



## AGENDA

### **REGULAR MEETING**

**December 16, 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, December 16, 2025.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on December 16, 2025**

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

**E. Approval of Minutes for Regular Meeting on November 12, 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> |                  |
|---|--------------------|------------------|
| Substitute Auditorium Operations Technician | 07                 | <i>Exhibit B</i> |

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

| <u>List Extension</u><br>(PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i> ) | <u># Eligibles</u> |
|---|--------------------|
| 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. Election of Personnel Commission officers for the term of December, 2025, to December, 2026.

Election of Chairperson \_\_\_\_\_

*Moved:  
Seconded:*

*Vote:*

*Moved:*

*Seconded:*

*Vote:*

*Moved:*

*Seconded:*

*Vote:*

2. Personnel Commission Rules Revisions:  
Second Reading and Approval

*Exhibit C*

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

a. Approval of the revised classification of Information Systems Analyst within the Technology Services job family.

*Exhibit D*

*Moved:  
Seconded:  
Vote:*

b. Approval to remove pre-employment physical exam requirement from listed classifications.

*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 – November

*Exhibit H*

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

Tuesday, January 10, 2026 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****November 12, 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: November 12, 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: October 14, 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 discussed proposed changes to the recruitment process for Instructional Assistants at the beginning of the school year.*
- *Mr. Tietze noted several reclassification requests the Human Resources department has received, along with the upcoming classification studies scheduled for Spring.*
- *Mr. Tietze discussed the ongoing transition from physical to digital personnel files.*
- *Mr. Tietze mentioned that he plans to submit Personnel Commission rule revisions for approval at the December meeting.*
- *Mr. Tietze discussed the upcoming new process for bilingual testing.*
- *Mr. Tietze mentioned new stipends available to employees working in "floater" positions as well as those employees asked to use their personal cell phone for work purposes.*
- *Mr. Tietze noted the recent New Employee Orientation event and commended Supervising Human Resources Analyst, Eugene Gorenshyten, for his good work leading the event.*
- *Mr. Tietze reminded the Commissioners that they will be asked to nominate a Chairperson and Vice Chairperson for 2026 at the meeting in December.*

**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.

- *Personnel Commissioner, Audrey Cherep, announced that she intends to soon retire from the Personnel Commission.*

**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> |
|---------------------------|--------------------|
|---------------------------|--------------------|

|                    |    |
|--------------------|----|
| Campus Safety Aide | 16 |
|--------------------|----|

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

|      |  |
|------|--|
| None |  |
|------|--|

| <u>List Extension</u> | <u># Eligibles</u> |
|-----------------------|--------------------|
|-----------------------|--------------------|

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

|      |  |
|------|--|
| None |  |
|------|--|

**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*

- a. Approval of the revised classification of Assistant Director of Facilities, Planning, and Construction within the Facility Services job family.
- b. Approval of the revised classification of Credentials Analyst within the Personnel Services job family.
- c. Approval of the revised classification of Project Manager – Facilities & Planning within the Facility Services job family.

**It was moved and seconded to approve all Action Items as submitted. The motion passed.**

| Commissioner   | M | S | Y | N | A | 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 – October

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

Tuesday, December 16, 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: 4:04 p.m.**

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Paul Andresen  
Chairperson, Personnel Commission  
Anaheim Union High School District

*If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (714)999-3549.*

**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. 2025-003(Sub)-MD**

**POSITION:** Auditorium Operations Technician - Substitute

**RECRUITMENT TYPE:** OPEN

**CERTIFICATION TYPE:** Substitute List

**DATE ADVERTISED:** 10/16/2025 – 11/06/2025

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|  |    |
|--|----|
| <b>NUMBER OF APPLICATIONS RECEIVED</b> | 11 |
| Number of qualified applicants:        | 11 |

**TRAINING & EXPERIENCE (T&E) EVALUATION 12/08/2025, 100% WEIGHT**

|  |    |
|--|----|
| Number of applicants who participated: | 07 |
| Number of applicants who passed:       | 07 |

|  |           |
|--|-----------|
| <b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b> | <b>07</b> |
|--|-----------|

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

12/12/25  
DATE

CERTIFICATION DATE: 12/16/2025  
EXPIRATION DATE: 06/16/2026  
EXTENDED EXPIRATION DATE:

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Tuesday, December 16<sup>th</sup>, 2025**

**SUBJECT: Personnel Commission Rules Revisions - Second Reading & Approval**

**BACKGROUND INFORMATION:**

The Executive Director of Classified Personnel is recommending revisions to the Personnel Commission Rules for the primary purpose of clarifying language related to salary step placement and step anniversary date under different personnel actions, such as transfer, demotion, promotion, demotion, reinstatement, and reemployment. Moreover, the Personnel Commissioners have previously requested for the Director to begin the process of updating and revising the Rules in general as part of regular and ongoing maintenance to ensure the Rules are clear and current. Notably, all revisions serve to either clarify, protect, or expand employee rights and protections.

**METHODOLOGY:**

In revising the Rules, staff conducted the following activities:

- Reviewed similar rules in other merit system school districts.
- Reviewed changes to the law and legal guidance pertaining to the PC Rules.
- Considered input received from staff, managers, union leaders, and Commissioners about HR concepts and language in need of updating or clarification.

**DISCUSSION:**

The proposed revisions affect a broad range of sections within the Rules. Due to the large amount of track changes in the attached PC Rule Revisions (with track changes) exhibit, an additional document (without track changes) is also included to more clearly show what the proposed final revisions look like when fully implemented. Though the edits may appear to be extensive, most are intended to simply clarify existing language in a way that can be easier to understand for all, and easier to interpret for HR and payroll purposes. The following revisions are being presented on this agenda for a second reading and approval.

Summary of Proposed Revisions based on Section

- 1.2 Definitions
  - Select definitions updated to better distinguish key HR concepts.
- 3.4.1 Seniority on Upward Reclassification
  - Clarification added to distinguish individual (single employee) reclassification from whole group (all employees) being reclassified in terms of seniority adjustment.
- 5.2.6 Types of Examinations
  - Language updated to better clarify the types of applicant assessment and testing conducted by the Personnel Commission.
- 9.3.3 Subsequent Probation for Permanent Employees
  - Clarification added to define the effects and appeal process for promotional employees who fail to complete probation.
- 11.2.1 Voluntary Demotions
  - Revisions made to distinguish the terms assignment and classification from "position."
- 11.2.4 Restoration
  - Clarification added to define the effects of fully realized reemployment status, and remove or relocate language that doesn't pertain to full reemployment.
- 16.2.1 Definition of Sick Leave
  - Language added based on expanded legal standards.

- 16.2.2.F Number of Sick Leave Days Earned
  - Language added to clarify sick leave allocation for temporary employees based on updated legal standards.
- 16.2.7 Notification of Absence
  - Clarification added to allow sick leave requests to be submitted either verbally or by using a request form.
- 17.2.4 Salary Step Advancement
  - Language added to better clarify when step advancement and step anniversary date occurs in relation to how much of the work year an employee is in paid status.
- 17.2.8 Salary Placement on Demotion
  - Language added to define the salary placement and step anniversary date for employees who demote from a position in which they have or have not passed probation.
- 17.2.9 Salary Placement on Transfer
  - New section added to clarify salary step placement and step anniversary date for employees who are transferred.
- 17.2.10 Salary Placement on Lateral Reassignment
  - New section added to clarify salary step placement and step anniversary date for employees who accept a lateral reassignment into a position that is not an eligible transfer destination.
- 17.2.11 Salary Placement on Reinstatement
  - Language added to better clarify salary step placement and step anniversary date for employees who are reinstated.
- 17.2.12 Salary Placement on Reemployment
  - New section added to better distinguish language from reinstatement section (17.2.11) in order to clarify salary step placement and step anniversary date for employees who are reemployed into a position in which they either have or have not previously passed probation.
- 20.1.7 Notice of Layoff
  - Revisions made to increase the amount of notice required for employees being notified of a layoff, based on updated legal standards.

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the proposed modifications to the Personnel Commission Rules.

**PC Rule Revisions – SECOND READING & APPROVAL (without track changes) – 12/16/25****1.2 Definitions**

- **APPOINTMENT:** The official act of the appointing authority in approving the employment of a person in a specific assignment.
- **ASSIGNMENT:** A full-time or part-time period of paid work, which identifies the job title, work location, working hours per week, and working months per year. .
- **CLASSIFICATION:** The defined duties, knowledge, skills, abilities, qualifications, physical demands, and salary placement that is approved by the Personnel Commission, described by the classification specification, and identified by the job title.
- **CLASSIFICATION PROCESS/TO CLASSIFY:** The systematic process of analyzing and assigning specific duties, knowledge, skills, abilities, qualifications, physical demands, and salary placement in order to prepare a classification specification, sort within a job family, and place on a salary schedule.
- **CLASSIFICATION SPECIFICATION:** An official source document that: 1) describes the duties/tasks, the responsibility levels, the employee evaluation variables and performance standards, and the organizational and supervisory relationships that represent assignments in the classification, and which distinguish the classification from other classifications; 2) delineates the proficiencies that an appointee must possess at time of hiring and that are representative of the full-working-level for the class.
- **DEMOTION:** The appointment of an employee from an assignment in one classification to an assignment in another classification which is allocated to a lower maximum salary rate.
- **DISTRICT SENIORITY:** Total length of service in all classifications while employed in a probationary or permanent capacity excluding unpaid work days.
- **FULL-TIME ASSIGNMENT:** An assignment for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is equal to or greater than eighty-seven and a half percent (87.5%) of the normally assigned time of the majority of employees in the classified service of the District.
- **JOB FAMILY:** A hierarchical group of generally related classifications that require similar knowledge, skills, and abilities, and perform similar duties.
- **JOB SUBFAMILY:** A hierarchical subgroup within a job family of highly related classifications that require very similar knowledge, skills, and abilities, and perform similar duties.
- **LATERAL REASSIGNMENT:** The appointment of an employee to a classification with the same salary range that is not an eligible transfer assignment.
- **LONGEVITY:** Amount of total paid service credit an employee has in all permanent assignments held at the District, including all paid days and weekends occurring between assigned work weeks, and excluding unpaid days.
- **ORIGINAL HIRE DATE:** Date of employee's first paid workday in any capacity.
- **PAID STATUS:** Designation for the time when an active employee is not on an unpaid leave of absence.
- **PART-TIME PLAYGROUND MONITOR:** Assignment type that is hired for less than three (3) hours per day to monitor and supervise a playground or play area during a lunch or recess period.
- **PART-TIME ASSIGNMENT:** An assignment for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than eighty-seven and a half percent (87.5%) of the normally assigned time of the majority of employees in the classified service.
- **PERMANENT ASSIGNMENT:** An assignment established for a continuing and indefinite or unlimited period of time, or for a fixed period of time, in excess of six (6) months.

- TRANSFER: The relocation of an employee between two assignments within the same classification or between one assignment and another assignment in a transfer-eligible classification.
- POSITION SENIORITY: Total length of paid service in a classification while employed in a probationary or permanent capacity excluding unpaid work days not taken as part of a qualifying leave under the Family and Medical Leave Act.
- REALLOCATION: Movement of an entire classification from one salary schedule range or hourly rate to another salary schedule range or hourly rate.
- REASSIGNMENT: The placement of a current employee into a new classification.
- REEMPLOYMENT: The appointment, without selection interview, of a current or former permanent employee who is on the reemployment list.
- REEMPLOYMENT LIST: The list of all employees who have been laid off or displaced within the last thirty-nine (39) months, or last sixty-three (63) months if the laid off employee has accepted a lesser assignment in lieu of layoff.
- REINSTATEMENT: The appointment of a current or former employee, without examination, to an assignment in the employee's former classification, provided the classification was held within the last thirty-nine (39) months.
- RESTORATION: The appointment of an employee from a reemployment list to an assignment with the same job title, number of working hours per week, and number of working months per year held prior to being laid off or displaced from the classification..
- STEP ADVANCEMENT: Movement to a higher step on the salary range for the classification.
- STEP ANNIVERSARY DATE: The date upon which an employee is granted salary step advancement, which is the first day of the month following completion of the required period of service for step advancement.
- TRANSFER-ELIGIBLE CLASSIFICATION: A classification determined by the Director to be sufficiently similar in duties, minimum qualifications, and salary range to allow for lateral movement under the Commission's transfer rules.

#### 3.4.1 Seniority on upward Reclassification

When an individual employee is reclassified to a classification with a higher salary range, the employee shall have their position seniority begin with the effective date of the reclassification.

When all employees in a classification are reclassified to a classification with a higher salary range, their position seniority from the former classification shall be retained in the new classification, provided that the former classification is abolished.

When a classification is reclassified to a higher salary range, incumbents who must pass a promotional examination shall be reclassified effective the day after passing the examination and their position seniority shall begin on that date.

#### 5.2.6 Types of Examination

All exam parts shall be prepared under the direction of the Personnel Director who shall assign relative weights to each part and determine passing scores. Examinations shall be administered objectively and shall consist of exam parts that relate to the job. Exam parts shall include any professionally accepted credential-based, experience-based, or psychometric assessment, including:

- A. Minimum qualification screening
- B. Training & experience assessment
- C. Written exam

- D. Structured interview
- E. Practical demonstration of skill and ability (performance test)
- F. Other exams of fitness as determined by the Personnel Director

### 9.3.3 Subsequent Probation for Permanent Employees

A classified employee who has been promoted shall serve a new probationary period in the new classification before attaining permanency in that classification.

A classified employee who has been promoted may be dismissed from the promotional classification during the probationary period. The employee shall be notified in writing of the action and the reason for the action, and shall have the right to request an administrative review of the dismissal.

A permanent classified employee who is dismissed during the probationary period from a promotional classification shall be demoted to an assignment in the employee's most recent former classification.

A permanent employee who is dismissed during the probationary period may request for the Executive Director of Classified Personnel to conduct an administrative review of the dismissal as follows:

- A. The employee making the request shall state in writing the reasons he/she believes the probationary dismissal to be improper. The written request must be received in the HR-Classified office within ten (10) working days from the date the employee received notice of the dismissal from probation.
- B. The Executive Director of Classified Personnel shall review with the employee's supervisor the rationale for the probationary dismissal and the procedures followed.
- C. If the Executive Director of Classified Personnel determines the employee's dismissal was improperly conducted, necessary changes will be implemented to ensure that an appropriate probationary evaluation period is provided; such as extending the probationary period. The Executive Director of Classified Personnel shall inform the probationary employee and his/her supervisor in writing of the administrative review decision.
- D. The probationary employee may appeal the administrative decision of the Executive Director of Classified Personnel to the Personnel Commission. The appeal process shall be conducted as follows:
  - 1. The appeal must be written and must be submitted to the Executive Director of Classified Personnel within ten (10) calendar days following receipt of the administrative review decision.
  - 2. The appeal shall be based upon a charge that the dismissal constitutes a violation of law or Personnel Commission rules, or that the reasons for dismissal are inconsistent with the facts; the facts supporting such a charge must be clearly set forth in the appeal.
  - 3. After receipt of a timely written appeal, the Personnel Commission shall set a date for review at which time the evidence shall be considered in a closed session meeting, unless the employee requests an open session review. The Personnel Commission will announce the appeal decision in open session. The decision shall be transmitted in writing to all concerned and shall be final.

#### 11.2.1 Voluntary Demotions

A permanent employee may request a voluntary demotion to a vacant assignment in a classification with a lower salary rate, provided that the employee has previous permanent status in that classification or the Executive Director of Classified Personnel has determined that the classification is sufficiently related to permit a demotion based on similarity of duties, minimum qualifications, examination content and other related factors and the request for demotion is to a related classification in the same job family. All demotion requests shall require the approval of the Executive Director of Classified Personnel. Demotion candidates shall be certified for a hiring interview in addition to all other eligible candidates.

- A. A permanent employee may take a voluntary demotion to remain in a current assignment rather than being reassigned.
- B. A permanent employee may accept a temporary demotion on a voluntary basis to fill a limited-term assignment.
- C. A voluntary demotion is available to a probationary employee who has not previously held permanent status in the District, only in lieu of layoff and according to this Rule.
- D. An employee who demotes to a classification where permanent status has not been held shall complete the appropriate probationary period in the new classification.
- E. Salary placement for employees who demote to a classification with a lower maximum salary rate shall be in accordance with these Rules.

#### 11.2.4 Restoration

The reemployment of a current or former employee on the reemployment list into a permanent assignment with the same job title, number of work hours per week, and number of work months per year previously held by the employee when placed on the reemployment list shall have the following effects:

- A. The employee will be considered to have officially received restoration.
- B. The employee will be removed from the reemployment list.

Salary step placement and step anniversary date of employees who receive restoration shall be prescribed according the rules on reemployment salary placement.

#### 16.2.1 Definition of Sick Leave

Sick leave is the authorized absence of a regular employee when the absence is due to:

- A. Physical or mental inability to perform the usual and customary duties of the position due to illness, injury or legally established quarantine.
- B. A visit to a licensed physician, dentist, medical practitioner, psychologist or other therapist for examination, treatment, consultation or therapy related to illness, injury or legally established quarantine.
- C. Caring for an immediate family member who has a health condition or is in need of preventative care.
- D. Reasons related to domestic violence, sexual assault, or stalking, including medical or mental health services, obtaining legal assistance, participating in safety planning, and relocating or securing shelter.

#### 16.2.2.F Number of Sick Leave Days Earned

- A. Substitute, part-time, or temporary classified employees shall earn the following after being an active employee for 90 days and working on at least thirty (30) separate workdays within the previous twelve (12) months:

1. One (1) hour of sick leave may be earned for every thirty (30) hours worked.
2. Up to forty (40) hours of paid sick leave may be earned per fiscal year.
3. No more than eighty (80) hours of total paid sick leave may be accrued at any one time.
4. At least twenty-four (24) hours of paid sick leave shall have been earned by the 120<sup>th</sup> calendar day of employment, or each calendar year, or in each 12-month period.
5. At least forty (40) hours of paid sick leave shall have been earned by the 200<sup>th</sup> calendar day of employment, or each calendar year, or in each 12-month period.

#### 16.2.7 Notification of Absence

In order to receive compensation for sick leave, an employee must notify the district in accordance with procedures established by the employee's supervisor or the district. If no procedure has been established, the employee shall notify their immediate supervisor prior to the start of their work day, if possible, but not later than the first working hour of each day of absence. Swing shift personnel must personally notify the immediate supervisor of the absence no later than 10:00 a.m. of each day absent. If conditions make notification impossible, the burden establishing the impossibility of notification shall be upon the employee.

All requests for sick leave, with or without pay, may be made verbally to an employee's supervisor or on a Leave of Absence form provided by Human Resources, which shall state specifically the reasons for the request, the date desired to begin the leave, and the probable date of return. The request shall be submitted to the Personnel Director in advance of the requested starting date.

#### 17.2.4 Salary Step Advancement

When an employee accepts their first permanent assignment or a promotional permanent assignment on a higher salary range, salary step advancement shall be granted upon completion of six (6) months in a non-management assignment or twelve (12) months in a management assignment. Subsequent salary step advancement shall occur every 12 months thereafter on the step anniversary date if the employee is in paid status for at least seventy-five (75) percent of the number of workdays during the employee's regular work year. If completion of this 12-month period occurs before the 16<sup>th</sup> of the month, the step anniversary date shall be the first day of that month. If completion of this period occurs after the fifteenth of the month, the step anniversary date shall be the first of the following month.

When an employee is transferred or demoted to a permanent assignment on an equal or lower salary range, salary step advancement shall be granted in accordance with the rules contained herein.

#### 17.2.8 Salary Placement on Demotion

For purposes of this rule, a demotion is defined as the appointment of a permanent employee to a classification with a lower salary range, whether voluntary or involuntary. Salary step placement and step advancement dates shall be determined as follows:

- A. Demotion into a classification previously held on a permanent basis
  1. The employee shall be placed on the salary step they would have attained had they remained continuously employed in the previously held classification.
  2. The employee shall retain the same step anniversary date held when last serving in the previously held classification.
- B. Demotion into a classification that is transfer-eligible from a classification previously held on a permanent basis

1. The employee shall be placed on the salary step they would have attained had they transferred directly from the previously held classification when last serving in that classification.
2. The employee shall retain the same step anniversary date held when last serving in the previously held classification.

C. Demotion into a classification that was never held on a permanent basis

1. The employee shall be placed on the salary step of the lower classification that is closest to, but not more than, the rate the employee attained in the higher classification.
2. The employee shall retain their current step anniversary date.
3. The employee shall serve a new probationary period in order to attain permanent status in the new classification.

#### 17.2.9 Salary Placement on Transfer

An employee who transfers to an assignment in the same classification, or to a transfer-eligible classification based on their current assignment, shall retain their current salary step and step anniversary date in their new assignment.

#### 17.2.10 Salary Placement on Lateral Reassignment

A permanent employee who accepts a lateral reassignment to a classification allocated to the same salary range, but that is not a transfer-eligible assignment, shall be subject to the following provisions:

- A. The employee shall retain their current salary step and may receive advanced step placement based on any eligible criteria not previously used for step advancement in other classifications.
- B. The employee shall retain their current step anniversary date.
- C. The employee shall serve a new probationary period in order to attain permanent status in the new classification.

#### 17.2.11 Salary Placement on Reinstatement

When a former permanent employee is reinstated within thirty-nine (39) months following a resignation or layoff, the employee shall be placed on the same step of the range for the class achieved by the employee prior to resignation or layoff, including any changes in rate or range to the class. Step advancement shall be granted as follows:

- A. If the employee was in paid status for less than 75% of their regular workdays while in the previously held step in that classification:
  1. The employee will be placed on the same salary step last held in the classification.
    - a. The employee step anniversary date will be adjusted by adding the number of calendar days since they last served in the classification.
      - i. If the adjusted date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
      - ii. If the adjusted date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
- B. If the employee was in paid status for 75% or more of their regular workdays while in the previously held step in that classification
  1. The employee will receive step advancement according to the following:
    - a. If the effective date of the demotion is before the 16<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will become the first day of that month.

- b. If the effective date of the demotion is after the 15th of the month, the step advance and step anniversary date will be effective on the first day of the following month.
- C. The employee shall receive any accumulated sick leave and longevity held as of the date of separation.

#### 17.2.12 Salary Placement on Reemployment

A current or former permanent employee who accepts reemployment shall have their salary step placement and step anniversary date determined by the following provisions:

- A. Placement into a classification in which the employee has previously completed probation
  - 1. The employee shall be placed on the same step of the range for the classification achieved by the employee prior to resignation or layoff, including any changes in rate or range to the classification.
  - 2. Step advancement shall be granted as follows:
    - a. If the employee was in paid status for less than 75% of their regular workdays while in the previously held step in that classification:
      - i. The employee will be placed on the same salary step last held in the classification.
      - ii. The employee step anniversary date will be adjusted by adding the number of calendar days since they last served in the classification.
        - 1) If the adjusted date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
        - 2) If the adjusted date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
    - b. If the employee was in paid status for 75% or more of their regular workdays while in the previously held step in that classification the employee will receive step advancement according to the following:
      - i. If the effective date of the demotion is before the 16<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will become the first day of that month.
      - ii. If the effective date of the demotion is after the 15th of the month, the step advance and step anniversary date will be effective on the first day of the following month.
- B. Placement into a classification in which the employee has not previously completed probation
  - 1. The employee shall be placed on the salary step that is closest to, but not more than, the rate they last earned in a permanent assignment.
  - 2. The employee step anniversary date will be adjusted according to the following provisions.
    - a. If the effective date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
    - b. If the effective date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
  - 3. The employee shall serve a new probationary period in the new classification before attaining permanency in that classification
- C. The employee shall receive any accumulated sick leave and longevity held as of the date of separation.

#### 20.1.7 Notice of Layoff

The District shall notify affected classified employees in writing a minimum of sixty (60) calendar days prior to the date of any layoff for lack of work or lack of funds. The notice to the employee shall specify the effective date of the layoff and inform the employee of their reemployment rights and displacement rights, if any. Notification shall be made by personal delivery or by certified mail to the last known address of the employee. Failure of the employee to retrieve delivered mail or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notice or staying the timeliness for layoff. For the purpose of this Rule, when a notice is mailed, the fifth (5th) working day following the mailing date is considered the date of receipt.

**PC Rule Revisions – SECOND READING & APPROVAL (with track changes) – 12/16/25****1.2 Definitions**

- **APPOINTMENT:** The official act of the appointing authority in approving the employment of a person in a specific positionassignment.
- **ASSIGNMENT:** A full-time or part-time period of paid work, which identifies the job title, work location, working hours per week, and working months per year. Placement of an appointee into a position. Also refers to the position in which the employee is appointed including hours and months assigned.
- **CLASSIFICATION:** The defined duties, knowledge, skills, abilities, qualifications, physical demands, and salary placement that is approved by the Personnel Commission, described by the classification specification, and identified by the job title. A group of positions whose duties and responsibilities are sufficiently similar so that the same descriptive title may be used to designate each position; substantially the same requirements of education, experience, knowledge, and ability are demanded of incumbents; substantially the same tests of merit and fitness may be used to select qualified candidates; the same schedule of compensation may be applied with equity.
- **CLASSIFICATION PROCESS/TO CLASSIFY:** The systematic process of analyzing and assigning specific duties, knowledge, skills, abilities, qualifications, physical demands, and salary placement in order to The process of sorting positions by kinds of work into job categories and then ranking them according to level of difficulty and responsibility. Further, classify means to allocate positions to appropriate classes to determine reasonable relationships within families and to prepare a written classification specifications, sort within a job family, and place on a salary schedule.
- **CLASSIFICATION SPECIFICATION:** An official source document that: 1) describes the duties/tasks, the responsibility levels, the employee evaluation variables and performance standards, and the organizational and supervisory relationships that are representative of assignmentsthe positions assigned to in the classification, and which distinguish the classification from other classesclassifications; 2) delineates the proficiencies that an appointee must possess at time of hiring and that are representative of the full-working-level for the class.
- **DEMOTION:** A change in assignmentThe appointment of an employee from an assignment position in one classification to an assignment position in another classification which is allocated to a lower maximum salary rate or status. Demotion could occur due to a layoff, disciplinary action, or because of a voluntary written request.
- **DISTRICT SENIORITY:** Total length of service in all classifications while employed in a probationary or permanent capacity excluding unpaid work days.
- **FULL-TIME POSITIONASSIGNMENT:** AAn assignment position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is equal to or greater than eighty-seven and a half percent (87.5%) of the normally assigned time of the majority of employees in the classified service of the District.
- **JOB FAMILY:** A hierarchical group of generally related classifications that require similar knowledge, skills, and abilities, and perform similar duties.
- **JOB SUBFAMILY:** A hierarchical subgroup within a job family of highly related classifications that require very similar knowledge, skills, and abilities, and perform similar duties.
- **LATERAL REASSIGNMENT:** The appointment of an employee to a classification with the same salary range that is not an eligible transfer assignment.

- LONGEVITY: Amount of total paid service credit an employee has in all permanent assignments held at the District, including all paid days and weekends occurring between assigned work weeks, and excluding unpaid days.
- ORIGINAL HIRE DATE: Date of employee's first paid workday in any capacity.
- PAID STATUS: Designation for the time when an active employee is not on an unpaid leave of absence.
- PART-TIME PLAYGROUND POSITIONSMONITOR: Positions Assignment type that are-is hired for less than three (3) hours per day to monitor and supervise a playground or play area during a lunch or recess period.
- PART-TIME POSITIONASSIGNMENT: A-An assignment position for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than eighty-seven and a half percent (87.5%) of the normally assigned time of the majority of employees in the classified service.
- PERMANENT POSITIONASSIGNMENT: A-An assignment position established for a continuing and indefinite or unlimited period of time, or for a fixed period of time, in excess of six (6) months.
- POSITION: A group of duties and responsibilities assigned by competent authority which requires either the full or part time employment of one person on a permanent or limited term basis. A position can only be established by action of the Board of Trustees or by the Personnel Commission for a member of its own staff.
- POSITION CLASSIFICATION: The process of categorizing jobs by occupational group, series, class, and grade, according to similarities and differences in duties, responsibilities and qualification requirements.
- POSITION TRANSFER: The relocation of an employee between job sitestwo assignments within the same classification or between one assignment and another assignment in a transfer-eligible classification.
- POSITION SENIORITY: Status secured by [Total] length of paid service in a classification while employed in a probationary or permanent capacity excluding unpaid work days not taken as part of a qualifying leave under the Family and Medical Leave Act.ification for determining the order of layoff when positions within a classification are eliminated. In addition, seniority is used to calculate the extra points for employees taking promotional examinations.
- REALLOCATION: Movement of an entire classification from one salary schedule range or hourly rate to another salary schedule range or hourly rate.
- REASSIGNMENT: The placement of a current employee into a new classification.
- REEMPLOYMENT: The return to dutyappointment, without selection interview, of a current or former permanent employee in a class who is on the reemployment list.has been laid off within thirty-nine (39) months. An additional twenty four (24) months is added to the thirty-nine (39) months, if the laid off employee has accepted a lesser position in lieu of lay off.
- REEMPLOYMENT LIST: The list of all employees who have been laid off or displaced within the last thirty-nine (39) months, or last sixty-three (63) months if the laid off employee has accepted a lesser assignment in lieu of layoff.
- REINSTATEMENT: TheA reappointment of a current or former employee, without examination, after resignation, to an assignment position in the employee's former classification, provided the classification was held within the last thirty-nine (39) months.
- RESTORATION: The appointment of an employee from a reemployment list to an assignment with the same job title, number of working hours per week, and number of working months per year held prior to being laid off or displaced from the classification.reassignment of an employee who has demoted to his/her former class.

- **STEP ADVANCEMENT:** Movement to a higher step on the salary range for the classification, as a result of having served the required number of months in that class during the preceding twelve months until the maximum step has been achieved.
- **STEP ANNIVERSARY DATE:** The date upon which an employee is first granted salary step advancement and salary increment, which is and the first day of the next month following completion of the required period of service for step advancement.
- **TRANSFER-ELIGIBLE CLASSIFICATION:** A classification determined by the Director to be sufficiently similar in duties, minimum qualifications, and salary range to allow for lateral movement under the Commission's transfer rules.

#### 3.4.1 Seniority on upward Reclassification

When an individual employee is reclassified to a classification with a higher salary range, the employee shall have their position seniority begin with the effective date of the reclassification.

When all positions employees in a classification is are reclassified to a classification with a higher salary range, their position seniority from the former classification shall be retained in the new classification, provided that the former classification is abolished. incumbents reclassified with their positions shall have their seniority begin with the effective date of the reclassification.

When a position is reclassified to a class with a higher salary range, incumbents reclassified with their positions, shall be credited with all hours in paid service from their prior class, providing the prior class is concurrently abolished.

When a position classification is reclassified to a class with a higher salary range, incumbents who must pass a promotional examination shall be reclassified effective the day after passing the examination and their position seniority shall begin on that date.

#### 5.2.6 Types of Examination

All exam parts shall be prepared under the direction of the Personnel Director who shall assign relative weights to each part and determine passing scores. Examinations shall be administered objectively and shall consist of exam parts that relate to the job. Exam parts shall include any professionally accepted credential-based, experience-based, or psychometric assessment, including:

- A. Minimum qualification screening
- B. Training & experience assessment
- C. Written exam
- D. Structured interview
- E. Practical demonstration of skill and ability (performance test)
- F. Other exams of fitness as determined by the Personnel Director

#### 9.3.3 Subsequent Probation for Permanent Employees

A permanent classified employee who has been promoted shall serve a new probationary period in the new classification before attaining permanency in that classification.

A permanent classified employee who has been promoted, may be involuntarily returned dismissed, from the promotional classification during the probationary period, to his/her former class. He/she The employee shall be notified in writing of the action and the charges against him/her reason for the action, and shall have the right to request an administrative review of the dismissal appeal.

A permanent classified employee who is dismissed during the probationary period from a promotional classification shall be demoted to an assignment in the employee's most recent former classification.

A permanent employee in a probationary status shall retain full rights to appeal. A permanent employee who is dismissed during the probationary period may request for the Executive Director of Classified Personnel to conduct an administrative review of the dismissal as follows:

- A. The employee making the request shall state in writing the reasons he/she believes the probationary dismissal to be improper. The written request must be received in the HR-Classified office within ten (10) working days from the date the employee received notice of the dismissal from probation.
- B. The Executive Director of Classified Personnel shall review with the employee's supervisor the rationale for the probationary dismissal and the procedures followed.
- C. If the Executive Director of Classified Personnel determines the employee's dismissal was improperly conducted, necessary changes will be implemented to ensure that an appropriate probationary evaluation period is provided; such as extending the probationary period. The Executive Director of Classified Personnel shall inform the probationary employee and his/her supervisor in writing of the administrative review decision.
- D. The probationary employee may appeal the administrative decision of the Executive Director of Classified Personnel to the Personnel Commission. The appeal process shall be conducted as follows:
  1. The appeal must be written and must submitted to the Executive Director of Classified Personnel within ten (10) calendar days following receipt of the administrative review decision.
  2. The appeal shall be based upon a charge that the dismissal constitutes a violation of law or Personnel Commission rules, or that the reasons for dismissal are inconsistent with the facts; the facts supporting such a charge must be clearly set forth in the appeal.
  3. After receipt of a timely written appeal, the Personnel Commission shall set a date for review at which time the evidence shall be considered in a closed session meeting, unless the employee requests an open session review. The Personnel Commission will announce the appeal decision in open session. The decision shall be transmitted in writing to all concerned and shall be final.

#### 11.2.1 Voluntary Demotions

A permanent employee may request a voluntary demotion to a vacant position assignment in a classification with a lower salary rate, provided that the employee has previous permanent status in that classification or the Human Resources DirectorExecutive Director of Classified Personnel has determined that the classes-classification isare sufficiently related to permit a demotion based on similarity of duties, minimum qualifications, examination content and other related factors and the request for demotion is to a related classification in the same occupational groupjob family. All demotion requests shall require the approval of the Human ResourcesExecutive Director of Classified Personnel. Demotion candidates shall be certified for a hiring interviewvacant position in addition to all other eligible candidatesfor interview.

- A. A permanent employee may take a voluntary demotion to remain in a current position assignment rather than being reassigned.
- B. A permanent employee may accept a temporary demotion on a voluntary basis to fill a limited-term positionor a summer assignment.

- C. A voluntary demotion is available to a probationary employee, who has not previously held ~~does not hold~~ permanent status in the District, only in lieu of layoff and according to this Rule.
- D. An employee who demotes to a classification where permanent status has not been held shall complete the appropriate probationary period in the new classification.
- E. Salary placement for employees who demote to a classification with a lower maximum salary rate shall be in accordance with these Rules.

#### 11.2.4 Restorations

The reemployment of a current or former employee on the reemployment list into a permanent assignment with the same job title, number of work hours per week, and number of work months per year previously held by the employee when placed on the reemployment list shall have the following effects:

- A. The employee will be considered to have officially received restoration.
- B. The employee will be removed from the reemployment list.

Salary step placement and step anniversary date of employees who receive restoration shall be prescribed according the rules on reemployment salary placement.

The restoration of a current employee or the reinstatement of a former employee shall have the following effects:

~~A former employee reinstated to a position in a former class shall be placed at the same salary step as when the person left the District, and on the current salary range for the classification. If reinstated in a lower related [not previously held] class, the employee is placed at the rate closest to that of the step to which he/she would be assigned if he/she were reinstated in his/her former class.~~

~~A current employee being restored to a former higher class would be placed on the salary range of the higher class and then to the step required in these Rules as if the employee was receiving a promotion.~~

~~A reinstated former employee receives restoration of accumulated sick leave and seniority as of the date of separation.~~

~~A reinstated former employee receives restoration of the former anniversary date, deducting the time away from the District and without step advancement credit for the break in service.~~

~~A reinstated former employee receives restoration of any longevity granted prior to resigning, without longevity or step advancement credit for the break in service.~~

#### 16.2.1 Definition of Sick Leave

Sick leave is the authorized absence of a regular employee when the absence is due to:

- A. Physical or mental inability to perform the usual and customary duties of the position due to illness, injury or legally established quarantine.
- B. A visit to a licensed physician, dentist, medical practitioner, psychologist or other therapist for examination, treatment, consultation or therapy related to illness, injury or legally established quarantine.
- C. Caring for an immediate family member who has a health condition or is in need of preventative care.
- D. Reasons related to domestic violence, sexual assault, or stalking, including medical or mental health services, obtaining legal assistance, participating in safety planning, and relocating or securing shelter.

#### 16.2.2.F Number of Sick Leave Days Earned

A. ~~Part time employees shall earn sick leave pay on a prorated basis. Substitute, part-time, or temporary classified employees shall earn the following after being an active employee for 90 days and working on at least thirty (30) separate workdays within the previous twelve (12) months:~~

1. ~~One (1) hour of sick leave may be earned for every thirty (30) hours worked.~~
2. ~~Up to forty (40) hours of paid sick leave may be earned per fiscal year.~~
3. ~~No more than eighty (80) hours of total paid sick leave may be accrued at any one time.~~
4. ~~At least twenty-four (24) hours of paid sick leave shall have been earned by the 120<sup>th</sup> calendar day of employment, or each calendar year, or in each 12-month period.~~
5. ~~At least forty (40) hours of paid sick leave shall have been earned by the 200<sup>th</sup> calendar day of employment, or each calendar year, or in each 12-month period.~~

#### 16.2.7 Notification of Absence

In order to receive compensation for sick leave, an employee must notify the district in accordance with procedures established by the employee's supervisor or the district. If no procedure has been established, the employee shall notify their immediate supervisor prior to the start of their work day, if possible, but not later than the first working hour of each day of absence. Swing shift personnel must personally notify the immediate supervisor of the absence no later than 10:00 a.m. of each day absent. If conditions make notification impossible, the burden establishing the impossibility of notification shall be upon the employee.

All requests for sick leave, with or without pay, ~~shall~~may be made ~~verbally to an employee's supervisor or on a Leave of Absence forms~~ provided by Human Resources, ~~which~~and shall state specifically the reasons for the request, the date desired to begin the leave, and the probable date of return. The request shall be submitted to the Personnel Director in advance of the requested starting date.

#### 17.2.4 Salary Step Advancement

When ~~a probationary or permanent~~an employee accepts ~~their first permanent assignment or a promotional a regular permanent position assignment~~ on ~~a higher salary range the first step of the salary range~~, salary ~~step~~ advancement shall be granted upon completion of ~~six (6) months in a non-management assignment or twelve (12) months in a management assignment. Subsequent salary step advancement shall occur every 12 months be annually thereafter on the step anniversary date~~ ~~one (1) year in the position or~~ if the employee ~~actually renders service is in paid status for~~ at least seventy-five (75) percent of the number of ~~workdays of~~during the employee's regular work year. ~~If completion of this 12-month period occurs before the 16<sup>th</sup> of the month, the step anniversary date shall be the first day of that month. If completion of this period is occurs~~ after the fifteenth of the month, ~~the step advancement anniversary date~~ shall be the first of the following month. ~~Salary step advancement shall be annually thereafter.~~

When an employee is transferred or demoted to a permanent assignment on an equal or lower salary range, salary step advancement shall be granted in accordance with the rules contained herein.

#### 17.2.8 Salary Placement on Demotion

An employee who selects a voluntary demotion or is involuntarily demoted shall be placed on the same step of the range of the lower as that achieved in the higher class. The demoted employee shall retain the anniversary date established in the higher class.

For purposes of this rule, a demotion is defined as the appointment of a permanent employee to a classification with a lower salary range, whether voluntary or involuntary. Salary step placement and step advancement dates shall be determined as follows:

- A. Demotion into a classification previously held on a permanent basis
  1. The employee shall be placed on the salary step they would have attained had they remained continuously employed in the previously held classification.
  2. The employee shall retain the same step anniversary date held when last serving in the previously held classification.
- B. Demotion into a classification that is transfer-eligible from a classification previously held on a permanent basis
  1. The employee shall be placed on the salary step they would have attained had they transferred directly from the previously held classification when last serving in that classification.
  2. The employee shall retain the same step anniversary date held when last serving in the previously held classification.
- C. Demotion into a classification that was never held on a permanent basis
  1. The employee shall be placed on the salary step of the lower classification that is closest to, but not more than, the rate the employee attained in the higher classification.
  2. The employee shall retain their current step anniversary date.
  3. The employee shall serve a new probationary period in order to attain permanent status in the new classification.

#### 17.2.9 Salary Placement on Transfer

An employee who transfers to an assignment in the same classification, or to a transfer-eligible classification based on their current assignment, shall retain their current salary step and step anniversary date in their new assignment.

#### 17.2.10 Salary Placement on Lateral Reassignment

A permanent employee who accepts a lateral reassignment to a classification allocated to the same salary range, but that is not a transfer-eligible assignment, shall be subject to the following provisions:

- A. The employee shall retain their current salary step and may receive advanced step placement based on any eligible criteria not previously used for step advancement in other classifications.
- B. The employee shall retain their current step anniversary date.
- C. The employee shall serve a new probationary period in order to attain permanent status in the new classification.

#### 17.2.9-11 Salary Placement on Reinstatement When Reemployed or Reinstated

When a former permanent employee is reemployed or reinstated within thirty-nine (39) months following a resignation or layoff, the employee shall be placed on the same step of the range for the class achieved by the employee prior to resignation or layoff, including any changes in rate or range to the class. Step advancement shall be granted as follows: If the employee is within thirty-nine (39)

~~months following a resignation or layoff, The employee shall be placed on the same step of the range for the class achieved by the employee prior to resignation or layoff, including any changes in rate or range to the class. When the employee has rendered service for at least seventy five (75) percent of the number of days of the employee's regular work year. An adjustment to the employee's anniversary date shall be made upon reemployment or reinstatement.~~

- A. If the employee was in paid status for less than 75% of their regular workdays while in the previously held step in that classification:
  - 1. The employee will be placed on the same salary step last held in the classification.
    - a. The employee step anniversary date will be adjusted by adding the number of calendar days since they last served in the classification.
      - i. If the adjusted date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
      - ii. If the adjusted date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
- B. If the employee was in paid status for 75% or more of their regular workdays while in the previously held step in that classification
  - 1. The employee will receive step advancement according to the following:
    - a. If the effective date of the demotion is before the 16<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will become the first day of that month.
    - b. If the effective date of the demotion is after the 15th of the month, the step advance and step anniversary date will be effective on the first day of the following month.
- C. The employee shall receive any accumulated sick leave and longevity held as of the date of separation.

#### 17.2.12 Salary Placement on Reemployment

A current or former permanent employee who accepts reemployment shall have their salary step placement and step anniversary date determined by the following provisions:

- A. Placement into a classification in which the employee has previously completed probation
  - 1. The employee shall be placed on the same step of the range for the classification achieved by the employee prior to resignation or layoff, including any changes in rate or range to the classification.
  - 2. Step advancement shall be granted as follows:
    - a. If the employee was in paid status for less than 75% of their regular workdays while in the previously held step in that classification:
      - i. The employee will be placed on the same salary step last held in the classification.
      - ii. The employee step anniversary date will be adjusted by adding the number of calendar days since they last served in the classification.
        - 1) If the adjusted date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
        - 2) If the adjusted date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
    - b. If the employee was in paid status for 75% or more of their regular workdays while in the previously held step in that classification the employee will receive step advancement according to the following:

i. If the effective date of the demotion is before the 16<sup>th</sup> of the month, the step advance will be effective on that day, and the step anniversary date will become the first day of that month.

ii. If the effective date of the demotion is after the 15th of the month, the step advance and step anniversary date will be effective on the first day of the following month.

B. Placement into a classification in which the employee has not previously completed probation

1. The employee shall be placed on the salary step that is closest to, but not more than, the rate they last earned in a permanent assignment.
2. The employee step anniversary date will be adjusted according to the following provisions.
  - a. If the effective date is before the 16<sup>th</sup> of the month, the step anniversary date will become the first day of that month.
  - b. If the effective date is after the 15<sup>th</sup> of the month, the step anniversary date will become the first day of the following month.
3. The employee shall serve a new probationary period in the new classification before attaining permanency in that classification

A.C. The employee shall receive any accumulated sick leave and longevity held as of the date of separation.

#### 20.1.7 Notice of Layoff

The District shall notify affected classified employees in writing a minimum of ~~forty-five (45)sixty (60)~~ calendar days prior to the date of any layoff for lack of work or lack of funds. The notice to the employee shall specify the effective date of the layoff and inform the employee of their reemployment rights and displacement rights, if any. Notification shall be made by personal delivery or by certified mail to the last known address of the employee ~~on file in the Human Resources~~. Failure of the employee to retrieve delivered mail or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notice or staying the timeliness for layoff. For the purpose of this Rule, when a notice is mailed, the fifth (5th) working day following the mailing date is considered the date of receipt.

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Meeting: Tuesday, December 16<sup>th</sup>, 2025**

**SUBJECT: Classification Revisions – Information Systems Analyst**

**BACKGROUND INFORMATION:**

The Chief Technology Officer (CTO) brought to HR staff's attention that the current classification specification for the Information Systems Analyst classification had become outdated and required minor revisions to more accurately reflect the duties being regularly performed.

Under the direction of the Chief Technology Officer, the Information Systems Analyst, provides varied and complex technical support for the application of planning, development, training, testing, operations and maintenance of the California Longitudinal Pupil Achievement Data System (CALPADS), and Student Information Systems (SIS); analyzes, evaluates and recommends CALPADS/SIS data processes to various levels of organizational staff; supports staff in CALPADS/SIS operational activities; and performs other related duties as required.

**METHODOLOGY:**

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

- Reviewed the Information Systems Analyst classification specification, and positions in AUHSD's related job subfamilies.
- Gathered input from the Chief Technology Officer.
- Collected and reviewed similar job descriptions within our local competitive market.

**DISCUSSION:**

The job description was reviewed, revised, and updated in the following ways.

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

| <b>REVISION - ADDITIONS</b>   |  |  |
|---|--|--|
| <b>Current Language</b>   | <b>Proposed Language</b>   | <b>Purpose for Revision</b>                                      |
| Systems installed in organization such as CALPADS, Zangle, Aeries, Illuminate, TeleParent, etc; | Systems installed in organization such as CALPADS, student information systems, learning management systems and school-to-home communication systems | More accurately describe the systems being used by the position. |

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the Information Systems Analyst classification as provided.



| CLASSIFICATION SUMMARY |                             |
|------------------------|-----------------------------|
| <b>JOB TITLE</b>       | Information Systems Analyst |
| <b>JOB FAMILY</b>      | Technology Services         |
| <b>JOB SUB-FAMILY</b>  | Central Technology Support  |
| <b>EVALUATED BY</b>    | Chief Technology Officer    |
| <b>SALARY RANGE</b>    | CSEA-70                     |
| <b>LAST UPDATED</b>    | 12/16/2025                  |

# INFORMATION SYSTEMS ANALYST

## BASIC FUNCTION:

Under the direction of the Chief Technology Officer, provides varied and complex technical support for the application of planning, development, training, testing, operations and maintenance of the California Longitudinal Pupil Achievement Data System (CALPADS), and Student Information Systems (SIS); analyzes, evaluates and recommends CALPADS/SIS data processes to various levels of organizational staff; supports staff in CALPADS/SIS operational activities; and performs other related duties as required.

## DISTINGUISHING CHARACTERISTICS

The Information System Analyst is a single incumbent classification and serves in a lead capacity within the Information Systems job series; and provides varied and complex customer/technical support to various levels of organizational staff in relation to the CALPADS/SIS, which requires the incumbent to possess a broad knowledge of IT principles, concepts and methods; and a high degree of analytical ability and problem-solving skills.

## SPECIALIZED ESSENTIAL DUTIES (*unique to this classification*):

- Oversees and supports staff in AUHSD grading program activities such as form scheduling, mark posting, error checking, report card design, and printing processes.
- Maintains records related to work scheduled and completed in a variety of formats, including daily record of work performed, and various records associated with special requests.
- Designs and completes various data processing forms for approval.
- Communicates with CALPADS/SIS users to define criteria and formulate complex ad-hoc reporting queries using Structured Query Language (SQL).
- Compiles, assembles, verifies, manipulates, processes, and submits a variety of student and teacher data related to CALPADS/SIS; resolves CALPADS/SIS data issues and concerns.
- Establishes and implements District-wide uniform data collection processes based on database capabilities and current and future reporting requirements of Federal, State, and local agencies; maintains knowledge of Federal, State, and District reporting requirements, including data requirements and reporting deadlines.
- Creates customized reports for various outside agencies, including non-profit organizations, and the military.
- Analyzes and defines data requirements and specifications to automate school processes and reporting requirements of the CALPADS/SIS using Business Intelligence (BI) tools.
- Performs regular, ongoing transfers of data, including the importing and exporting of data; reconciles data between CALPADS and Student Information Systems
- Diagnoses and resolves complex technical problems in response to customer reported incidents.
- Assists with AUHSD KTL/Course Directory content management in CALPADS/SIS.
- Assists Systems Analyst in planning, developing and implementing corrective action to support data integrity of the CALPADS/SIS; Assists Systems Analyst with overseeing data integrity within the CALPADS/SIS, which includes data security, reporting and project management.
- Assists Chief Technology Officer in analyzing data, systems planning, implementation and production operations support of the CALPADS/SIS.
- Plans, coordinates, evaluates, and implements CALPADS/SIS data requests, including data correction requests, and coordinates those requests with multiple districts, schools, and administrators.

- Develops and implements CALPADS/SIS automation activities that support school-wide policies directly related to attendance, health and registration processes.
- Identifies CALPADS/SIS training needs; develops CALPADS/SIS training materials; and facilitates training courses of the CALPADS/SIS, and associated applications.
- Provides training and technical support for district benchmark program, including data warehouse training and optical scanner operations.
- Makes recommendations to district-level directors, site administrators, and departmental staff in relation to data integrity requirements, and CALPADS/SIS capacity; Works collaboratively with leadership to support and maintain AERIES, CALPADS/SIS, and other related systems to ensure compliance with Federal, State, and local requirements
- Develops and prepares program and process documentation, and user manuals for CALPADS/SIS end-users.
- Evaluates and provides recommendations on new CALPADS/SIS technologies and architectures by determining applicability to current business processes and interfacing with current systems.
- Serves as a Local Educational Agency (LEA) contact for the District in a student information capacity.

#### **GENERAL ESSENTIAL DUTIES** (*performed by other classifications*):

- Participates in program code maintenance by assisting programmers with testing and debugging activities.
- Provides support on the District's data confirmation and enrollment process to staff and parents
- Distributes completed projects to appropriate staff.
- Assists with hardware/software system conversions as needed.
- Assists with management of district geocoding and address validation tables.
- Participates in Information Technology projects as needed.
- Assists with CALPADS/SIS user assignments, access and permission levels.
- Participates in new program implementations by providing business process support and parameters of implementation process.
- Provides support for the Internet including maintenance of Web pages as needed.
- Reads and interprets various manuals and operation guides; maintains and updates user manuals as needed.
- Trains and provides work direction and guidance to assigned staff.
- Performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **EDUCATION:**

- Required: Graduation from high school or equivalent and an Associate's Degree from an accredited college in information systems, computer programming, or related field.

##### **EXPERIENCE:**

- Required: Three years in an information services and technology support-related field or equivalent work at K-12 schools, specifically working with CALPADS and/or similar Student Information Systems – OR – two years as an AUHSD Information Systems Technology staff member may be substituted for the three years of experience.
- Substitution: Additional experience working with CALPADS and/or similar Student Information Systems may be substituted for up to two years of the required education on a year for year basis.

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

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

- Relational database management systems, commonly used query languages such as ANSI Structured Query Language (SQL) 201603 or greater, table relationships and views;
- Advanced relational database concepts, principles, and methods including database logical and physical design, normalization, storage capacity management, and backup and recovery;
- Systems installed in organization such as CALPADS, student information systems, learning management systems and school-to-home communication systems; Zangle, Aeries, Illuminate, TeleParent, etc;
- Customer service and customer support principles and methods;
- Techniques of training and group presentation methods;
- Basic troubleshooting of any software components of the CALPADS/SIS, and associated systems;
- Wide variety of applications, and equipment used in school organizations, such as MS Suite, PCs, and high capacity printers;

- Principles and practices of providing work direction to others;
- Forms and workflow design;
- Modern office practices, procedures and equipment;

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

- Complete work in a timely manner
- Assist in maintaining database operations and returning disrupted systems to normal operations;
- Create reports, analyze and manipulate data in response to customer requirements;
- Learn sources, characteristics, and uses of organization's data assets;
- Participate in planning and delivery of a full range of customer/technical support services to the organization;
- Document and design business processes;
- Assess user requirements within the scope of business processes and software limitations;
- Troubleshoot business processes, CALPADS/SIS applications, and associated software design related issues;
- Find, assess, and analyze business process alternatives and develop effective CALPADS/SIS solutions;
- Explain technical problems and recommend solutions to appropriate staff;
- Develop, modify, read, interpret and apply directions in manuals and operations guides;
- Train and provide work direction to others;

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

- Display tact, patience and diplomacy when assisting customers, coworkers, and vendors;
- Work under pressure;
- Manage multiple, concurrent and conflicting priorities and deadlines;
- Speak to large groups;
- Reason logically;
- Learn quickly;
- Retain understanding of new software and/or data management systems;
- Maintain records in a variety of formats;
- Type at an acceptable rate of speed;
- Understand and follow oral and written instructions;
- Establish and maintain cooperative and effective working relationships with others;
- Meet schedules and time lines;
- Work independently with little direction;
- Communicate clearly both orally and in writing.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Employees in this classification work inside exclusively using machinery with moving parts; employees may work in direct contact with the public, and other District staff, may be subjected to negative interpersonal situations, with high volume of work and tight deadlines, with continuously changing priorities and interruptions, and may work alone without guidance from supervisor.

**PHYSICAL DEMANDS:**

- Employees in this classification walk, stand, and sit for long periods of time, lift 5 to 25 lbs. unassisted, carry, push, pull stoop, bend and use fingers, wrists or hands repetitively, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, and use a computer and telephone.

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Regular Meeting: Tuesday, December 16, 2025**

**SUBJECT: Classification Revisions – Removing Pre-Employment Physical Exam Requirement**

**BACKGROUND INFORMATION:**

The Executive Director of Classified Human Resources is requesting to apply a revision to the following classifications to remove the requirement of successfully completing a pre-employment physical examination in their respective classification specifications.

**DISCUSSION:**

Revisions are needed for the following classifications:

- Behavior Intervention Specialist
- Campus Safety Aide
- Food Services Equipment Technician
- Instructional Assistant - Adult Transition
- Instructional Assistant - Behavioral Support
- Instructional Assistant - Deaf/Hard of Hearing
- Instructional Assistant - Medically Fragile/Orthopedically Impaired
- Instructional Assistant - Special Abilities
- Instructional Assistant - Visually Impaired
- Maintenance Foreman
- Maintenance Manager
- Maintenance Service Worker
- Mechanic
- Plant Manager 1
- Plant Manager 2

**RECOMMENDATION:**

It is recommended that the Personnel Commission approve the revisions to the classification specifications provided.

| CLASSIFICATION   |                     | POSTING/SCREENING   |                  |                    |             |             |                      |
|--|---------------------|---------------------|------------------|--------------------|-------------|-------------|----------------------|
| Job Title  | Exam Plan #         | Assigned Technician | Recruitment Type | Certification Type | Date Posted | Date Closed | Calendar Days Posted |
| 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                  |
| Sign Language Interpreter  | 2025-E13-JM         | Jocelyn             | Open             | Open               | 8/13/25     | 11/30/25    | 109                  |
| Family and Community Engagement Specialist (FACES)                         | 2025-FACES-DM       | Tatiana             | Open             | Open               | 9/2/25      | 9/23/25     | 21                   |
| Secretary - Attendance (Bilingual & Non-Bilingual)                         | 2025-SBA-DM         | Denise              | Open             | Dual Cert          | 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 - 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                  |
| Behavior Intervention Specialist   | 2025-E33-DM         | Denise              | 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                   |
| Clerical/Secretary Series (Substitute) - Non-Bilingual/Bilingual (Spanish) | 2025(2)-CLER-SUB-DM | Denise              | Open             | Substitute         | 11/18/25    | 12/9/25     | 21                   |
| Food Services Assistant I (Permanent & Substitute)                         | 2025(3)-F02-DM      | Denise              | Open             | Open               | 11/18/25    | 12/9/25     | 21                   |
| AUHSD Bilingual Testing (Spanish)  | 2025(2)-BLT         | Denise              | Open             | Promo              | 11/18/25    | 12/9/25     | 21                   |
| Language Testing Assistant (Spanish)                                       | 2025-E11-TM         | Tatiana             | Open             | Open               | 11/18/25    | 12/9/25     | 21                   |
| Translator/Interpreter (Spanish)   | 2025-S15P-TM        | Tatiana             | Open             | Open               | 12/3/25     | 12/24/25    | 21                   |



**Human Resources Division, Classified Personnel**

Board of Trustees  
November 13, 2025

Page 1 of 8

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

|   | <u>Location:</u>                  | <u>Effective</u> |
|---|-----------------------------------|------------------|
| Cabrera, Veronica<br>Language Testing Assistant   | Plurilingual Services             | 07/22/2025       |
| Padilla, Krista<br>Behavior Intervention Specialist   | Special Youth Services Department | 10/24/2025       |
| Prado, Natali<br>Instructional Assistant –<br>Specialized Academic Instruction              | Magnolia High School              | 10/17/2025       |
| Reynoso, Jonathan<br>Instructional Assistant – Behavioral Support                           | Magnolia High School              | 10/31/2025       |
| Rodriguez, Brianna<br>Licensed Vocational Nurse   | Hope School                       | 12/30/2025       |
| Sanchez, Ralph<br>Instructional Assistant –<br>Specialized Academic Instruction             | Dale Jr. High School              | 10/28/2025       |
| Smethurst, Sierra<br>Instructional Assistant – Behavioral Support                           | Hope School                       | 11/05/2025       |
| Soriano, Daryl<br>Secretary – Registrar/Records   | Cypress High School               | 10/10/2025       |
| Taylor, Elizabeth<br>Instructional Assistant –<br>Medically Fragile/Orthopedically Impaired | Anaheim High School               | 09/30/2025       |
| Williams, Beth<br>Food Services Assistant 2   | Lexington Jr. High School         | 10/28/2025       |

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

REVISED - Dimatulac, Teresa, for education, without pay and without health benefits, from 8/11/25 through the end of the working day on 11/14/25.

Matthews, Vikram, for education, without pay and without health benefits, from 9/2/25 through the end of the working day on 12/8/25.

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.

**Human Resources Division, Classified Personnel**

Board of Trustees  
November 13, 2025

Page 2 of 8

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

|   | <b><u>Range/Step:</u></b> | <b><u>Effective:</u></b> |
|---|---------------------------|--------------------------|
| <b>Permanent Employees:</b>                                       |                           |                          |
| Albert, Nichole<br>Instructional Assistant – Behavioral Support   | 51/01                     | 10/14/2025               |
| Avalos, Daisy<br>Child Welfare and Attendance Liaison             | 51/04                     | 10/27/2025               |
| Bentley, Quintin<br>Instructional Assistant – Behavioral Support  | 51/04                     | 10/07/2025               |
| Bravo, Belinda<br>Instructional Assistant – Behavioral Support    | 51/03                     | 10/22/2025               |
| Candelario, Brian<br>Instructional Assistant – Behavioral Support | 51/01                     | 10/29/2025               |
| Chacon, Saidi<br>Instructional Assistant – Behavioral Support     | 51/01                     | 10/20/2025               |
| Covarrubias, Junior<br>Custodian                                  | 48/02                     | 10/13/2025               |
| Eaddy, Donald II<br>Campus Safety Aide                            | 43/03                     | 10/20/2025               |
| Elliott, Chase<br>Maintenance Locksmith                           | 60/01                     | 10/06/2025               |
| Garcia, Stephanie<br>Instructional Assistant – Behavioral Support | 51/02                     | 10/09/2025               |
| Gonzalez, Sergio<br>Custodian                                     | 48/03                     | 10/20/2025               |
| Guerrero, Bryan<br>Food Services Assistant 1                      | 41/04                     | 10/27/2025               |
| Harris, Amarlei<br>Instructional Assistant – Behavioral Support   | 51/01                     | 11/03/2025               |
| Herrera, Amanda<br>Campus Safety Aide                             | 43/03                     | 10/08/2025               |
| Higgins, Jessica<br>Food Services Assistant 1                     | 41/10                     | 10/09/2025               |

**Human Resources Division, Classified Personnel**

Board of Trustees  
November 13, 2025

Page 3 of 8

|  |       |            |
|--|-------|------------|
| Mendoza, Juan<br>Instructional Assistant –<br>Specialized Academic Instruction         | 43/01 | 10/21/2025 |
| Pedraza, Karina<br>Instructional Assistant –<br>Specialized Academic Instruction       | 43/01 | 11/06/2025 |
| Plascencia, Alejandro<br>Instructional Assistant –<br>Specialized Academic Instruction | 43/01 | 10/14/2025 |
| Proxmire, James<br>Bus Driver  | 55/03 | 10/21/2025 |
| Razo, Noemy<br>Secretary – Registrar/Records   | 51/02 | 10/29/2025 |
| Rodriguez, Brianna<br>Instructional Assistant – Behavioral Support                     | 51/04 | 10/20/2025 |
| Rodriguez, Frida<br>Instructional Assistant – Bilingual (Spanish)                      | 47/01 | 10/20/2025 |
| Santacruz, Crystal<br>Instructional Assistant – Behavioral Support                     | 51/04 | 10/13/2025 |
| Scott, Jourdan<br>Food Services Assistant 1  | 41/04 | 10/16/2025 |
| Sharafat, Syed<br>Instructional Assistant – Behavioral Support                         | 51/07 | 10/06/2025 |
| Silva, Michael<br>Campus Safety Aide   | 43/03 | 10/27/2025 |
| Thill, Susan<br>Instructional Assistant –<br>Specialized Academic Instruction          | 43/01 | 10/13/2025 |
| Velasquez, Ilene<br>Instructional Assistant – Adult Transition                         | 51/02 | 10/09/2025 |
| Zgouridi, Stephanie<br>Instructional Assistant –<br>Specialized Academic Instruction   | 43/03 | 10/27/2025 |

**Promotions:**

|  |       |            |
|--|-------|------------|
| Barron, Lucy<br>Instructional Assistant - Behavioral Support | 51/05 | 10/06/2025 |
|--|-------|------------|

**Human Resources Division, Classified Personnel**

Board of Trustees  
November 13, 2025

Page 4 of 8

|                                       |       |            |
|---------------------------------------|-------|------------|
| Cabrera, Miguel<br>Operations Manager | 22/03 | 10/27/2025 |
|---------------------------------------|-------|------------|

**Substitute Employees:**

|  |             |            |
|--|-------------|------------|
| Alapati, Shakespeare<br>Substitute Campus Safety Aide                        | 43/03       | 10/06/2025 |
| Al-Imam, Aaron<br>Substitute Arts Assistant 2                                | 60/10       | 10/07/2025 |
| Alonso Jimenez, Diego<br>AVID Tutor  | \$16.50/Hr. | 10/21/2025 |
| Arias, Darius<br>Substitute Arts Assistant 2                                 | 60/10       | 10/20/2025 |
| Baker, Jacob<br>Substitute Arts Assistant 1                                  | 41/10       | 10/10/2025 |
| Belowich, David<br>Substitute Arts Assistant 2                               | 60/10       | 10/02/2025 |
| Bonilla, Eduardo II<br>Substitute Arts Assistant 2                           | 60/10       | 10/08/2025 |
| Boyer, Jonathan<br>Substitute Arts Assistant 2                               | 60/10       | 10/15/2025 |
| Bozigian, Kaitlyn<br>Substitute Arts Assistant 2                             | 60/10       | 10/08/2025 |
| Chyun, Issac<br>Substitute Arts Assistant 2                                  | 60/10       | 10/23/2025 |
| Cotton, Paul<br>Substitute Arts Assistant 2                                  | 60/10       | 10/23/2025 |
| Cruz, Amanda<br>Substitute Arts Assistant 2                                  | 60/10       | 10/10/2025 |
| Davenport, Sharon<br>Substitute Food Services Assistant 1                    | 41/04       | 10/09/2025 |
| Ellmore, Devon<br>Substitute Instructional Assistant –<br>Adult Transition   | 51/01       | 10/15/2025 |
| Ellmore, Devon<br>Substitute Instructional Assistant –<br>Behavioral Support | 51/01       | 10/15/2025 |

**Human Resources Division, Classified Personnel**

Board of Trustees  
November 13, 2025

Page 5 of 8

|  |       |            |
|--|-------|------------|
| Ellmore, Devon<br>Substitute Instructional Assistant –<br>Specialized Academic Instruction | 43/01 | 10/15/2025 |
| Euresti, Stephanie<br>Substitute Food Services Assistant 1                                 | 41/04 | 10/06/2025 |
| Fernandez Castro, Marlon<br>Substitute Office Assistant                                    | 43/01 | 10/21/2025 |
| Fernandez Castro, Marlon<br>Substitute Office Assistant - Bilingual                        | 47/01 | 10/21/2025 |
| Fernandez Castro, Marlon<br>Substitute Secretary   | 51/01 | 10/21/2025 |
| Fernandez Castro, Marlon<br>Substitute Secretary – Bilingual                               | 53/01 | 10/21/2025 |
| Fitz, Lawrence<br>Substitute Arts Assistant 2  | 60/10 | 10/23/2025 |
| Gonzalez, Elina<br>Substitute Arts Assistant 2   | 60/10 | 10/29/2025 |
| Peyton, Johnson<br>Substitute Arts Assistant 2   | 60/10 | 10/15/2025 |
| Laren, Grant<br>Substitute Arts Assistant 2  | 60/10 | 10/15/2025 |
| Lee, Kai<br>Substitute Arts Assistant 2  | 60/10 | 10/21/2025 |
| Lockwood, Patrick<br>Substitute Arts Assistant 2   | 41/10 | 10/07/2025 |
| Long, Claire<br>Substitute Arts Assistant 2  | 60/10 | 10/21/2025 |
| Mercurio, Alexis<br>Substitute Bus Driver  | 55/03 | 10/22/2025 |
| Monroe, Ziyania-Ahjarae<br>Substitute Arts Assistant 2                                     | 60/10 | 10/07/2025 |
| Morales, Jacob<br>Substitute Arts Assistant 2  | 60/10 | 10/07/2025 |
| Ochoa, Gael<br>Substitute Food Services Assistant 1  | 41/04 | 10/07/2025 |

**Human Resources Division, Classified Personnel**

Board of Trustees  
November 13, 2025

Page 6 of 8

|  |             |            |
|--|-------------|------------|
| Orozco, Kimberly<br>Substitute Arts Assistant 2  | 60/10       | 10/23/2025 |
| Ortiz, David<br>Tutor  | \$16.50/Hr. | 10/07/2025 |
| Padilla, Krystal<br>Substitute Instructional Assistant –<br>Adult Transition                 | 51/01       | 10/15/2025 |
| Padilla, Krystal<br>Substitute Instructional Assistant –<br>Behavioral Support               | 51/01       | 10/15/2025 |
| Padilla, Krystal<br>Substitute Instructional Assistant –<br>Specialized Academic Instruction | 43/01       | 10/15/2025 |
| Pearson, Kyle<br>Substitute Arts Assistant 2   | 60/10       | 10/08/2025 |
| Ramirez, Gabriela<br>Substitute Food Services Assistant 1                                    | 41/04       | 10/06/2025 |
| Saucedo, Jacqueline<br>Substitute Office Assistant   | 43/01       | 10/17/2025 |
| Saucedo, Jacqueline<br>Substitute Office Assistant - Bilingual                               | 47/01       | 10/17/2025 |
| Saucedo, Jacqueline<br>Substitute Secretary  | 51/01       | 10/17/2025 |
| Saucedo, Jacqueline<br>Substitute Secretary – Bilingual                                      | 53/01       | 10/17/2025 |
| Sears, Leighanna<br>Substitute Arts Assistant 1  | 41/10       | 10/15/2025 |
| Sebo, Christopher<br>Substitute Arts Assistant 2   | 60/10       | 10/10/2025 |
| Sporn, Sarah<br>Substitute Arts Assistant 2  | 60/10       | 10/23/2025 |
| Tapia, Teresa<br>Substitute Babysitter   | 43/01       | 10/27/2025 |
| Yucute, Angel<br>Substitute Instructional Assistant –<br>Adult Transition                    | 51/01       | 10/22/2025 |

**Human Resources Division, Classified Personnel**

Board of Trustees  
November 13, 2025

Page 7 of 8

|   |       |            |
|---|-------|------------|
| Yucute, Angel<br>Substitute Instructional Assistant –<br>Behavioral Support               | 51/01 | 10/22/2025 |
| Yucute, Angel<br>Substitute Instructional Assistant –<br>Bilingual (Spanish)              | 47/01 | 10/22/2025 |
| Yucute, Angel<br>Substitute Instructional Assistant –<br>Specialized Academic Instruction | 51/01 | 10/22/2025 |

**4. Food Services Student Workers**

|                           | <b><u>Effective</u></b> |
|---------------------------|-------------------------|
| Camacho Hernandez, Angela | 10/08/2025              |
| John, Aiden               | 10/23/2025              |
| Ketema, Biniam            | 10/03/2025              |
| Ketema, Nahom             | 10/03/2025              |
| Martinez, Xavier          | 10/23/2025              |
| Medina, Karen             | 10/23/2025              |
| Mejia, Adrian             | 10/08/2025              |
| Patel, Naiya              | 10/08/2025              |
| Porter, Jacob             | 10/08/2025              |
| Sanchez, Mia              | 10/08/2025              |
| Vo, Ethan                 | 10/23/2025              |

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

|                            | <b><u>Effective</u></b> |
|----------------------------|-------------------------|
| Acosta, Angelina           | 10/13/2025              |
| Alvarado, Pedro            | 10/24/2025              |
| Aquino, Sean               | 10/30/2025              |
| Arroyo, Aileen             | 10/13/2025              |
| Aviles, Diego              | 10/06/2025              |
| Ayala, Melissa             | 10/15/2025              |
| Barrera, Tania             | 10/21/2025              |
| Benitez-Jimenez, Alyssa    | 10/13/2025              |
| Brown-Lopez, Elijah        | 10/27/2025              |
| Camarena, Jonathan         | 10/30/2025              |
| Castillo, Armando          | 10/30/2025              |
| Contreras, Angeli          | 10/30/2025              |
| Contreras Alvarez, Jade    | 10/27/2025              |
| Dorsey, Tanishia           | 10/17/2025              |
| Elghazaly, Ahmed           | 10/06/2025              |
| Flores Zuniga, Andrew      | 10/13/2025              |
| Gardella, Anthony          | 10/13/2025              |
| Hernandez, Casey           | 10/21/2025              |
| Ibarra, Adrian             | 10/06/2025              |
| Leger, Matthew             | 10/17/2025              |
| Lopez Ayapantecatl, Lizzet | 10/13/2025              |

**Human Resources Division, Classified Personnel**

Board of Trustees  
November 13, 2025

Page 8 of 8

|                           |            |
|---------------------------|------------|
| Lopez-Mariano, Dylan      | 10/13/2025 |
| Lucero, Matthew           | 10/06/2025 |
| Maldonado, Diego          | 10/18/2025 |
| Nery, Jasel               | 10/06/2025 |
| Nolasco Arcos, Jonathan   | 10/06/2025 |
| Olvera, Erick             | 10/27/2025 |
| Ortega-Jacobo, Ariadna    | 10/15/2025 |
| Persinger, Sarah          | 10/06/2025 |
| Pina, Pauline             | 10/06/2025 |
| Rivera Perez, Adriel      | 10/27/2025 |
| Rodriguez Buford, Jasmine | 10/13/2025 |
| Sanchez, Maribel          | 10/21/2025 |
| Valencia, Angel           | 10/13/2025 |
| Valerio, Andrew           | 10/06/2025 |