



AGENDA

REGULAR MEETING

April 8, 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, March 19, 2025.

B. Roll Call:

C. Pledge of Allegiance:

D. Approval of Agenda for Regular Meeting on April 8, 2025

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

E. Approval of Minutes for Regular Meeting on March 19, 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>	
Bus Driver	07	<i>Exhibit B</i>
Licensed Vocational Nurse	08	<i>Exhibit B</i>
Sr. Administrative Assistant - Program Support	18	<i>Exhibit B</i>
Sr. Administrative Assistant - Program Support (Bilingual)	15	<i>Exhibit B</i>
Sr. Administrative Assistant - School Support	18	<i>Exhibit B</i>
Sr. Administrative Assistant - School Support (Bilingual)	15	<i>Exhibit B</i>

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

None

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

Secretary – Registrar/Records	11	<i>Exhibit C</i>
-------------------------------	----	------------------

Secretary – Registrar/Records (Bilingual)	08	<i>Exhibit C</i>
Wellness Coach Specialist	35	<i>Exhibit C</i>

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. Preliminary 2025/26 Personnel Commission Budget *Exhibit D*
2. CSPCA Conference Discussion

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 *Exhibit E*
2. Advanced Step Placement Status Report *Exhibit F*
3. Items Submitted for Board Approval – March *Exhibit G*

IV. Next Regular Personnel Commission Meeting:

Tuesday, May 13, 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

March 19, 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 3:39 p.m.

B. Roll Call: Commissioners Andresen and Cherep were present.

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

D. Motion to Approve Agenda: March 19, 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: February 11, 2024

It was moved and seconded to approve the minutes as amended. 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 mentioned the recently launched CPR/First Aid training reimbursement program as well as the new bilingual testing procedure that allows employees to prequalify for bilingual positions before applying.*
- *Mr. Tietze discussed the reactivation of the extra support staffing bank which consists of a set number of preapproved days of extra clerical support that each school site has to use at their discretion throughout the year.*
- *Mr. Tietze discussed the upcoming communications to sites regarding the annual staff performance evaluations.*
- *Mr. Tietze discussed the upcoming Reasonable Assurance letters and work calendars being developed by Human Resources for the 2025-'26 school year.*
- *Mr. Tietze noted that he is working towards providing informal recommendations to Cabinet regarding the staff size analysis Human Resources conducted.*
- *Mr. Tietze discussed the consistently increasing workload in Human Resources and expressed his pride for the HR staff and the work being done in the department.*
- *Mr. Tietze noted a correction needed for exhibit D.*

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 relative to Commission business. This is not a time for discussion.

- *Personnel Commission Chairperson, Paul Andresen, offered the support of the Commission to Mr. Tietze regarding potentially requesting additional Human Resources staff.*
- *Mr. Andresen recounted his experience at the recent CSPCA annual conference.*

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

- CSEA Chapter President, Heather Huttner, announced that one of the finalists for the Orange County Department of Education's Classified Employee of the Year award is CSEA member, Candice Hall, who is a Licensed Vocational Nurse in the Health Services department. Ms. Huttner expressed her excitement and pride for Ms. Hall's nomination.
- Ms. Huttner noted that she included Human Resources as one of the shorthanded departments in her recent address to the Board of Trustees.
- Ms. Huttner inquired about the status of the vacant Energy Manager position.

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>
ASB Accounting Technician	10
Athletic Trainer	04
Food Services Manager 1	13
Substitute Custodian	57
<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>
Human Resources Technician	08
Secretary – Attendance	26
Secretary – Attendance (Bilingual)	16

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.

None

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

1. Revised Classification(s):

Recommendation: *Approve*

- Approval of the revised classification of Food Services Manager 2 within the Student Services job family.
 - a. Mr. Tietze noted the following amendment to exhibit D related to Action Item 1: In the basic function section of the job description for Food Services Manager 2, the word "elementary" should be removed from the following line, "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 elementary, junior high or high school sites;"

It was moved and seconded to approve the Action Item 1 as amended. The motion passed.

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

2. Reclassification(s):

Recommendation: *Approve*

- a. Approve the reclassification of the employees listed below from Food Services Manager 1 at salary range MMA 03, to Food Services Manager 2, at salary range MMA 05, effective April 1, 2025:

<u>Employee ID:</u>	<u>First Name:</u>	<u>Last Name:</u>
6400010048	DAHLIA	AGUILAR
6400004537	TERESA	ALVAREZ
6400005758	LEONIDA	BULLARD
6400012415	TIFFANY	CAMARILLO
6400009488	GINA	CARDENAS DE ESPINOZA
6400022797	BRIANA	CHAGO
6400010072	KELLI	DELLAVALLE
6400015546	PATRICIA	DOSAL

6400008228	MARIA	FERNANDEZ DE CASTRO
6400004924	ANDREANNA	GALLEGOS
6400001760	MARIA	GAMBOA
6400011004	TROY	JEMERSON
6400010999	KRISTENA	MARTIN
6400001144	TAMMY	MARTINEZ
6400007834	JAMES	PATANELLA
6400012246	TOAI	PHAN
6400005143	CHARITO	REYES
6400011000	SHAWNA	WALKER

It was moved and seconded to approve the Action Item 2 as submitted. 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 – February

IV. Next Regular Personnel Commission Meeting:

Tuesday, April 8, 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: 4:07 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-R01-MD

POSITION: BUS DRIVER (OPEN)
 RECRUITMENT TYPE: OPEN
 CERTIFICATION TYPE: OPEN
 DATE ADVERTISED: 01/10/25 – 02/02/25

NUMBER OF APPLICATIONS RECEIVED

Number of qualified applicants:	34
	07

PERFORMANCE EXAM [03/17/2025], 100% WEIGHT

Number of applicants invited:	07
Number of applicants who participated:	07
Number of applicants who passed:	07

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**07**



 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

3/19/25

 DATE

CERTIFICATION DATE: 03/19/2025
 EXPIRATION DATE: 09/19/2025
 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-H04-CR]

POSITION: LICENSED VOCATIONAL NURSE

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 1/14/25 - 2/4/25

NUMBER OF APPLICATIONS RECEIVED

Number of qualified applicants:

81

37

TRAINING & EXPERIENCE (T&E) EVALUATION [2/25/25]

Number of applicants who participated:

37

Number of applicants who passed:

17

STRUCTURED INTERVIEW [3/9/25], 100% WEIGHT

Number of applicants invited:

17

Number of applicants who participated:

08

Number of applicants who passed:

08

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**08**

 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

 4/4/25
 DATE

CERTIFICATION DATE: [4/8/25]

EXPIRATION DATE: [10/8/25]

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-S22(All)-DM]

POSITION: SENIOR ADMINISTRATIVE ASSISTANT (PROGRAM SUPPORT)

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 01/16/25-02/06/25

NUMBER OF APPLICATIONS RECEIVED

53

Number of qualified applicants:

27

MULTIPLE CHOICE EXAM [03/09/25], 0% WEIGHT

Number of applicants invited:

27

Number of applicants who participated:

22

Number of applicants who passed:

20

STRUCTURED INTERVIEW [03/09/25], 100% WEIGHT

Number of applicants invited:

27

Number of applicants who participated:

21

Number of applicants who passed:

18

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**18**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

DATE

CERTIFICATION DATE: [04/08/25]

EXPIRATION DATE: [10/08/25]

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-S22(All)-DM]

POSITION: SENIOR ADMINISTRATIVE ASSISTANT (SCHOOL SUPPORT)

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 01/16/25-02/06/25

NUMBER OF APPLICATIONS RECEIVED

53

Number of qualified applicants:

27

MULTIPLE CHOICE EXAM [03/09/25], 0% WEIGHT

Number of applicants invited:

27

Number of applicants who participated:

22

Number of applicants who passed:

20

STRUCTURED INTERVIEW [03/09/25], 100% WEIGHT

Number of applicants invited:

27

Number of applicants who participated:

21

Number of applicants who passed:

18

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**18**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/4/25

DATE

CERTIFICATION DATE: [04/08/25]

EXPIRATION DATE: [10/08/25]

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-S22(All)-DM]

POSITION: SENIOR ADMINISTRATIVE ASSISTANT (SCHOOL SUPPORT BILINGUAL)

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 01/16/25-02/06/25

NUMBER OF APPLICATIONS RECEIVED

Number of qualified applicants:

53

27

MULTIPLE CHOICE EXAM [03/09/25], 0% WEIGHT

Number of applicants invited:

27

Number of applicants who participated:

22

Number of applicants who passed:

20

STRUCTURED INTERVIEW [03/09/25], 100% WEIGHT

Number of applicants invited:

27

Number of applicants who participated:

21

Number of applicants who passed:

18

BILINGUAL EXAM [03/09/25], 0% WEIGHT

Number of applicants invited:

15

Number of applicants who participated:

15

Number of applicants who passed:

15

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**15**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/4/25

DATE

CERTIFICATION DATE: [04/08/25]

EXPIRATION DATE: [10/08/25]

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-WCS-CR]

POSITION: WELLNESS COACH SPECIALIST

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 1/16/25 - 2/6/25

NUMBER OF APPLICATIONS RECEIVED

Number of qualified applicants:

82

55

TRAINING & EXPERIENCE (T&E) EVALUATION [2/28/25]

Number of applicants who participated:

55

Number of applicants who passed:

35

TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**35**


BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/4/25
DATE

CERTIFICATION DATE: [4/8/25]

EXPIRATION DATE: [10/8/25]

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. 2024-S1R-TM

POSITION: SECRETARY-REGISTRAR/RECORDS

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN/PROMOTIONAL

DATE ADVERTISED: 05/24/24-06/16/24

NUMBER OF APPLICATIONS RECEIVED:	225
NUMBER OF QUALIFIED APPLICANTS:	32

MULTIPLE CHOICE & PERFORMANCE EXAM: 7/17/24, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	20
--	----

NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	15
---	----

STRUCTURED INTERVIEW: 7/17/24, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	15
--	----

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	11
---	----

TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	9
TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:	2

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/4/25
DATE

CERTIFICATION DATE: 11/12/2024
EXPIRATION DATE: 05/12/2025
EXTENDED EXPIRATION DATE: 11/12/2025

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. 2024-S1R-TM

POSITION: SECRETARY-REGISTRAR/RECORDS (BILINGUAL)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN/PROMOTIONAL

DATE ADVERTISED: 05/24/24-06/16/24

NUMBER OF APPLICATIONS RECEIVED:	225
NUMBER OF QUALIFIED APPLICANTS:	32

MULTIPLE CHOICE & PERFORMANCE EXAM: 7/17/24, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM	20
--	----

NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM	15
---	----

STRUCTURED INTERVIEW: 7/17/24, 100% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW	15
--	----

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW	11
---	----

BILINGUAL EXAM: 10/23/2024, 0% WEIGHT

NUMBER OF APPLICANTS PARTICIPATING IN BILINGUAL EXAM	8
--	---

NUMBER OF APPLICANTS PASSING BILINGUAL EXAM	6
---	---

TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:	6
TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:	2



 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

4/4/25

 DATE

CERTIFICATION DATE: 11/12/2024
 EXPIRATION DATE: 05/12/2025
 EXTENDED EXPIRATION DATE: 11/12/2025

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Tuesday, April 8, 2025**

SUBJECT: 2025-2026 Preliminary Personnel Commission Budget Report

BACKGROUND INFORMATION:

Each year the Personnel Commission (PC) is required to submit a budget for approval to the Board of Education. The Education Code 45253 clarifies the process:

1. The PC prepares a proposed budget based on anticipated needs
2. The PC conducts a public hearing regarding the proposed budget by May 30th
3. The PC shall fully consider views of the public and school board prior to adoption of its budget
4. IN ORANGE COUNTY: The Superintendent is asked to sign a form indicating whether there is any reason to not incorporate the PC budget into the district's general operating budget.
5. The PC then forwards the proposed budget materials to the Orange County Department of Education.
6. If the County Superintendent proposes to reject the budget: The County will conduct a public hearing at AUHSD regarding the rejection of the budget within 30 days of the day submitted by the PC. The County Superintendent may either reject or amend the proposed budget. If the PC and County Superintendent cannot reach agreement on the budget, the preceding year budget will serve as the proposed budget.
7. If the County Superintendent does reject the budget: The county shall contract with the Office of Administrative Hearings for an administrative law judge to conduct a public hearing on the proposed rejection. The judge will render a decision and the PC will be able to accept or reject the findings. If the PC rejects the findings, the preceding year's budget will serve as the proposed budget.

This public hearing is an important opportunity for all stakeholders to provide feedback for the Commission to consider. The proposed budget is attached.

METHODOLOGY:

In preparing the proposed 2025-2026 budget, staff has conducted the following activities:

- Reviewed previous and current year budget data
- Projected final expenditures for the current fiscal year
- Estimated unique expenses anticipated in the following year
- Adjusted the budget format to reconcile local AUHSD and OCDE budget line codes

DISCUSSION:

The District has historically been very accommodating of necessary adjustments and increases to the PC budget. In turn, the PC has continuously aimed to keep expenses low wherever possible; typically ending the year below budget. The proposed budget represents a few notable adjustments:

- 2000/3000 Salary and Benefit Items: All salary increases based on Board-approved salary schedule changes and District-wide COLA (cost of living adjustment) are automatically funded into the Personnel Commission's budget by the District. Additional funding is being added to the "Secretaries, Clerical" budget area in anticipation of new programs for classified staff that may be charged to the HR-Classified department, such as CPR Training, the Lead Stipend, and the Extra Staff Support Bank system.
- 4000/5000 Discretionary Budget Items: In order to counterbalance the increased funding in 2000/3000 items, funding is being decreased in the "Prof/Consulting Services & Operating Expenditures" budget area by terminating one of three major HR products contracted through the NEOGOV vendor.
- TOTAL BUDGET: The total proposed budget represents an increase of 4% over the previous year based mostly on increased staffing costs.

RECOMMENDATION:

The Director recommends that the Commission discuss the preliminary proposed 2025-2026 budget and provide feedback to the Director for modification to the final budget proposal at the next PC meeting and included public hearing.

Annual Budget of Personnel Commission Fiscal Year 2025-2026 (Preliminary) <u>Anaheim Union High School District</u>			Column I 2023-24 Actuals (\$ only)	Column II 2024-25 Actuals or Estimate (\$ only)	Column III 2025-26 Budget (\$ only)
OCDE	AUHSD	Classified Salaries¹			
2300	2447	Classified Supervisors &	220,055	227,368	240,600
	2310	Commission Members ²	1,700	1,575	1,800
	2309	Director	204,246	204,246	204,246
2400	2433	Clerical, Technical & Office Staff	425,523	388,652	430,000
	2446				
	2470				
	2275 2277	Secretaries, Clerks			15,000
		<i>SUBTOTAL (2000 CLASS.)</i>	<i>851,524</i>	<i>821,841</i>	<i>891,646</i>
OCDE	AUHSD	Employee Benefits			
3101		State Teachers Retirement System – Certificated			
3102		State Teachers Retirement System – Classified			
3201		Public Employees’ Retirement System- Certificated			
3202	3202	Public Employees’ Retirement System- Classified	219,946	216,776	225,000
3301		OASDI/Medicare – Certificated			
3302	3314 3356	OASDI/Medicare – Classified	61,965	58,703	64,000
3401		Health & Welfare Benefits –			
3402	3402	Health & Welfare Benefits – Classified	193,968	242,067	252,000
3501		Unemployment Insurance –			
3502	3502	Unemployment Insurance – Classified	419	409	450
3601		Workers’ Compensation Insurance – Certificated			
3602	3602	Workers’ Compensation Insurance – Classified	21,037	18,792	22,000
3801		PERS Reduction – Certificated			
3802		PERS Reduction - Classified			
3901		Other Benefits – Certificated			
3902		Other Benefits – Classified			
		<i>SUBTOTAL (3000 CLASS.)</i>	<i>497,335</i>	<i>536,747</i>	<i>563,450</i>
OCDE	AUHSD	Books and Supplies			
4200	4210	Books & Reference Materials			
		Literature, Periodicals			

Annual Budget of Personnel Commission			Column I	Column II	Column III
Fiscal Year 2025-2026 (Preliminary)			2023-24 Actuals (\$ only)	2024-25 Actuals or Estimate (\$ only)	2025-26 Budget (\$ only)
<u>Anaheim Union High School District</u>					
4300	4310	Materials & Supplies (<\$500)			
	4320				
	4390		18,953	26,292	20,000
	4410	Office Supplies (>\$500)	1,667	2,613	3,000
		<i>SUBTOTAL (4000 CLASS.)</i>	<i>20,620</i>	<i>28,905</i>	<i>23,000</i>
OCDE	AUHSD	Services & Other Operating Expenditures			
5200	5210	Travel & Conferences	2,083	2,350	4,000
		Expense Allowances			
	5220	Mileage	3,238	1,044	2,000
	5298				
		Conferences			
5300	5310	Dues and Memberships	4,300	6,750	6,500
5400		Insurance			
		Fire and Theft			
		Liability			
5500		Operations and Housekeeping Services ³			
		Utilities			
5600		Rentals, Leases & Repairs			
5700		Direct Cost Transfers			
	5712	Printing & Forms	972	450	500
5800	5810	Prof/Consulting Services & Operating Expenditures	68,262	147,493	125,000
	5880				
		Examinations			
		Advertising			
5900	5821	Professional Assistance (Screening Committee, Consultants, Analysis			
		Communications			
	5910	Postage	1,805	580	1,800
	5918	Telephone	520	353	550
		<i>SUBTOTAL (5000 CLASS.)</i>	<i>81,180</i>	<i>159,020</i>	<i>140,350</i>
OCDE	AUHSD	Capital Outlay			
6400		Equipment			
		Office Equipment			
6500		Replacement of Equipment			
		<i>SUBTOTAL (6000 CLASS.)</i>	<i>-</i>	<i>-</i>	<i>-</i>
		TOTAL EXPENDITURES	1,450,659	1,546,513	1,618,446

CLASSIFICATION		POSTING/SCREENING					
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted
Campus Safety Aide (Substitute)	2022(6)-N02(Sub)-MD	Maryam	Open	Substitute	12/23/22	1/15/23	23
Clerical/Secretary Series (Substitute)	2023-CLER-SUB-TM	Denise	Open	Substitute	1/19/23	2/12/23	24
Warehouse Worker - Nutrition & Central Services (Substitute)	2023-W06-MD	Maryam	Open	Substitute	1/24/23	2/14/23	21
Bus Driver (Substitute)	2023-SUBR01-MD	Maryam	Open	Substitute	2/15/23	5/15/23	89
Technology Services Technician I	2023-I19-MD	Maryam	Open	Open	3/7/23	3/28/23	21
Health Services Technician (Substitute)	2023(2)-H01(Sub)-ND	Natalie	Open	Substitute	6/6/23	1/9/24	217
Transportation Van Driver	2023-R09-MD	Maryam	Open	Open	6/16/23	7/9/23	23
Bus Driver (Substitute)	2023(2)-SUBR01-MD	Maryam	Open	Substitute	6/21/23	Continuous	
Clerical/Secretary Series (Substitute)	2023(3)-CLER-SUB-TM	Denise	Open	Substitute	8/15/23	9/12/23	28
Translator/Interpreter (Spanish)	2023-S15P-TM	Tatiana	Open	Open	9/8/23	10/1/23	23
Food Services Assistant I (Permanent & Substitute)	2023(5)-F02-TM	Tatiana	Open	Open	10/25/23	11/15/23	21
Instructional Assistant - Behavioral Support	2023(3)-E23-AL	Andres	Open	Open	10/31/23	11/21/23	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2023(5)-EM3-AL	Andres	Open	Open	10/31/23	11/21/23	21
Instructional Assistant/Medically Fragile-Orthopedically Impaired	2023(6)-EM3-AL	Andres	Open	Open	12/5/23	1/2/24	28
Food Services Assistant II (Promotional)	2023-F03-TM	Tatiana	Promotional	Promotional	12/21/23	1/11/24	21
Buyer	2024-B14-GL	Jocelyn	Open	Open	1/12/24	2/4/24	23
Food Services Assistant I (Permanent & Substitute)	2024(2)-F02-TM	Tatiana	Open	Open	2/14/24	3/6/24	21
ASB Accounting Technician	2024-B05-GL	Denise	Open	Open	2/16/24	3/10/24	23
Bus Driver Training Course	2024-BusTrain-MD	Maryam	Open	Open	2/29/24	3/28/24	28
Auditorium Operations Technician - Substitute [Staging/Lighting]	2024-O03(Sub)-MD	Maryam	Open	Substitute	3/8/24	3/31/24	23
Food Services Assistant I (Permanent & Substitute)	2024(3)-F02-TM	Tatiana	Open	Open	3/15/24	4/7/24	23
Substitute Instructional Assistant (SYS-SERIES)	2024-SYS-SUB-JM	Jocelyn	Open	Substitute	6/11/24	Continuous	N/A
Campus Safety Aide (Substitute)	2024-N02(Sub)-MD	Maryam	Open	Substitute	7/8/24	Continuous	
Employment Specialist (WorkAbility Specialist / Job Developer)	2024-E19-JM	Jocelyn	Open	Dual Cert	10/10/24	10/31/24	21
Substitute Instructional Assistant (SYS-SERIES)	2024(2)SYS-SUB-MD	Jocelyn	Open	Open	11/4/24	11/25/24	21
Technology Services Technician I (Substitute)	2024-I19(Sub)-MD	Maryam	Open	Substitute	11/22/24	12/15/24	23
Substitute Instructional Assistant (SYS-SERIES)	2025SYS-SUB-MD	Jocelyn	Open	Substitute	1/7/25	1/28/25	21
Bus Driver (Open)	2025-R01-MD	Maryam	Open	Open	1/10/25	2/2/25	23
Babysitter (On Call/As Needed)	2025-BBY-JM	Jocelyn	Open	Substitute	1/14/25	2/4/25	21
Instructional Assistant - Deaf/Hard of Hearing	2025-EV3-JM	Jocelyn	Open	Open	1/22/25	2/12/25	21
Instructional Assistant - Specialized Academic Instruction	2025-E24-JM	Jocelyn	Open	Open	1/22/25	2/12/25	21
Instructional Assistant (Paraeducator) - Behavioral Support	2025-E23-JM	Jocelyn	Open	Open	1/30/25	2/20/25	21
Technology Services Technician I	2025-I19-MD	Maryam	Open	Open	1/31/25	2/23/25	23
Instructional Assistant - Adult Transition	2025-ET3-JM	Jocelyn	Open	Open	2/20/25	3/13/25	21
Bilingual Testing	2025-BLT	Denise	N/A	N/A	3/5/25	3/26/25	21

Substitute Instructional Assistant (SYS-SERIES)	2025(2)SYS-SUB-MD	Jocelyn	Open	Substitute	3/17/25	4/7/25	21
Instructional Assistant - Specialized Academic Instruction (Bilingual & Spanish)	2025-E24-JM	Jocelyn	Open	Open	3/17/25	4/7/25	21
Instructional Assistant (Paraeducator) - Behavioral Support	2025(2)-E23-JM	Jocelyn	Open	Open	3/17/25	4/7/25	21
Food Services Assistant III (Bilingual & Non-Bilingual) - Promotional	2025-F05-DM	Denise	Promotional	Promotional	3/17/25	4/7/25	21
Warehouse Worker - Central Services	2025-W04-CR	Tatiana	Open	Open	3/17/25	4/7/25	21
Instructional Assistant - Bilingual (Spanish) - (Paraeducator)	2025-ES2-JL	Jocelyn	Open	Open	3/17/25	4/7/25	21
Summer Assignment - Senior Administrative Assistant - School Support	2025 SUMMER - SEN ADMN -	Denise	Promotional	Promotional	3/21/25	4/6/25	21
Summer Assignment - Office Assistant (Bilingual & Non-Bilingual)	2025 SUMMER-S05-DM	Denise	Promotional	Promotional	3/21/25	4/6/25	21
Summer Assignment - IA - LOARA/SAVANNA HS (Promotional Only)	2025 SUMMER IA-LOARA/SAV	Jocelyn	Promotional	Promotional	3/21/25	4/6/25	21
Summer Assignment - IA - HOPE SCHOOL (Promotional Only)	2025 SUMMER IA - HOPE - JM	Jocelyn	Promotional	Promotional	3/21/25	4/6/25	21
Summer Assignment - Custodian (Promotional Only)	2025 SUMMER - CUSTODIAN -	Maryam	Promotional	Promotional	3/21/25	4/6/25	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
2024-25														
8/5/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	6	\$3,567	\$20.27	\$4,353	\$24.72	\$22,728	\$27,718	\$4.45	\$554	\$4,990
7/29/2024	Custodian	12	8	AFSCME - 48	3	\$3,886	\$22.42	\$4,252	\$24.53	\$46,634	\$51,023	\$2.11	\$366	\$4,389
10/14/2024	Custodian	12	8	AFSCME - 48	2	\$3,886	\$22.42	\$4,103	\$23.67	\$46,634	\$49,234	\$1.25	\$217	\$2,600
10/21/2024	Custodian	12	8	AFSCME - 48	3	\$3,886	\$22.42	\$4,252	\$24.53	\$46,634	\$51,023	\$2.11	\$366	\$4,389
12/16/2024	Custodian	12	8	AFSCME - 48	2	\$4,125	\$23.43	\$4,288	\$24.37	\$48,735	\$50,690	\$0.94	\$163	\$1,955
11/6/2024	Translator	10.5	8	CSEA - 53	5	\$4,562	\$25.93	\$5,334	\$30.32	\$47,193	\$55,183	\$4.39	\$761	\$7,990
8/1/2024	Secretary-Attendance(Bilingual)	10	8	CSEA - 53	3	\$4,562	\$25.93	\$4,926	\$28.00	\$44,946	\$48,534	\$2.07	\$359	\$3,588
8/1/2024	Food Services Manager I	10	8	MMA - 3	4	\$5,440	\$31.38	\$6,095	\$35.16	\$54,393	\$60,945	\$3.78	\$655	\$6,552
8/19/2024	Senior Administrative Assistant	12	8	CSEA - 59	7	\$5,276	\$29.99	\$6,546	\$37.20	\$62,380	\$77,377	\$7.21	\$1,250	\$14,997
9/3/2024	Secretary-School Support (Bilingual)	11	8	CSEA - 53	2	\$4,562	\$25.93	\$4,737	\$27.32	\$49,441	\$52,091	\$1.39	\$241	\$2,650
8/26/2024	Secretary-Attendance(Bilingual)	10	8	CSEA - 53	3	\$4,562	\$25.93	\$4,926	\$28.41	\$44,946	\$49,245	\$2.48	\$430	\$4,299
9/3/2024	FSA I	9	3	AFSCME - 41	5	\$3,398	\$19.29	\$3,893	\$22.58	\$11,285	\$13,210	\$3.29	\$214	\$1,925
10/21/2024	FSM I	10	8	MMA - 3	3	\$5,440	\$31.38	\$5,867	\$33.84	\$54,393	\$58,657	\$2.46	\$426	\$4,264
11/18/2024	Office Assistant (Bilingual)	10	8	CSEA - 47	2	\$3,932	\$22.32	\$4,093	\$23.61	\$38,689	\$40,925	\$1.29	\$224	\$2,236
2/3/2025	Community Schools Coordinator	12	8	MGMT - 8	2	\$6,114	\$35.27	\$6,348	\$36.62	\$73,363	\$76,171	\$1.35	\$234	\$2,808
3/3/2025	Wellness Coach Specialist	10	8	CSEA - 59	4	\$5,276	\$29.99	\$5,931	\$33.71	\$51,983	\$58,432	\$3.72	\$645	\$6,448
4/7/2025	FACES	12	8	CSEA - 59	5	\$5,276	\$29.99	\$6,171	\$35.07	\$62,380	\$72,947	\$5.08	\$881	\$10,567
2024-2025 TOTAL FISCAL IMPACT													\$86,646	

Human Resources Division, Classified Personnel

Board of Trustees
March 11, 2025

Page 1 of 5

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

	<u>Location:</u>	<u>Effective</u>
Cisneros, Lenore Instructional Assistant – Deaf/Hard of Hearing	Katella High School	02/06/2025
Ibarra, Erika Campus Safety Aide	Ball Jr. High School	02/04/2025
McGee, Ladrena Instructional Assistant – Behavioral Support	Lexington Jr. High School	02/03/2025
Ramirez, Yeneyev Sr. Administrative Assistant – School Support	Hope School	02/20/2025
Solano Arellano, Leticia Food Services Assistant 1	South Jr. High School	02/17/2025
Valencia, Martha Food Services Assistant I	Food Services Department	03/10/2025
Zaragoza, Maria Instructional Assistant – Bilingual (Spanish)	South Jr. High School	02/19/2025

2. Employment, effective as noted:

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Castro, Edith Food Services Assistant 1	41/04	02/11/2025
Garcia, Jennifer Instructional Assistant – Behavioral Support	51/01	02/04/2025
Gutierrez, Mariela Food Services Assistant 1	41/04	02/24/2025
Law, Lydia Instructional Assistant – Specialized Academic Instruction	43/10	02/07/2025
Madrigal-Saldivar, Mario Instructional Assistant – Behavioral Support	51/01	02/19/2025
Nava, Javier Instructional Assistant – Behavioral Support	51/04	02/07/2025
Navarro Lopez, Kathy Food Services Assistant 1	41/04	02/04/2025

Human Resources Division, Classified Personnel

Board of Trustees
March 11, 2025

Page 2 of 5

Tercero, Josephine Payroll Manager	20/05	02/18/2025
---------------------------------------	-------	------------

Zaragoza, Maria Instructional Assistant – Bilingual (Spanish)	47/01	02/11/2025
--	-------	------------

Promotions:

Ellens, Clifton Instructional Assistant – Behavioral Support	51/07	02/19/2025
---	-------	------------

Substitute Employees:

Bramlett, Rebecca Substitute Babysitter	43/01	02/20/2025
--	-------	------------

Catalan Villanueva, Everardo Substitute Custodian	48/01	02/20/2025
--	-------	------------

Chaires Samantha Substitute Language Testing Assistant	51/01	02/20/2025
---	-------	------------

Dwinell, Ethan Substitute Arts Assistant 2	60/10	02/21/2025
---	-------	------------

Galaz Hernandez, Joseline Substitute Office Assistant	43/01	02/11/2025
--	-------	------------

Galaz Hernandez, Joseline Substitute Office Assistant (Bilingual)	47/01	02/11/2025
--	-------	------------

Galaz Hernandez, Joseline Substitute Secretary	51/01	02/11/2025
---	-------	------------

Galaz Hernandez, Joseline Substitute Secretary (Bilingual)	53/01	02/11/2025
---	-------	------------

Gomez, Gustavo Jr. Substitute Office Assistant (Bilingual)	47/01	02/10/2025
---	-------	------------

Gomez, Gustavo Jr. Substitute Secretary (Bilingual)	53/01	02/10/2025
--	-------	------------

Gonzalez-Zuniga, Fernando Substitute Language Testing Assistant	51/01	02/13/2025
--	-------	------------

Hernandez, Andrea Substitute Instructional Assistant – Adult Transition	51/01	02/06/2025
---	-------	------------

Human Resources Division, Classified Personnel

Board of Trustees
March 11, 2025

Page 3 of 5

Hernandez, Andrea Substitute Instructional Assistant – Behavioral Support	51/01	02/06/2025
Hernandez, Andrea Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/06/2025
Hernandez, Andrea Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/06/2025
Hutson, Sean Substitute Campus Safety Aide	43/03	02/20/2025
Kraus, David Substitute Arts Assistant 2	60/10	02/11/2025
Lopez, Bernice Substitute Arts Assistant 2	60/10	02/05/2025
Macias-Balderas, Gisela Tutor	\$16.50/Hr.	02/20/2025
Madrigal, Francisco Substitute Arts Assistant 2	60/10	02/05/2025
Martinez, Jose Substitute Bus Driver	55/03	02/20/2025
Martinez, Kacie Substitute Arts Assistant 2	60/10	02/11/2025
Melendez, Paloma Substitute Arts Assistant 2	06/10	02/05/2025
Ocampo, Maria Substitute Office Assistant	43/01	02/05/2025
Ocampo, Maria Substitute Office Assistant (Bilingual)	47/01	02/05/2025
Ocampo, Maria Substitute Office Secretary	51/01	02/05/2025
Ocampo, Maria Substitute Secretary (Bilingual)	43/01	02/05/2025
Ohmar, Alexis Substitute Arts Assistant 2	60/10	02/05/2025

Human Resources Division, Classified Personnel

Board of Trustees
March 11, 2025

Page 4 of 5

Pedro, Nina Substitute Instructional Assistant – Adult Transition	51/01	02/13/2025
Pedro, Nina Substitute Instructional Assistant – Behavioral Support	51/01	02/13/2025
Pedro, Nina Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/13/2025
Pedro, Nina Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/13/2025
Prudente, Michelle AVID Tutor	\$16.50/Hr.	02/20/2025
Rivera, Veronica Substitute Office Assistant	43/01	02/07/2025
Rivera, Veronica Substitute Office Assistant (Bilingual)	47/01	02/07/2025
Rivera, Veronica Substitute Office Secretary	51/01	02/07/2025
Rivera, Veronica Substitute Secretary (Bilingual)	53/01	02/07/2025
Ruano Charles, Lizbeth Substitute Office Assistant	43/01	02/20/2025
Ruano Charles, Lizbeth Substitute Office Assistant (Bilingual)	47/01	02/20/2025
Ruano Charles, Lizbeth Substitute Office Secretary	51/01	02/20/2025
Ruano Charles, Lizbeth Substitute Secretary (Bilingual)	53/01	02/20/2025
Sanjurjo, Paris Substitute Arts Assistant 2	60/10	02/20/2025
Santana, Crystal Substitute Arts Assistant 2	60/10	02/20/2025
Solano Arellano, Leticia Substitute Instructional Assistant – Adult Transition	51/01	02/18/2025

Human Resources Division, Classified Personnel

Board of Trustees
March 11, 2025

Page 5 of 5

Solano Arellano, Leticia Substitute Instructional Assistant – Behavioral Support	51/01	02/18/2025
Solano Arellano, Leticia Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/18/2025
Solano Arellano, Leticia Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/18/2025
Song, Kyong Substitute Instructional Assistant – Adult Transition	51/01	02/12/2025
Song, Kyong Substitute Instructional Assistant – Behavioral Support	51/01	02/12/2025
Song, Kyong Substitute Instructional Assistant – Medically Fragile/Orthopedically Impaired	51/01	02/12/2025
Song, Kyong Substitute Instructional Assistant – Specialized Academic Instruction	43/01	02/12/2025
Tran, David AVID Tutor	\$16.50/Hr.	02/04/2025

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

Effective

Calvillo, Evelyn	02/12/2025
Davalos, Andrew	02/18/2025
Hernandez, Alexander	03/03/2025
Juarez, Isaiah	02/18/2025
Oshiro, Nolan	02/16/2025
Salas, Alana	02/05/2025
Vazquez Lopez, Giovanni	02/06/2025
Velazquez, Damian	02/19/2025