERIENCE:**

- Required: Three years of professional experience in construction or facilities planning and project management. Preferred: Experience in educational facility planning is preferred. Experience as a School Building Inspector is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- License/Insurance Certification: Valid and ongoing certification as a Class I General Inspector by the Division of the State Architect (DSA) is strongly preferred.

**WORKING CONDITIONS:**

*ENVIRONMENT:*

- Employees in this classification work in outside and inside environments,
- Drive a vehicle to conduct work,
- Occasionally work evening and variable hours,
- Encounter moderate to high noise levels,
- Walk on or over uneven surfaces at construction sites and various school sites.

*PHYSICAL DEMANDS:*

- Employees in this classification sit for extended periods of time,
- Use dexterity of hands and fingers,
- Simple grasping,
- Stoop or bend,
- Carry and lift up to 25 pounds,
- Carry materials on stairs,
- Lift from ground, waist, chest, shoulder, and above shoulder level,
- Climb and maneuver over and around equipment and roofs,
- Speak clearly, hear normal voice conversation,
- Have hand eye coordination,
- See small details,
- Use a computer and a telephone.

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Wednesday, November 12, 2025**

**SUBJECT: Classification Revision – Credentials Analyst**

**BACKGROUND INFORMATION:**

District administration requested HR staff to perform an internal alignment analysis for the Credentials Analyst position.

Under the direction of the Director of Human Resources - Certificated, the **Credentials Analyst** plans, coordinates, trains, and supervises District credentialing staff involved in the registration and processing of California teaching and service credentials and other personnel functions for certificated staff; Advises site administrators regarding certification matters to assure compliance; Manages the flow of communications, routine activities, and technical processes for the office, and is responsible for a variety of specialized, administrative, and policy-driven functions and procedures.

**METHODOLOGY:**

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

- Reviewed the Credentials Analyst classification specification.
- Collected and reviewed comparable positions' classification specifications within AUHSD.
- Used training and industry knowledge to evaluate the internal alignment of the position.

**DISCUSSION:**

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

- The Credentials Analyst position is internally aligned with the HR Analyst and Employee Relations Analyst within the Personnel Services job family. Therefore, to maintain internal alignment, the recommended salary placement is Range 17 on the Classified Management salary schedule.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the proposed revisions for Credentials Analyst and its salary placement on Range 17 on the Classified Management salary schedule, effective 7/1/2025.

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Wednesday, November 12, 2025**

**SUBJECT: Classification Revision – Project Manager – Facilities & Planning**

**BACKGROUND INFORMATION:**

The Executive Director of Facilities, Maintenance, and Operations requested some necessary modifications to the Project Manager – Facilities & Planning classification specification for the purpose of better supporting the District's ongoing needs in the Facilities Department related to sustainability projects.

Under the direction of the Director of Planning/Design/Construction, the **Project Manager – Facilities & Planning** performs responsible administrative, analytical, and investigative duties related to facilities planning; manages, plans and coordinates assigned activities in the areas of student housing, boundaries, development, State School Building Program, facility planning, facility design, and facilities construction. Coordinates facility programs with other local agencies and assist with the development of programs to finance and fund the facilities program.

**METHODOLOGY:**

In creating the classification, staff conducted the following activities:

- Reviewed the Project Manager – Facilities & Planning classification specification.
- Compared current classification specifications against similar classification specifications in nearby school districts.
- Met with and gathered feedback from the Executive Director of Facilities, Maintenance, and Operations for information regarding the necessary duties, knowledge, skills, and abilities needed to fulfill the ongoing needs of the position.
- Compared current classification specifications with other classification specifications at AUHSD within the Facility Use/Planning job sub-family.

**DISCUSSION:**

The job description was reviewed, revised, and updated to the newest format.

- The revisions needed for the job description are as follows:

<b>REVISIONS</b>	
<b>Proposed Revisions</b>	<b>Purpose for Revision</b>
<p><u>Position Title</u></p> <ul style="list-style-type: none"> <li>• Project Manager – Facilities, Planning &amp; Sustainability</li> </ul> <p><u>Additional Duty Statements</u></p> <ul style="list-style-type: none"> <li>• Evaluates the cost-effectiveness, environmental risk, technical feasibility and integration capability of sustainability projects and initiatives in new construction and modernization; makes appropriate recommendations.</li> <li>• Manages facility relocations, logistics, procurement of 21st century classroom furniture.</li> <li>• Coordinates District Sustainability Initiatives, including: Energy Management Strategy, Storm Water Management Program, Water Efficiency Program, Climate Action Planning, Campus Sustainability Plan Implementation, Solid Waste Reduction Programs, Transportation Management Program, and other initiatives as identified.</li> <li>• Assures that the District participates in available grants and utility company incentive and rebate programs; track grants, incentives and rebates received and administer the incentive application process.</li> <li>• Actively participates in the design phase of bond projects and review technical specifications to ensure sustainability practices are implemented in design and construction of bond projects.</li> <li>• Develops and implements the District's sustainability program standards and goals.</li> </ul>	<p>More closely align the duties and knowledge to the needs of the position and with other comparable positions in nearby school districts.</p>

**Knowledge**

- Principles, best practices, and current trends in sustainability.
- CalGreen project implementation scopes.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the proposed revisions to the Project Manager – Facilities & Planning classification as provided, effective 11/12/2025.

Learning With Purpose



College and Career Ready

CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Project Manager – Facilities, <u>Planning</u> & <u>Sustainability Planning</u>
<b>JOB FAMILY</b>	Facility Services
<b>JOB SUBFAMILY</b>	Facility Use/Planning
<b>EVALUATOR</b>	<u>Executive Director of Facilities, Maintenance, &amp; Operations</u> <u>Director of Planning/Design/Construction</u>
<b>SALARY RANGE</b>	MGMT - 22
<b>LAST UPDATED</b>	<u>11/12/2025</u>

## **PROJECT MANAGER – FACILITIES, & PLANNING, & SUSTAINABILITY**

### **BASIC FUNCTION**

Under the direction of the Director of Planning/Design/ConstructionExecutive Director of Facilities, Maintenance, & Operations, perform responsible administrative, analytical, and investigative duties related to facilities planning; manage, plan and coordinate assigned activities in the areas of student housing, boundaries, development, State School Building Program, facility planning, facility design, and facilities construction. Coordinate facility programs with other local agencies and assist with the development of programs to finance and fund the facilities program.

**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)**

#### Planning

- Develops and maintains the State School Facilities Program (SFP) master file and generate individual project applications; prepare project applications and monitor with State representatives.
- Coordinates applications for various state and Federal programs; Maintains inventory of portable classrooms; makes recommendations concerning lease renewal as appropriate.
- Assists in the development and updating of the Facilities Master Plan, Educational Specifications, and Materials Standards.
- Serves as a liaison between the Facilities department and other entities, such as the California Department of Education, and other entities; Confer with District staff, consultants, and other representatives regarding planning requirements, schedules, and issues that arise.
- Integrates services of architects, legal counsel, and technical and financial consultant representatives as they affect facilities planning activities and ensure that services are being adequately provided.
- Develops surveys, educational specifications and other informational studies; meets with State administrators to review facility and enrollment data.
- Coordinates the identification, selection and acquisition of school sites; implements legal procedures required in the land acquisition; coordinates other capital facilities projects for adherence to design and timelines such as renovations, air conditioning and energy conservation.
- Prepare studentObtains and evaluates enrollment projections to establish eligibility to participate in the State School Construction ProgramSFP; prepares analysis and projections of facilities needs including results achieved in relation to annual and long-term facility plans.
- Coordinates the preparation of school fee justification studies.

- Assists with the preparation of Board Agenda items and presentations.
- Coordinates and prepares boundary studies and demographic data; prepares District enrollment projections; develop student housing plans based upon enrollment housing needs; updates site capacity data.
- Evaluates the cost-effectiveness, environmental risk, technical feasibility and integration capability of sustainability projects and initiatives in new construction and modernization; makes appropriate recommendations.
- Performs other related duties as assigned.

#### Project Management

- Coordinates the flow of information between District administrators, architects, governmental agencies, legal counsel and others involved in the District funding sources, grants, site acquisitions, school design, or construction process.
- Plans, coordinates, manages, and oversees various projects related to the renovation, modernization, and construction of District facilities.
- Complies with requirements of the California Environmental Quality Act; maintain data and prepare informational reports for long- and short-range planning, including housing demographics, enrollment projections and school housing needs.
- Assists in the preparation of notices of exemption, negative declarations, and other environmental documents.
- Leads/Participates in all preconstruction activities; coordinates constructability reviews; assists in the development of construction phasing and scheduling; oversees the procurement and installation of interim housing units; assists in bidding process, job walks, analysis of bids before final contracts are awarded and pre-construction conferences.
- Prepares Request for Proposals (RFP) and Request for Qualifications (RFQ) and makes recommendations for professional services contracts.
- Reviews the work of the project architect or engineer to ensure the design and construction remains within the scope and budget of the project; Manages consultants, oversee scope of work, and administer contracts; evaluates scope of project and makes appropriate recommendations for changes.
- Coordinates, implements, and monitors budgets, schedules, project management and control documents on construction projects from inception to project completion; estimates cost and timelines for projects.
- Prepares and supervises project schedules, timelines, milestones, and periodic status reports.
- Manages facility relocations, logistics, procurement of 21<sup>st</sup> century classroom furniture.
- Coordinates District Sustainability Initiatives, including: Energy Management Strategy, Storm Water Management Program, Water Efficiency Program, Climate Action Planning, Campus Sustainability Plan Implementation, Solid Waste Reduction Programs, Transportation Management Program, and other initiatives as identified.
- Assures that the District participates in available grants and utility company incentive and rebate programs; tracks grants, incentives and rebates received and administer the incentive application process.
- Actively participates in the design phase of bond projects and review technical specifications to ensure sustainability practices are implemented in design and construction of bond projects.
- Develops and implements the District's sustainability program standards and goals.
- Performs other related duties as assigned.

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

- Interpret current or governmental regulations and legislative issues relating to school funding and construction; advise and counsel district administrators.
- Prepare routine and special reports for the Board of Trustees and correspondence to private and governmental entities related to facilities projects; research and respond to inquiries from a broad audience regarding most Facilities-related aspects of the Department and the District.
- Prepare oral and written materials and reports from researched material, providing information and recommendations relative to the Facilities Planning Department, including reports to the Board of Trustees, and conduct follow-up activities as necessary for facilities planning and/or projects.
- Prepare and monitor project and operating budgets, including support for obtaining funding; Utilize a variety of advisory data and information such as budgets, architectural and construction plans, and specifications.
- Provide project coordination and management support to the Facilities Department.
- Reviews and approves specifications, bid documents, and contracts.
- Research and maintain current knowledge of laws, codes, rules, and regulations related to assigned duties.
- Participate in site map development.
- Participate in master planning, facility assessment, and program development for capital improvement projects.
- Maintain locally formatted documents reflecting approval status of all District projects in the State School Building Program.
- Research and respond to inquiries regarding aspects of the District's participation in the State School Building Program.
- Advise and counsel District administrators on laws relating to planning, construction, and maintenance services.
- Represent the Department at various organizations and committee meetings.
- Prepare original and amended applications and documentation for construction and renovation projects.
- Coordinate planning of modifications/additions to new construction, modernization, relocatable classroom program, and deferred maintenance.
- Negotiate, review, and analyze contracts for professional services and real property.
- Research and apply federal, state, and local policies, materials, opinions, and trends regarding planning and construction matters.
- Perform other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES*****KNOWLEDGE OF (Typically learned through formal training or education):***

- Applicable federal, State and local laws, codes and regulations including the Leroy F. Green School Facilities Act (School Facility Program) and the Career Technical Education Facilities Program.
- Procedures and practices used in the planning, design, construction, modernization, and maintenance of school buildings and facilities.
- California Environmental Quality Act (CEQA) laws related to school facilities programs.
- School facilities funding sources and funding application procedures.
- Site selection and acquisition procedures.
- Developer fee statutes, and redevelopment revenue programs.

- Legislative processes and the structure of local and State government.
- School district organization, operations, policies, and objectives.
- Principles, best practices, and current trends in sustainability.
- Budget preparation and control.
- Project management theory and techniques.
- Research techniques and procedures.
- Record-keeping and report preparation techniques.
- Appropriate safety procedures and hazardous material compliance.
- Terms, procedures and equipment used in the design, construction, maintenance, and operation of buildings and facilities.
- Principles and practices of supervision and training.
- Public speaking techniques.
- Division of State Architect (DSA) project flow, and forms, and CalGreen project implementation scopes.
- Oral and written communication skills.

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

- Communicate effectively using tact, patience and courtesy.
- Communicate effectively both orally and in writing.
- Read and interpret plans and specifications.
- Analyze, interpret, apply, and explain applicable laws, codes rules, regulations, policies, and procedures.
- Operate a computer and assigned software.
- Analyze, interpret and explain applicable laws, codes, rules, regulations, policies and procedures.
- Research alternative funding sources and assure funding application procedures are followed.
- Perform statistical computations.
- Prepare a variety of comprehensive and statistical reports.
- Project enrollment trends and construction costs.
- Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.
- Develop long-range capital improvement strategic master plans including new construction, modernization, and renovation plans.
- Develop scope of work and prepare corresponding bid packages.
- Analyze situations accurately and adopt an effective course of action.
- Assure compliance with applicable laws, codes, rules and regulations.
- Prepare and deliver oral presentations.
- Develop and prepare departmental budgets.
- Analyze and develop work methods, procedures and schedules.

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

- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Maintain effective audio-visual discrimination and perception needed for making observations.
- Establish and maintain cooperative and effective working relationships with others.

**MINIMUM QUALIFICATIONS**

***EDUCATION:***

**Required:** Bachelor's degree from an accredited college or university with major coursework in engineering, architecture, construction management, public administration, or a related field.

***EXPERIENCE:***

Required: Three (3) years of professional experience in construction or facilities planning and project management. Preferred: Substantial experience in educational facility planning.

***SUBSTITUTION:***

Additional project management experience can be substituted for up to four (4) years of the required education on a year for year basis.

***LICENSES AND OTHER REQUIREMENTS:***

License/Insurance Certification: Possession of a valid, appropriate California driver's license at time of appointment, and throughout employment in a position in this classification. Proof of current California auto liability insurance at time of appointment, and throughout employment in a position in this classification. Personal transportation for job-related travel throughout the District.

***WORKING CONDITIONS***

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***ENVIRONMENT:***

- Employees in this classification work alone, inside and outside, over 40 hours/week, in direct contact with the public, students, and other District staff,
- With high work volume and tight deadlines,
- Continually changing priorities and constant interruptions,
- In temperature changes,
- With moving vehicles,
- In negative interpersonal situations,
- Exposure to minor contagious diseases (colds, flu, etc.),
- Inadequate lighting,
- Poor ventilation,
- Loud noises and odors.

***PHYSICAL DEMANDS:***

- Employees in this classification use fingers repetitively,
- Use twisting or pressure repetitively involving wrists or hands,
- Use both hands simultaneously,
- Have rapid mental/muscular coordination,
- Speak clearly, hear normal voice conversation,
- Drive a vehicle,
- Use a computer and a telephone,
- Have depth perception, have color vision and be able to distinguish shades, see small details,
- Sit, lift and carry up to 25lbs. Without assistance,
- Walk, maintain balance, stand, push, pull, bend repeatedly,
- Reach overhead, climb stairs, and stoop/bend.

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
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
Community Schools Coordinator (Bilingual)	2025-E42-IM	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
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-JM	Jocelyn	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
Instructional Assistant - Bilingual (Spanish) - (Paraeducator)	2025(2)-ES2-JL	Jocelyn	Open	Open	9/30/25	10/21/25	21
Instructional Assistant - Specialized Academic Instruction/Bilingual	2025-E24B-JM	Jocelyn	Open	Open	10/8/25	10/29/25	21
Food Services Assistant II (Promotional)	2025-F03-DM	Denise	Open	Promo	10/9/25	10/30/25	21
Instructional Assistant - Specialized Academic Instruction	2025(3)-E24-JM	Jocelyn	Open	Open	10/10/25	11/2/2025	23
Substitute Instructional Assistant (SYS-SERIES)	2025(6)SYS-SUB-JM	Jocelyn	Open	Substitute	10/14/25	11/4/25	21
Campus Safety Aide (Substitute)	2025-N02(Sub)-MD	Maryam	Open	Substitute	10/16/25	Continuous	N/A
Auditorium Operations Technician - Substitute	2025-O03(Sub)-MD	Maryam	Open	Substitute	10/16/25	11/6/25	21
Behavior Intervention Specialist	2025-E33-JM	Jocelyn	Open	Open	10/21/25	11/11/25	21
Health Services Technician (Substitute)	2025-H01(Sub)-TM	Tatiana	Open	Substitute	10/21/25	11/11/25	21
Plant Manager 1	2025-O27-MD	Maryam	Open	Dual Cert	10/22/25	11/12/25	21
Plant Manager 2	2025-O28-MD	Maryam	Open	Promo	10/22/25	11/12/25	21
Licensed Vocational Nurse (LVN)	2025(2)-H04-TM	Tatiana	Open	Open	11/5/25	11/26/25	21

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
<b>2025-26</b>														
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
<b>2025-2026 TOTAL FISCAL IMPACT</b>													<b>\$40,424</b>	

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

	<u>Location:</u>	<u>Effective</u>
Aguilar, Jerry Jr. Instructional Assistant – Behavioral Support	Magnolia High School	09/26/2025
Chago, Briana Food Services Manager 2	Sycamore Jr. High School	10/03/2025
Evers, Roger Food Services Manager 2	Gilbert High School	12/30/2025
Flowers, Paul Bus Driver	Transportation Department	09/24/2025
Fragoza, Veronica Instructional Assistant – Bilingual (Spanish)	Savanna High School	09/11/2025
Fregoso, Lizette Instructional Assistant – Behavioral Support	Cypress High School	09/12/2025
Garcia, Sofia Wellness Coach Specialist	School Mental Health & Wellness Department	09/05/2025
Garcia Bernal, Julissa Instructional Assistant – Behavioral Support	Hope School	10/07/2025
Haro, Alyssa Food Services Assistant 1	Western High School	09/25/2025
Mechato, Juan Food Services Assistant 1	Lexington Jr. High School	09/26/2025
Moran, Christopher Instructional Assistant – Behavioral Support	Hope School	09/16/2025
Rodriguez, Maritza Child Welfare & Attendance Liaison	Student Support Services	09/12/2025
Saldana, Breanna Instructional Assistant – Behavioral Support	Hope School	09/12/2025

**2. Leaves of Absence. Effective as noted:**

Alonso, Paulina, for education, without pay and without health benefits, from 8/4/25 through the end of the working day on 5/21/26.

Begum, Masuda, for personal reasons, without pay and without health benefits, from 8/18/25 through the end of the working day on 12/19/25.

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Cornejo, Cindy for education, without pay and without health benefits, from 8/11/25 through the end of the working day on 10/31/25.

Dimatulac, Teresa for education, without pay and without health benefits, from 8/11/25 through the end of the working day on 10/31/25.

Gonzalez, Christina for education, without pay and without health benefits, from 9/15/25 through the end of the working day on 10/8/25.

Norwood, Amber for education, without pay and without health benefits, from 8/25/25 through the end of the working day on 5/21/26.

Park, Julia for education, without pay and without health benefits, from 1/5/26 through the end of the working day on 4/30/26.

Tran, Trung for education, without pay and without health benefits, from 8/18/25 through the end of the working day on 1/12/26.

Valle, Ana for child care without pay and without health benefits, from 10/27/25 through the end of the working day on 1/16/26.

Vo, Tiffany for education, without pay and without health benefits, from 8/11/25 through the end of the working day on 5/21/26.

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

	<u>Range/Step:</u>	<u>Effective:</u>
<b>Permanent Employees:</b>		
Alcaraz, Rigo Maintenance Plumber	60/03	09/29/2025
Apodaca, Yvonne Instructional Assistant – Behavioral Support	51/01	10/01/2025
Bandera-Fuentes, Estela Instructional Assistant – Behavioral Support	51/01	09/02/2025
De Neef, Keliana Athletic Trainer	62/05	09/10/2025
Duarte Zamora, Ruben Custodian	48/02	09/15/2025
Edds, Taryn Instructional Assistant – Behavioral Support	51/01	09/03/2025
Ethridge, Jesse Instructional Assistant – Behavioral Support	51/01	09/09/2025

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Guadarrama, Lucy Instructional Assistant – Behavioral Support	51/01	10/01/2025
Gutierrez, Melissa Food Services Assistant 1	41/04	09/29/2025
Hernandez, Jennifer Instructional Assistant – Adult Transition	51/01	09/02/2025
Huizar, Dominic Instructional Assistant – Behavioral Support	51/01	09/15/2025
Ibanez, Alfonso III Instructional Assistant – Behavioral Support	51/03	09/22/2025
Medina, Judith Instructional Assistant – Behavioral Support	51/01	09/12/2025
Medina-Ramirez, Andres Instructional Assistant – Behavioral Support	51/01	09/03/2025
Mireles, David Custodian	48/01	09/22/2025
Monge, William Instructional Assistant – Bilingual (Spanish)	47/10	10/01/2025
Ochoa, Kimberly Food Services Assistant 1	41/04	09/15/2025
Perez Hernandez, Ariana Instructional Assistant – Behavioral Support	51/01	09/02/2025
Prado, Eric Instructional Assistant – Behavioral Support	51/01	09/15/2025
Reynoso, Jonathan Instructional Assistant – Behavioral Support	51/03	09/09/2025
Rivera, Aelynn Instructional Assistant – Behavioral Support	51/01	09/15/2025
Rodriguez Venegas, Eduvina Instructional Assistant – Behavioral Support	51/01	09/22/2025
Soto, Marisol Food Services Assistant 1	41/04	09/17/2025
Tanner, Damilyn Instructional Assistant – Specialized Academic Instruction	43/02	09/12/2025

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Urbina, Diana Instructional Assistant – Behavioral Support	51/01	09/10/2025
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**Promotions:**

Camacho, Alesha Instructional Assistant – Behavioral Support	51/04	09/15/2025
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Martinez, Gustavo Child Welfare and Attendance Liaison	51/06	09/15/2025
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Small, Kendall Instructional Assistant – Behavioral Support	51/02	09/10/2025
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Ventura, Maria Food Services Manager 2	05/01	10/01/2025
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**Substitute Employees:**

Alfaro, Jaimes Substitute Instructional Assistant – Adult Transition	51/01	09/19/2025
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Alfaro, Jaimes Substitute Instructional Assistant – Behavioral Support	51/01	09/19/2025
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Alfaro, Jaimes Substitute Instructional Assistant – Specialized Academic Instruction	43/01	09/19/2025
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Arenas, Christian Substitute Custodian	48/01	09/12/2025
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Baker, Jacob Substitute Arts Assistant 1	41/10	09/10/2025
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Belowich, David Substitute Arts Assistant 2	60/10	10/02/2025
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Burdick, Alexandra Substitute Arts Assistant 2	60/10	09/17/2025
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Castro, Raymond Substitute Custodian	48/01	09/23/2025
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Cuellar, Mikari Substitute Babysitter	43/01	09/09/2025
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Cuellar, Mikari Substitute Office Assistant - Bilingual	47/01	09/09/2025
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Cuellar, Mikari Substitute Secretary – Bilingual	53/01	09/09/2025
Forte, Matthew Substitute Arts Assistant 2	60/10	09/17/2025
Franco, Joseph Substitute Arts Assistant 2	60/10	09/29/2025
Franco, Moses Substitute Arts Assistant 2	60/10	09/29/2025
Fuentes-Charco, Daniel Substitute Arts Assistant 2	60/10	09/09/2025
Fuller, Pamela Substitute Instructional Assistant - Adult Transition	51/01	09/08/2025
Fuller, Pamela Substitute Instructional Assistant - Behavioral Support	51/01	09/08/2025
Fuller, Pamela Substitute Instructional Assistant - Specialized Academic Instruction	43/01	09/08/2025
Hoekstra, Geraldine Substitute Food Services Assistant 1	41/04	09/15/2025
Hutson, Kaitlyn Substitute Instructional Assistant - Specialized Academic Instruction	43/01	09/24/2025
Jimenez, Esteban Substitute Arts Assistant 2	60/10	09/09/2025
Khramov, Marlena Substitute Arts Assistant 2	60/10	09/09/2025
Lund, Suzanne Substitute Instructional Assistant - Adult Transition	51/01	09/24/2025
Lund, Suzanne Substitute Instructional Assistant - Behavioral Support	51/01	09/24/2025
Lund, Suzanne Substitute Instructional Assistant - Specialized Academic Instruction	43/01	09/24/2025

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Machado, Carmen Substitute Instructional Assistant – Bilingual (Spanish)	47/01	09/02/2025
Mechato, Juan Substitute Instructional Assistant - Adult Transition	51/01	09/29/2025
Mechato, Juan Substitute Instructional Assistant - Behavioral Support	51/01	09/29/2025
Mechato, Juan Substitute Instructional Assistant - Specialized Academic Instruction	43/01	09/29/2025
Monge, William Substitute Instructional Assistant – Bilingual (Spanish)	47/10	09/05/2025
Montano, Salvador Jr. Substitute Arts Assistant 2	60/10	09/30/2025
Munoz, Veronica Substitute Instructional Assistant - Adult Transition	51/01	09/08/2025
Munoz, Veronica Substitute Instructional Assistant - Behavioral Support	51/01	09/08/2025
Munoz, Veronica Substitute Instructional Assistant - Specialized Academic Instruction	43/01	09/08/2025
Peralta, Ofrenda Substitute Instructional Assistant – Bilingual (Spanish)	47/01	09/24/2025
Peralta, Ofrenda Substitute Instructional Assistant - Adult Transition	51/01	09/24/2025
Peralta, Ofrenda Substitute Instructional Assistant - Behavioral Support	51/01	09/24/2025
Peralta, Ofrenda Substitute Instructional Assistant - Specialized Academic Instruction	43/01	09/24/2025

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Perez, Kassandra Substitute Custodian	48/01	09/16/2025
Ponce Munoz, Edward Substitute Arts Assistant 2	60/10	09/03/2025
Puertas, Chloe Substitute Arts Assistant 2	60/10	09/22/2025
Richter, Kyle Substitute Arts Assistant 2	60/10	09/29/2025
Robledo, Anthony Substitute Arts Assistant 2	60/10	09/03/2025
Rosen, Louis Substitute Arts Assistant 2	60/10	09/09/2025
Rubalcava, Bryan Substitute Custodian	48/10	09/09/2025
Sears, Gabriel Substitute Arts Assistant 2	60/10	09/09/2025
Williams, Julia Substitute Arts Assistant 1	41/10	09/09/2025
Wolf, Madeline Substitute Instructional Assistant - Adult Transition	51/01	09/30/2025
Wolf, Madeline Substitute Instructional Assistant - Behavioral Support	51/01	09/30/2025
Wolf, Madeline Substitute Instructional Assistant - Specialized Academic Instruction	43/01	09/30/2025
Wong, Chelsea Substitute Arts Assistant 2	60/10	09/23/2025
Young, Nicholas Substitute Arts Assistant 2	60/10	09/23/2025
Zamarippa, Yngwie Substitute Arts Assistant 2	60/10	09/17/2025

**3. Food Services Student Workers**

Barua, Anintika  
Cardenas, Jair

**Effective**  
09/12/2025  
09/02/2025

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Diaz, Mikeyla	09/08/2025
Garcia Camberos, Benny	09/02/2025
Guerra, John	09/15/2025
Hernandez, Casey	09/08/2025
Lewis, Javon	09/02/2025
Madineedi, Abhiram	09/24/2025
Marquez, Leah	09/02/2025
Murdock, Trinity	09/01/2025
Park, Joseph	09/24/2025
Rebultan, Regan	09/15/2025
Robles, Dulce	09/24/2025
Rodriguez Estrada, Gabriel	09/02/2025
Romero, Wendy	09/12/2025
Severiano, Fabian	09/15/2025
Tesfalem, Robel	09/15/2025

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

**Effective**

Abrantes Pereira, Diego	09/28/2025
Alcazar, Ricardo	09/21/2025
Alvarez, Crystal	09/22/2025
Artega, Lorelai	10/01/2025
Avila Elizondo, Diego	09/22/2025
Ayala Garcia, Jesus	09/21/2025
Bates, Jeremiah	09/08/2025
Beltran, Nathaniel	09/21/2025
Bennett, William	09/21/2025
Beristain, Angel	09/10/2025
Bermejo-Rodriguez, Raymond	10/01/2025
Bonderson, Jack	09/21/2025
Brambila, Alejandra	09/15/2025
Callahan, Mason	09/21/2025
Carrigan, Rory	09/10/2025
Carvajal Yacuta, Keydens	09/21/2025
Cazalez, Yahir	09/10/2025
Cedillo, Hugo	09/10/2025
Chavez Jr., Arturo	09/21/2025
Cordova, Lauren	09/21/2025
Cotton, Nathan	09/21/2025
Cruz, Jeremiah	09/21/2025
Do, Caitlin	09/22/2025
Dunlap, William	09/10/2025
Estrada, Aleena	09/21/2025
Fayad, Shadi	09/29/2025
Felix, Lluvia	09/21/2025
Fesmire, Clark	09/10/2025

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Finke, Zoey	09/21/2025
Flowers, Alaysia	09/22/2025
Franco, Sophia	09/21/2025
Garcia, Natalie	09/22/2025
Garcia Navarro, Liliana	09/21/2025
Garcia Zendejas, Denise	09/21/2025
Gonzalez, Ericka	10/01/2025
Gonzalez, Sebastian	09/21/2025
Guillen, Alejandra	09/10/2025
Gutierrez, Galeano	09/29/2025
Guzman, Miriam	10/01/2025
Hardey, Dylan	09/21/2025
Hernandez, Kimberly	09/21/2025
Hernandez, Mark	10/01/2025
Hiebert, Amelie	09/21/2025
Jackson, Aaliyah	09/21/2025
Jaimez, Jesse	09/21/2025
Jimenez Martinez, Ericka	10/01/2025
Limon, Michael	09/21/2025
Lopez, Alexa	09/21/2025
Lopez, Brandon	09/29/2025
Losier, Justin	09/21/2025
Lozano, Christian	09/21/2025
Lucero, Matthew	10/06/2025
Madrid, Aubrey	09/22/2025
Madrigal, Jonathan	09/08/2025
Marcroft, John	09/21/2025
Martinez, Bianca	09/15/2025
Mata, Marlyn	09/22/2025
McDevitt, Nathania	09/21/2025
Mejia, Daniela	09/21/2025
Mejia, Heidy	09/21/2025
Mentado, Amy	09/29/2025
Monterrosa, Alexander	10/01/2025
Morales Martinez, Kevinne	09/22/2025
Moss, Patrisha	09/22/2025
Navarro, Roman	09/21/2025
Navarro Vazquez, Katheryne	09/22/2025
Nguyen, Ethan	09/10/2025
Novella, Hannah	09/21/2025
Nunez-Gomez, Rubi	09/15/2025
Ontiveros, Ismael	09/21/2025
Orduno, Isaiah	09/21/2025
Ortega, Diego	09/21/2025
Padilla, Alaric	09/22/2025

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Palacios Contreras, Martin	09/22/2025
Patlan, Anthony	09/10/2025
Payan Cordero, Jacon	09/22/2025
Perez Barajas, Genevieve	09/21/2025
Pham, James	09/22/2025
Porrazzo, Sean	09/10/2025
Ramirez, Mariana	09/21/2025
Rodriguez, Noemi	09/08/2025
Rojo Flores, Kimberly	10/01/2025
Russell, Adeline	09/21/2025
Salazar, Juan	09/21/2025
Sanchez, Jose	09/21/2025
Sanchez Pulido, Jessica	09/21/2025
Schlegel, Kennedy	09/21/2025
Schrick, James	09/29/2025
Somilleda, Isaiah	09/10/2025
Soto, Aaron	09/10/2025
Tabler, Melissa	09/21/2025
Taylor, Caleb	09/29/2025
Torres Ortiz, Miguel	09/22/2025
Tran, Steven	09/22/2025
Uriostegui, Alan	09/22/2025
Urrutia-Murillo, Julian	09/21/2025
Valencia, Daisy	09/21/2025
Valle Canul, Claudia	09/21/2025
Valle Garcia, Ethan	09/21/2025
Vallejo, Richard	09/21/2025
Vang, Harrison	09/21/2025
Vargas Soto, Sebastian	09/10/2025
Vasquez-Dominguez, Arianna	10/01/2025
Vazquez Solis, Marco	09/29/2025
Vega, Alyullah	09/21/2025
Velazquez, Giancarlo	09/22/2025
Villas, Andrew	09/21/2025
Yim, Aidan	09/21/2025