



AGENDA

REGULAR MEETING

July 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, July 16, 2025.

B. Roll Call:

C. Pledge of Allegiance:

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

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

E. Approval of Minutes for Regular Meeting on June 10, 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.

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

List Establishment **# Eligibles**

None

List Abolishment **# Eligibles**

None

List Extension **# Eligibles**

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

None

III. Action/Discussion Items/or Other Information:

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

None

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

1. New Classification(s):
Recommendation: *Approve*

a. Approval of the new classification of Operations Coordinator within the Facility Services job family.

Exhibit B

*Moved:
Seconded:
Vote:*

2. Revised Classification(s):
Recommendation: *Approve*

a. Approval of the revised classification of Health Services Technician within the Student Services job family.

Exhibit C

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

b. Approval of the revised classification of Licensed Vocational Nurse within the Student Services job family.

Exhibit D

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

1. Active Recruitment Status Update

Exhibit E

2. Advanced Step Placement Status Report

Exhibit F

3. Items Submitted for Board Approval – June

Exhibit G

IV. Next Regular Personnel Commission Meeting:

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

V. Closed Session:

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

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

• *Executive Director of Classified Personnel*

A. Approval to adjourn to Closed Session at: _____

*Moved:
Seconded:
Vote:*

B. Regular Meeting reconvened at: _____

C. Report of any action taken during closed session

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****June 10, 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 3:35 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: June 10, 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: May 13, 2025**

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

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

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

- *Executive Director of Classified Personnel, Brandon Tietze, updated the Commissioners regarding recruitments and the related work being done in Human Resources – Classified.*
- *Mr. Tietze commended the Human Resources Technicians for their work in filling the many summer assignments.*
- *Mr. Tietze noted that the work related to the transition of Classified staff related to the Orangeview/Western merger was nearly complete.*
- *Mr. Tietze updated the Commission regarding several HR/CSEA initiatives including the Employee Development program, Lead Stipend, and bilingual support standards.*
- *Mr. Tietze noted that he hoped to submit some suggested revisions to the Personnel Commission Rules at the next meeting.*
- *Mr. Tietze discussed the upcoming transition to digital personnel files, as well as the impending change to the Human Resources – Classified requisition system.*
- *Mr. Tietze noted his intention to better utilize the substitute employee tracking system.*
- *Mr. Tietze discussed upcoming Quick Reference Guides that he is developing.*
- *Mr. Tietze recounted the recent Classified Employee of the Year awards ceremony. He congratulated Human Resources Analyst, Eugene Gorenshteyn, for his nomination for the award, and thanked Human Resources Assistant, Jeff Gilbert, for his work on the event.*

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

- *Personnel Commission Chairperson, Paul Andresen, expressed his appreciation for the good work done on the Classified Employee of the Year awards ceremony.*
- *It was discussed and agreed upon to move the July Personnel Commission meeting to Wednesday, July 16th.*
- *Mr. Andresen requested to include time for the performance evaluation of Mr. Tietze on the July meeting agenda.*

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

1. AFSCME Report

None

2. Assistant Superintendent of Human Resources Report

None

3. Board of Trustees/Superintendent Report

None

4. CSEA Report

- *CSEA Chapter President, Heather Huttner, expressed her hope that the Personnel Commission rules would align with California labor laws regarding paid sick leave.*
- *Ms. Huttner discussed the questions she has received from CSEA members regarding the new Supervising Human Resources Analyst position, including whether or not the Human Resources Analyst vacancy would be filled if the employee currently in that role is promoted to the new position.*

5. Middle Managers Association Report

None

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

None

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

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

<u>List Establishment</u>	<u># Eligibles</u>
Mechanic	12

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

<u>List Extension</u> (PC Rule §6.1.3.: Duration of Eligibility Lists)	<u># Eligibles</u>
Maintenance Service Worker	09

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.

None

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

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

IV. Next Regular Personnel Commission Meeting:

Tuesday, July 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: 4:00 p.m.

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.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Regular Meeting: Wednesday, July 15th, 2025**

SUBJECT: New Classification Specification – Operations Coordinator

BACKGROUND INFORMATION:

Senior District leaders requested the Personnel Commission to create a new management classification in order to support the District's Maintenance & Operations Department.

Under the general supervision of the Director of Maintenance & Operations, the **Operations Coordinator** assists in the coordination and monitoring of custodial, grounds, and facility-related operations during afternoon and evening hours; supports the planning, managing, coordinating, and supervising specific areas within the Maintenance and Operations department; provides support and training to staff such as custodial, grounds, and athletic field personnel; responds to immediate operational needs across the district; solicits feedback from site administrators and serves as a liaison between District management and on-site personnel, as needed, to ensure continuity of services outside of regular daytime hours; performs related duties as assigned.

METHODOLOGY:

In creating the classification, staff conducted the following activities:

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

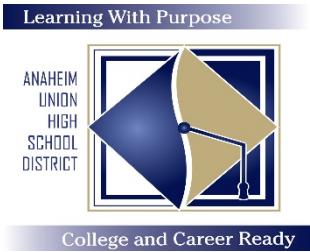
DISCUSSION:

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

- The recommended education requirement is graduation from high school or equivalent.
- The recommended experience requirement is three (3) years custodial or grounds maintenance experience including one (1) year of management experience.
- The recommended Operations Coordinator salary placement is Range 18 on the Classified Management salary schedule, based on maintaining internal alignment between related classifications.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the classification of Operations Coordinator and its salary placement on Range 18 on the Classified Management salary schedule.



CLASSIFICATION SUMMARY	
JOB TITLE	Operations Coordinator
JOB FAMILY	Facility Services
JOB SUBFAMILY	Operations Support
EVALUATED BY	Director of Maintenance & Operations
SALARY RANGE	MGMT/18
LAST UPDATED	7/16/2025

OPERATIONS COORDINATOR

BASIC FUNCTION

Under the direction of the Director of Maintenance & Operations and the Operations Manager, assists in the coordination and monitoring of custodial, grounds, and facility-related operations during afternoon and evening hours; supports the planning, managing, coordinating, and supervising specific areas within the Maintenance and Operations department; provides support and training to staff such as custodial, grounds, and athletic field personnel; responds to immediate operational needs across the district; solicits feedback from site administrators and serves as a liaison between District management and on-site personnel, as needed, to ensure continuity of services outside of regular daytime hours; performs related duties as assigned.

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

SPECIALIZED ESSENTIAL DUTIES (Typically only performed in this classification)

- Collaborate with Plant Managers to plan, schedule, and assign daily work, routine maintenance, and projects for assigned after-hours crews across operational areas, such as grounds, athletic facilities, and custodial.
- Assist in coordinating and overseeing late afternoon/evening custodial, grounds, and facility maintenance activities across school sites; supervise District office-based custodial activities.
- Ensure safety, cleanliness, appearance, operating effectiveness, needed repair, and compliance with health and safety standards.
- Manage and oversee custodial and grounds operations of District facilities during non-school, after-hours periods.
- Assist in the establishment and evaluation of labor performance standards
- Inspect work in progress and upon completion to ensure proper methods, standards, quality, and adherence to specifications.
- Ensure proper securing of facilities at the end of shift, including locked gates and set alarms.
- Serve as a primary liaison between night maintenance and operations staff and District administration.
- Respond to or direct response to emergency after-hour calls; manage emergency call-out situations.
- Confer with stakeholders (e.g., site administrators, District administration) to clarify needs, resolve discrepancies, determine scheduling, solve technical problems, and coordinate projects.
- Coordinate with school administrators, Maintenance & Operations management, and District administration regarding scheduling for after-hours athletic and special events to coordinate custodial, grounds, and athletic field requirements.
- Ensure compliance with safety protocols during after-hours operations, including proper use of equipment and PPE.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications)

- Compile data and prepare various reports (routine, detailed, written) regarding assigned activities, maintenance projects, safety, environmental work, productivity, problems, discipline, accidents, and fiscal matters.
- Perform inspections of school facilities, athletic fields, and grounds; identifies needed maintenance and repairs; schedules a variety of repairs to the necessary equipment, tools, and materials.
- Assist in the coordination of pest control activities (e.g. annual plan updates, sending notifications to parents and staff, posting warning signs, reporting pesticide use, etc.) in accordance with the District's Integrated Pest Management Plan.
- Serve as a resource to site plant managers and site administration regarding on-site operations.
- Track staff productivity and workload trends.
- Participate in the establishment of performance standards and the development of unit goals
- Provide general project coordination and management support to the Maintenance and Operations Department.

- Attend and participate in meetings, conferences, and trainings
- Work on special projects as assigned.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

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

- Current regulations, applicable laws, codes, rules, and regulations related to assigned activities, including health and safety, safety and hazardous waste laws and regulations.
- Cal/OSHA mandates pertaining to health and safety in the workplace; OSHA and AHERA record-keeping and documentation.
- Methods, techniques, materials, tools, costs, and equipment used in maintenance, operations, custodial, grounds, and equipment maintenance specialties, including modern methods, practices, procedures and terminology.
- Methods, materials, supplies, and equipment used in various custodial activities including general pool maintenance.
- Custodial engineering methods in accordance with CASBO (California Association of School Business Officials) recommendations; work scheduling and work simplification methods.
- Principles and practices of supervision, general management, and training, including effective training and supervision techniques.
- Principles and practices of preventative maintenance programs.
- Budgeting, purchasing, monitoring, and control techniques and procedures.
- Record-keeping and reporting principles and practices.
- Pesticides, herbicides, chemicals, and other materials used in pest management, cleaning, and maintenance, including proper mixing, application, and safety precautions.
- Basic record-keeping techniques and inventory methods and practices.
- Operation of computers and assigned software, including work order systems (e.g., Facilitron).
- Principles of good public and interpersonal relations, using tact, patience and courtesy.

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

- Operate a variety of equipment used in operations, custodial, grounds, and maintenance
- Operate a computer and assigned software, including office equipment and work-related online applications.
- Plan, organize, establish priorities, implement, and schedule work for various crews and activities.
- Monitor, supervise, and evaluate the work of personnel for quality standards and efficiency.
- Accurately estimate material and labor costs for projects and work.
- Prepare and write clear and concise specifications, reports, instructions, and correspondence; complete standard forms.
- Review and modify work procedures and schedules.
- Create and maintain computerized records.
- Analyze and apply standard rules and regulations to specific situations.
- Devise and adopt work procedures and record-keeping systems to meet District needs.
- Establish and maintain safe working conditions; recognize and correct safety hazards.
- Interpret, apply, and explain applicable laws, codes, rules, and regulations.
- Communicate effectively, both orally and in writing, with diverse stakeholders including staff, administrators, public, vendors, contractors, consultants, public agencies, and state officials.
- Oversee and train others effectively, including providing professional guidance and performance improvement guidance.

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

- Establish and maintain cooperative and effective working relationships
- Plan and organize work independently
- Analyze situations accurately and adopt an effective course of action; analyze and resolve work problems.
- Resolve conflicts and competing priorities.
- Exercise good judgment.
- Read, understand, and follow oral and written instructions.
- Use fingers repetitively and both hands simultaneously; exhibit dexterity in hands and fingers.
- Have depth perception and color vision/ability to distinguish shades; see small details.
- Hear normal voice conversation and speak clearly.

MINIMUM QUALIFICATIONS

EDUCATION:

- Required: Graduation from high school or equivalent.

EXPERIENCE:

- Required: Three years custodial or grounds maintenance experience including one year of management experience.

LICENSES AND OTHER REQUIREMENTS:

- License/Insurance Certification: Possession of a valid California Class C Driver License. Use of an automobile may be required for this position. Evidence of adequate insurance for a motor vehicle that meets or exceeds the California legal liability insurance requirement and continues to maintain insurability.

WORKING CONDITIONS

ENVIRONMENT:

- The work can be indoor or outdoor;
- Involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines;
- Employees may be required to use protective clothing or gear;
- Exposure to fumes, dust, and odors.
- May be required to operate district vehicles.

PHYSICAL DEMANDS:

- Standing;
- Bending;
- Crouching;
- Stooping;
- Stretching;
- Reaching;
- Activities like climbing ladders;
- Recurring lifting of moderately heavy items (50lb or more);
- Dexterity to operate hand and power tools.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Wednesday, July 16, 2025**

SUBJECT: Classification Revision – Health Services Technician

BACKGROUND INFORMATION:

The Executive Director of Classified Human Resources requested staff to implement some necessary revisions to the Health Services Technician classification specification.

Under the direction of an administrator; the **Health Services Technician** maintains health records, completes reports and documents student conditions all in accordance with school law and District standards and regulations; administers medication and routine first aid to ill or injured students; assists students requiring specialized physical health care services or procedures; assists with the preparation and arrangements for health screening programs performed by the District Nurse; and performs other related duties as required.

METHODOLOGY:

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

- Reviewed the Health Services Technician classification specifications.
- Compared current classification specifications against similar classification specifications in nearby school districts
- Compared current classification specifications with other classification specifications at AUHSD within the Developmental/Health Support job sub-family.

DISCUSSION:

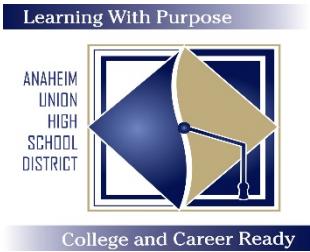
The job description was reviewed, revised, and updated to the newest format.

The following job description revisions are needed:

REVISION – KEY MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
<p>The Health Services Technician classification is the entry level class in the Health Services series and is distinguished from the classification of Licensed Vocational Nurse (LVN) in that while both perform routine clerical duties, the latter does not track school health records and does not have primary responsibilities for administering student medication, identifying student health issues and administering CPR and first aid.</p>	<p>The Health Services Technician classification is the entry level class in the Health Services series and is distinguished from the classification of Licensed Vocational Nurse (LVN) in that while both perform routine clerical duties, the latter is required to possess a Licensed Vocational Nurse certification, performs several specialized health procedures in tandem with a focused assessment, and is capable of training lower-level staff, whereas the former is considered unlicensed assistive personnel.</p>	<p>More accurately summarize the key differences between the Health Technician and Licensed Vocational Nurse classifications.</p>

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Health Services Technician classification as provided.



CLASSIFICATION SUMMARY	
JOB TITLE	Health Services Technician
JOB FAMILY	Student Services
JOB SUB-FAMILY	Developmental/Health Support
EVALUATED BY	Director of Special Youth Services
SALARY RANGE	CSEA/51
LAST UPDATED	7/16/2025

HEALTH SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of an administrator; maintains health records, completes reports and documents student conditions all in accordance with school law and District standards and regulations; administers medication and routine first aid to ill or injured students; assists students requiring specialized physical health care services or procedures; assists with the preparation and arrangements for health screening programs performed by the District Nurse; and performs other related duties as required.

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

DISTINGUISHING CHARACTERISTICS

The Health Services Technician classification is the entry level class in the Health Services series and is distinguished from the classification of Licensed Vocational Nurse (LVN) in that while both perform routine clerical duties, the latter does not track school health records and does not have primary responsibilities for administering student medication, identifying student health issues and administering CPR and first aid is required to possess a Licensed Vocational Nurse certification, performs several specialized health procedures in tandem with a focused assessment, and is capable of training lower-level staff, whereas the former is considered unlicensed assistive personnel.

The Health Services Technician classification is distinguished from the classification of Instructional Assistant – Medically Fragile/Orthopedically Handicapped in that the latter has primary responsibilities in providing instructional assistance to students with disabilities of the highest degree of medical severity and does not maintain student health records.

GENERAL ESSENTIAL DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

SCHOOL HEALTH RECORDS:

- Establishes, prepares, processes, and maintains a variety of cumulative health record files for each student;
- Reconciles student health records with student enrollment records;
- Generates lists of students without current legally mandated information (i.e. physicals, oral health exams, immunizations) on file and prepares related letters;
- Reviews immunization records and enters related data into student information system;
- Distributes and follows-up on return of immunization records and emergency information for each student;
- Arranges for withdrawal of students whose parents or guardians fail to respond;
- Assures compliance with State and Federal laws and District policies and procedures; assists parents with the completion of a variety of health forms and documents;
- Interprets and explains applicable laws, codes, rules, programs and regulations;
- Compiles data for reports; creates, updates, and maintains confidential lists of medical concerns;
- Ensures health records are maintained confidentially; notifies teachers of medical accommodations relating to students; maintains log of students coming in to the health office;
- Performs a variety of clerical duties such as typing, data entry, filing, answering phones, and ordering supplies;
- Attends meetings to obtain training regarding proper procedures and health services related issues;

- Supervises students while in the office and assigns work to student aides; and performs related duties as assigned.

HEALTH TESTING PROGRAMS:

- Checks students for communicable diseases, and if found, advises parents or legal guardians via phone or formal letter of treatment, available community services and readmit policy;
- Reports suspected contagious and communicable diseases to appropriate authorities and District personnel;
- Assists in the implementation of school health testing programs by setting up schedules and notifying students, teacher and parents of checkups for hearing, vision, physicals, dental and scoliosis;
- Instructs, advises and assists students regarding personal hygiene and nutrition; and maintains the health office in a clean, orderly and safe condition.

HEALTH CARE SERVICES:

- Communicates with students regarding health problems; observes student to determine degree of medical services required and takes temperatures as needed;
- Dispenses prescribed medications to students and maintains related records according to established procedures and guidelines;
- Performs and administers minor first aid and CPR to ill and injured students for scrapes, broken bones, sprained joints, cuts and bruises which may include applying ice packs, washing wound, bandaging and immobilizing limb;
- Provides emergency health care services to students in accordance with their individual specialized health care plans as designated by school nurse and in accordance with Federal and State law (EC 49414, 49414.5) and guidelines; emergency health care services include, administration of routine and emergency diabetes care tasks (gluco-meter readings, monitors insulin dosages and blood sugar, and, where necessary, gives injections/administers glucagon or insulin);
- Initiates or performs seizure response measures, and, where necessary, administers seizure medications; initiates or performs severe allergic response measures and administers Epi-pen or other medications;
- Contacts parents, credentialed nurse, administrators or paramedics as needed; and arranges for release and transportation of students.

KNOWLEDGE, SKILLS, AND ABILITIES

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

- Basic health office practices, terminology, procedures and equipment;
- Health and safety regulations, including medication administration and Bloodborne pathogens;
- Basic first aid and CPR procedures;
- Clean and sterile treatment techniques;
- Report preparation techniques;
- Interpersonal skills using tact, patience and courtesy;
- Office administrative practices and procedures, including record-keeping;
- Telephone techniques and etiquette;
- Computer operations and the use of standard business software;
- Immunization laws and procedures;
- Customer Service Skills.

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

- Communicate with others regarding a variety of health-related activities or concerns;
- Provide health information to parents, students, and staff;
- Follow medication administration in accordance with Federal and State Law (EC 49414, 49414.5)
- Learn and apply applicable rules, regulations and laws affecting student health and safety;
- Learn and follow policies and procedures of the school and district health programs;
- Learn procedures and operate a variety of special medical equipment;
- Screen students for various health and safety concerns;
- Compile and verify data and prepare reports;
- Administer first aid, CPR and emergency health care services in accordance with District policies and procedures;
- Observe health and safety regulations;

- Operate a computer, using standard business software;
- Establish and maintain accurate health files, records, reports and referrals;

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

- Communicate with others regarding a variety of health related activities or concerns;
- Provide health information to parents, students, and staff;
- Fellow medication administration in accordance with Federal and State Law (EC 19414, 49414.5)
- Learn and apply applicable rules, regulations and laws affecting student health and safety;
- Learn and follow policies and procedures of the school and district health programs;
- Learn procedures and operate a variety of special medical equipment;
- Screen students for various health and safety concerns;
- Exercise patience, tact, courtesy, and concern for the feelings of students and adults in difficult and sometimes stressful situations;
- Compile and verify data and prepare reports;
- Work independently with little direction;
- Plan and organize work;
 - Administer first aid, CPR and emergency health care services in accordance with District policies and procedures;
 - Observe health and safety regulations;
- Communicate effectively orally and in writing with students, parents and staff;
- Establish and maintain effective working relationships with students, teachers, administrators, parents, and others encountered in the course of work;
- Complete work with many interruptions;
 - Operate a computer, using standard business software;
 - Establish and maintain accurate health files, records, reports and referrals;
- Type at 35 words per minute from clear copy;
- Understand and carry out oral and written directions;
- Interact effectively with parents of diverse backgrounds and experiences;
- Maintain confidential student health information and records.

COMPETENCIES:

- Teamwork
- Planning & Organizing
- Decision Making
- Flexibility
- Analysis and Problem Solving
- Handling Stress

MINIMUM QUALIFICATIONS

EDUCATION:

Required: Graduation from high school.

Preferred: Certified Nursing Assistant (CNA), Medical Assistant (MA) training or college course work in nursing, health, biology, physiology or related field is highly desirable.

EXPERIENCE:

Required: One (1) year of experience providing first aid or working in a health care service environment.

LICENSES AND OTHER REQUIREMENTS:

Required: Valid first aid and CPR certificate issued from an authorized agency.

SELF CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

It is preferred (but not required) that incumbents in this classification be skilled in typing/keyboard at a minimum of 35 words per minute. A typing test will not be given. Applicants may submit an online typing certificate obtained from www.typingmaster.com at time of application to certify that they have such skills. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING CONDITIONS:

ENVIRONMENT:

- Employees in this classification work inside and outside;
- in direct contact with students, the public and other district staff;
- are exposed to air and blood-borne pathogens and germs, bodily fluids, communicable diseases, and emergency situations;
- work without guidance from supervisor.

PHYSICAL DEMANDS:

- Employees in this classification may sit for extended periods of time;
- lift and carry up to 50 lbs. unassisted and over 50 lbs. with assistance;
- must speak clearly, hear normal voice conversation,
- maintain balance, walk, have rapid mental/muscular coordination, stand,
- have depth perception, see small details
- stoop/bend, sit, crawl, kneel, squat, bend repeatedly,
- push, reach over head, pull,
- and use a computer and a telephone.

**PERSONNEL COMMISSION
ANAHEIM UNION HIGH SCHOOL DISTRICT
Meeting: Wednesday, July 16, 2025**

SUBJECT: Classification Revision – Licensed Vocational Nurse

BACKGROUND INFORMATION:

The Executive Director of Human Resources requested HR staff to implement some necessary revisions to the Licensed Vocational Nurse class specification.

Under the supervision of an administrator, and direction of a registered nurse, the **Licensed Vocational Nurse** assists and performs a wide range of technical and skilled nursing duties and provides physical care for students within the scope of practice for a Licensed Vocational Nurse; participates in maintaining student health records; supervises assigned staff; and performs other related duties as assigned.

METHODOLOGY:

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

- Reviewed the Licensed Vocational Nurse classification specification.
- Compared current classification specification against similar classification specifications in nearby school districts.
- Compared current classification specifications with other classification specifications at AUHSD within the Developmental/Health Support job sub-family.

DISCUSSION:

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

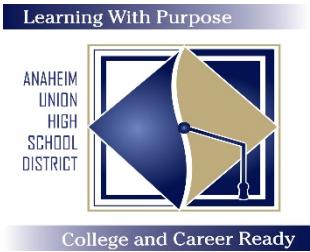
- The revisions needed for the job description are as follows:
 - Lower the minimum qualification for experience from two years to one to align with the market average.
 - Distinguish skills from abilities in the knowledge, skills, and abilities section of the minimum requirements.
 - Add minor revision to provide additional clarification regarding clerical duties.
 - The proposed modification adds a lower-level clerical support duty shared amongst other lower level classifications and is related to preexisting duties within the current classification specification.

The following job description revisions are needed:

REVISION – KEY MODIFICATIONS		
Current Language	Proposed Language	Purpose for Revision
Two years of experience providing personal care to disabled persons or working in a health care service environment.	One year of experience providing personal care to disabled persons or working in a health care service environment.	More closely align the minimum qualifications with other nearby school districts
Perform routine clerical support duties	Perform routine clerical support duties (e.g. typing, data entry, filing, answering phones, ordering supplies, etc.).	Clarify the type of routine clerical support duties to be expected

RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Licensed Vocational Nurse classification as provided.



CLASSIFICATION SUMMARY	
JOB TITLE	Licensed Vocational Nurse
JOB FAMILY	Student Services
JOB SUB-FAMILY	Developmental/Health Support
EVALUATED BY	Director of Special Youth Services
SALARY RANGE	CSEA/55
LAST UPDATED	7/16/2025

LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under the supervision of an administrator the Director of Special Youth Services, and with direction of from a registered nurse and the Health Services Coordinator/Nurse Practitioner, assists and performs a wide range of technical and skilled nursing duties which require specialized training, judgement, and skill, and provides physical care for students within the scope of practice for a Licensed Vocational Nurse; participates in maintaining student health records; supervises assigned staff; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Licensed Vocational Nurse classification differs from the Health Technician classifications and is assigned to Hope School. Incumbents are required to possess a Licensed Vocational Nurse certification and perform several specialized health procedures in tandem with a focused assessment. Additionally, the Licensed Vocational Nurse is capable of training lower-level staff. The Health Services Technician I classification is the entry-level class in the Health Services Technician Series and are considered unlicensed assistive personnel. Health Service Technicians may perform some specialized health procedures, but only when delegated, in an entry-level capacity with explicit training, and are unable to perform clinical judgements. Incumbents are assigned to Junior High and High school sites and may provide health services to students.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential duties of the job.

SPECIALIZED ESSENTIAL DUTIES (Typically only performed in this classification)

- Administers specialized physical health care services and procedures including, but not limited to, gastrostomy and nasogastric feedings, catheterizations, and insulin and oxygen administration.
- Performs clinical judgement and/or focused assessment while providing care in order to assess a student's medical condition in an ongoing manner; Acts as a liaison for the Registered Nurse.
- Provides a focused assessment to appraise a student's medical condition, contribute to ongoing data collection, and decide who needs to be informed and when to provide the information.
- Assists with training staff on specialized healthcare procedures that are ordered by a medical doctor.
- Works with the Medi-Cal Billing Specialist to update medical records, including Medi-Cal billing coordination and Local Education Agency (LEA) Medi-Cal billing.
- Assists with maintaining orders for daily medications and emergency supplies of medications.
- Collects data for care plans by interviewing parents and/or medical doctors in order to update a student's health information.
- May provide backup for Instructional Aide – Medically Fragile/Orthopedically Impaired in order to allow certain students to stay in the classroom.

GENERAL ESSENTIAL DUTIES (Also performed in other classifications):

- Administers specialized physical health care services including gastrostomy and nasogastric feedings and catheterizations; Assists or initiates emergency procedures which include seizure disorders and allergic reactions; provides toileting, tracheotomy care, suctioning and ostomy care;
- Administers medications to students as prescribed; assists with maintaining orders for daily medications and emergency supplies of medications;:

- aAssists with triage of students and staff in the health office.¹⁵
- aAdministers first aid and CPR.¹⁵
- pProvides instruction to students regarding health care and personal hygiene.¹⁵
- lifts and position physically-disabled students as needed.¹⁵
- tTakes vital signs including temperature, pulse, blood pressure, respiration, height and weight and make appropriate entries on medical/health records.

Assists with training staff on specialized healthcare procedures that are ordered by a medical doctor;

- aAssists with maintaining daily logs and medical records including MediCal billing coordination and Medical Assistance Administration (MAA) billing;¹⁵
- updates Updates immunizations on computer system.¹⁵
- mMaintains supplies necessary for health office;
- uUses personal automobile for transportation.¹⁵
- Perform routine clerical support duties (e.g. typing, data entry, filing, answering phones, ordering supplies, etc...).
- Provides toileting, tracheotomy care, suctioning and ostomy care.
- pPerforms other related duties as assigned.

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

KNOWLEDGE, SKILLS, AND ABILITIES

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

Nursing care principles and practices pertaining to the scope of practice;
 Anatomy and physiology applicable to assigned duties;
 Basic medications and their effects, as well as potential complications;
 Operation and proper use of various medical supplies and equipment used in performing assigned nursing duties;
 Aseptic techniques and requirements;
 California laws, codes, rules and regulations pertaining to Licensed Vocational Nurses and their related assigned activities;
 Health office practices, terminology, procedures and equipment;
 Health and safety regulations;
 First aid and CPR procedures;
 Principles and practices of supervision and training;
 Clean and sterile treatment techniques;
 Operation of a computer and data entry techniques;
 Modern office practices, procedures and equipment;
 Record-keeping and report preparation techniques;
 Interpersonal skills using tact, patience and courtesy;
 Principles of body mechanics in transferring and providing personal care to non-ambulatory students;
 Effective verbal and non-verbal communication skills;
 Emergency crisis management techniques;
 Correct English usage, grammar, spelling, punctuation, and vocabulary;
 Appropriate safety precautions and hygiene standards.

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

Provide consultation to parents, students, teachers, regarding a variety of health-related activities or concerns;
Screen students for various health and safety concerns;
Compile and verify data and prepare reports
Administer First Aid and CPR;
Observe health and safety regulations;
Operate a variety of medical equipment;
Complete work with many interruptions;
Operate a computer and assigned software;
Recognize and effectively assist in responding to emergency and/or hazardous conditions;
Document and maintain accurate daily written documentation of specific services performed;

Make accurate mathematical calculations, such as add, subtract, multiply, and divide;

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

~~Provide consultation to parents, students, teachers, regarding a variety of health related activities or concerns;~~

~~Screen students for various health and safety concerns;~~

~~Compile and verify data and prepare reports;~~

Train and provide work direction to others;

Work independently with little direction;

Plan and organize work;

~~Administer First Aid and CPR;~~

~~Observe health and safety regulations;~~

~~Operate a variety of medical equipment;~~

Learn, interpret, apply and explain District health policies;

Communicate effectively both orally and in writing;

Establish and maintain cooperative and effective working relationships with students, parents and District staff;

Communicate in a clear, concise manner appropriate to the development stage of the student;

~~Complete work with many interruptions;~~

~~Operate a computer and assigned software;~~

Maintain confidentiality of all records related to assigned activities;

~~Recognize and effectively assist in responding to emergency and/or hazardous conditions;~~

Perform physically demanding work in lifting, transferring and assisting students;

Maintain emotional control under difficult situations;

Work as a team;

Organize daily tasks and complete them in a timely manner;

Demonstrate an understanding, patient, warm and receptive attitude toward students with severe needs;

~~Document and maintain accurate daily written documentation of specific services performed;~~

~~Make accurate mathematical calculations, such as add, subtract, multiply, and divide;~~

~~Perform routine clerical support duties.~~

MINIMUM QUALIFICATIONS

EDUCATION:

Required: Any combination equivalent to: ~~g~~Graduation from high school supplemented by completion of a Licensed Vocational Nurse course of instruction.

EXPERIENCE:

Required: ~~Two~~ One years of experience providing personal care to disabled persons or working in a health care service environment.

LICENSES AND OTHER REQUIREMENTS:

Required: Possession of a valid First Aid and CPR certificate; a valid California Vocational Nurse's License; ~~a valid, appropriate California Class C driver's license at time of appointment and throughout employment; evidence of adequate insurance for a motor vehicle which meets or exceeds the California legal liability insurance requirement and continues to maintain insurability; and personal transportation for job related travel throughout District.~~

WORKING CONDITIONS:

ENVIRONMENT:

- Incumbents in this class work inside and outside, with direct contact with students, staff, and public;
- work around foul odors, loud noise;
- work with exposure to bodily fluids, bloodborne pathogens, minor and/or major contagious illnesses; wear gloves;
- work in negative interpersonal situations (irate students or parents);
- ~~and~~ work with continuous interruptions and changing priorities;
- ~~subject to emergency medical situations;~~
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Incumbents in this class must be able to stand and sit for extended periods of time;
- walk, kneel, stoop/bend repeatedly;
- lift, carry, push and/or pull up to 50 lbs. unassisted, and over 50 lbs. with assistance;
- use both hands and legs simultaneously, reach overhead, pull hand over hand,
- use fingers repetitively twisting or applying pressure with wrists or hands;
- have rapid mental/muscular coordination; maintain balance;
- have depth perception, see to read small print and distinguish shades;
- must speak clearly and hear normal voice conversation; and use a telephone and a computer.

CLASSIFICATION		POSTING/SCREENING						
Job Title	Exam Plan #	Assigned Technician	Recruitment Type	Certification Type	Date Posted	Date Closed	Calendar Days Posted	
Substitute Instructional Assistant (SYS-SERIES)	2024-SYS-SUB-JM	Jocelyn	Open	Substitute	6/11/24	Continuous	N/A	
Campus Safety Aide (Substitute)	2024-N02(Sub)-MD	Maryam	Open	Substitute	7/8/24	Continuous		
Technology Services Technician I	2025-I19-MD	Maryam	Open	Open	1/31/25	2/23/25	23	
Bilingual Testing	2025-BLT	Denise	N/A	N/A	3/5/25	3/26/25	21	
Substitute Instructional Assistant (SYS-SERIES)	2025(2)SYS-SUB-MD	Jocelyn	Open	Substitute	3/17/25	4/7/25	21	
Food Services Assistant III (Bilingual & Non-Bilingual) - Promotional	2025-F05-DM	Denise	Promotional	Promotional	3/17/25	4/7/25	21	

Advanced Step Placement Report														
Effective Date	Classification (full job title)	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year
2024-25														
8/5/2024	IA- Specialized Academic Instruction	9	5.75	CSEA-43	6	\$3,567	\$20.27	\$4,353	\$24.72	\$22,728	\$27,718	\$4.45	\$554	\$4,990
7/29/2024	Custodian	12	8	AFSCME - 48	3	\$3,886	\$22.42	\$4,252	\$24.53	\$46,634	\$51,023	\$2.11	\$366	\$4,389
10/14/2024	Custodian	12	8	AFSCME - 48	2	\$3,886	\$22.42	\$4,103	\$23.67	\$46,634	\$49,234	\$1.25	\$217	\$2,600
10/21/2024	Custodian	12	8	AFSCME - 48	3	\$3,886	\$22.42	\$4,252	\$24.53	\$46,634	\$51,023	\$2.11	\$366	\$4,389
12/16/2024	Custodian	12	8	AFSCME - 48	2	\$4,125	\$23.43	\$4,288	\$24.37	\$48,735	\$50,690	\$0.94	\$163	\$1,955
11/6/2024	Translator	10.5	8	CSEA - 53	5	\$4,562	\$25.93	\$5,334	\$30.32	\$47,193	\$55,183	\$4.39	\$761	\$7,990
8/1/2024	Secretary-Attendance(Bilingual)	10	8	CSEA - 53	3	\$4,562	\$25.93	\$4,926	\$28.00	\$44,946	\$48,534	\$2.07	\$359	\$3,588
8/1/2024	Food Services Manager I	10	8	MMA - 3	4	\$5,440	\$31.38	\$6,095	\$35.16	\$54,393	\$60,945	\$3.78	\$655	\$6,552
8/19/2024	Senior Administrative Assistant	12	8	CSEA - 59	7	\$5,276	\$29.99	\$6,546	\$37.20	\$62,380	\$77,377	\$7.21	\$1,250	\$14,997
9/3/2024	Secretary-School Support (Bilingual)	11	8	CSEA - 53	2	\$4,562	\$25.93	\$4,737	\$27.32	\$49,441	\$52,091	\$1.39	\$241	\$2,650
8/26/2024	Secretary-Attendance(Bilingual)	10	8	CSEA - 53	3	\$4,562	\$25.93	\$4,926	\$28.41	\$44,946	\$49,245	\$2.48	\$430	\$4,299
9/3/2024	FSA I	9	3	AFSCME - 41	5	\$3,398	\$19.29	\$3,893	\$22.58	\$11,285	\$13,210	\$3.29	\$214	\$1,925
10/21/2024	FSM I	10	8	MMA - 3	3	\$5,440	\$31.38	\$5,867	\$33.84	\$54,393	\$58,657	\$2.46	\$426	\$4,264
11/18/2024	Office Assistant (Bilingual)	10	8	CSEA - 47	2	\$3,932	\$22.32	\$4,093	\$23.61	\$38,689	\$40,925	\$1.29	\$224	\$2,236
2/3/2025	Community Schools Coordinator	12	8	MGMT - 8	2	\$6,114	\$35.27	\$6,348	\$36.62	\$73,363	\$76,171	\$1.35	\$234	\$2,808
3/3/2025	Wellness Coach Specialist	10	8	CSEA - 59	4	\$5,276	\$29.99	\$5,931	\$33.71	\$51,983	\$58,432	\$3.72	\$645	\$6,448
4/7/2025	FACES	12	8	CSEA - 59	5	\$5,276	\$29.99	\$6,171	\$35.07	\$62,380	\$72,947	\$5.08	\$881	\$10,567
3/3/2025	Wellness Coach Specialist	10	8	CSEA - 59	2	\$5,276	\$29.99	\$5,488	\$31.19	\$51,983	\$54,063	\$1.20	\$208	\$2,080
3/3/2025	Wellness Coach Specialist	10	8	CSEA - 59	3	\$5,276	\$29.99	\$5,704	\$32.42	\$51,983	\$56,196	\$2.43	\$421	\$4,212
4/30/2025	Wellness Coach Specialist	10	8	CSEA - 59	5	\$5,276	\$29.99	\$6,171	\$35.07	\$51,983	\$60,789	\$5.08	\$881	\$8,805
2/15/2025	Payroll Manager	12	8	MGMT - 20	5	\$8,158	\$47.06	\$9,537	\$55.02	\$97,886	\$114,443	\$7.96	\$1,380	\$16,557
1/2/2025	Food Services Operations Supervisor	12	8	MGMT - 14	8	\$7,053	\$40.69	\$8,890	\$51.28	\$84,637	\$106,664	\$10.59	\$1,836	\$22,028
1/6/2025	Secretary Attendance	10	8	CSEA - 15	4	\$4,341	\$25.04	\$5,080	\$29.30	\$43,403	\$50,787	\$4.26	\$738	\$7,384
3/31/2025	Secretary-School Support (Bilingual)	11	8	CSEA - 53	3	\$4,562	\$26.31	\$4,926	\$28.41	\$50,165	\$54,169	\$2.10	\$364	\$4,004
4/28/2025	Food Services Manager	10	8	AMMA - 5	4	\$5,699	\$32.87	\$6,395	\$36.89	\$56,976	\$63,944	\$4.02	\$697	\$6,968
7/1/2025	Central Warehouse Worker	12	8	AFSCME -51	4	\$4,341	\$24.66	\$4,881	\$27.74	\$51,294	\$57,700	\$3.08	\$534	\$6,406
7/14/2025	Mechanic	12	8	AFSCME -61	5	\$5,536	\$31.45	\$6,485	\$36.85	\$65,417	\$76,649	\$5.40	\$936	\$11,232
8/1/2025	TST	10	8	AFSCME - 58	4	\$5,153	\$29.73	\$5,793	\$33.41	\$51,533	\$57,912	\$3.68	\$638	\$6,379
2024-2025 Total Fiscal Impact													\$92,938	

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

	<u>Location:</u>	<u>Effective</u>
Arias Herrera, Abraham Instructional Assistant – Bilingual (Spanish)	Loara High School	05/22/2025
Boyd, Xavier Food Services Assistant 1	Western High School	05/09/2025
Elizondo, Daniel Instructional Assistant – Behavioral Support	Hope School	05/20/2025
Haro, Alyssa Instructional Assistant – Behavioral Support	Hope School	05/22/2025
Hess, Stephen Instructional Assistant – Behavioral Support	Dale Jr. High School	03/07/2025
Ibarra, Erika Food Services Assistant 1	Food Services Department	05/12/2025
O'Campo, Jaylin Instructional Assistant – Behavioral Support	Magnolia High School	05/22/2025
Pierson, Judith Instructional Assistant – Specialized Academic Instruction	Anaheim High School	01/06/2025
Rios, Sergio Instructional Assistant – Behavioral Support	Hope School	05/22/2025
Russell, Tanica Instructional Assistant – Behavioral Support	Loara High School	05/22/2025
Zalameda, Raquel Instructional Assistant – Behavioral Support	Hope School	05/22/2025

2. Leaves of Absence:

Carrillo, Liliana, for education, without pay and without health benefits, from 3/12/25 through the end of the working day on 5/22/25.

Carrillo, Rogelio, for education, without pay and without health benefits, from 1/21/25 through the end of the working day on 5/12/25.

Castro-Perez, Monserrat, for personal reasons, without pay and without health benefits, from 3/8/25 through the end of the working day on 5/22/25.

Dimatulac, Teresa for education, without pay and without health benefits, from 4/7/25 through the end of the working day on 5/16/25.

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Valle, Sharon, for personal reasons, without pay and without health benefits, from 3/17/25 through the end of the working day on 5/22/25.

3. Employment, effective as noted:

	<u>Range/Step:</u>	<u>Effective:</u>
Permanent Employees:		
Albertini, Tony Bus Driver	55/03	05/14/2025
Boyd, Xavier Food Services Assistant 1	41/04	04/28/2025
Bunney, Israel Food Services Manager 2	05/04	04/28/2025
Fernandez, Victoria Wellness Coach	59/01	05/06/2025
Garcia, Sofia Wellness Coach	59/01	05/02/2025
Murgo Mundo, Gloria Food Services Assistant 1	41/04	04/28/2025
Torres, Destiny Wellness Coach	59/01	04/30/2025
Valdez, Karla Wellness Coach	59/05	04/30/2025
Viera, Christian Wellness Coach	59/01	05/12/2025
Promotions:		
Figueroa, Dennis Instructional Assistant – Behavioral Support	51/02	05/19/2025
Velasquez, Tanya Secretary – Program Support (Bilingual)	53/01	05/27/2025
Substitute Employees:		
Akiya, Kaho Substitute Arts Assistant 2	60/10	05/29/2025

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Baldovinos, Karen Substitute Arts Assistant 2	60/10	05/15/2025
Banks, Zariah Substitute Babysitter	43/01	05/01/2025
Castro, Fernando Substitute Instructional Assistant – Adult Transition	51/01	05/13/2025
Castro, Fernando Substitute Instructional Assistant – Behavioral Support	51/01	05/13/2025
Castro, Fernando Substitute Instructional Assistant – Specialized Academic Instruction	43/01	05/13/2025
Durazo, Haley Substitute Arts Assistant 2	60/10	04/25/2025
Hernandez, Makayla Substitute Arts Assistant 2	60/10	05/27/2025
Jaramillo, Jessika Substitute Athletic Facilities Worker 2	52/01	05/09/2025
Kao, Pei-Wen Substitute Arts Assistant 2	60/10	05/10/2025
Ochoa, Francisco Substitute Campus Safety Aide	43/03	05/12/2025
Proxmire, James Substitute Bus Driver	55/03	04/28/2025
Roque, Luis Substitute Warehouse Worker	51/01	05/19/2025
Russell, Tanica Substitute Instructional Assistant – Adult Transition	51/01	05/23/2025
Russell, Tanica Substitute Instructional Assistant – Behavioral Support	51/01	05/23/2025
Russell, Tanica Substitute Instructional Assistant – Special Abilities	51/01	05/23/2025

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Russell, Tanica	43/01	05/23/2025
Substitute Instructional Assistant – Specialized Academic Instruction		

4. Food Services Student Workers**Effective**

Cardenas, Francisco III	05/01/2025
Guarneros, Giancarlo	04/25/2025
Ismail, Mohamed	05/02/2025
Stephan, Luke	05/01/2025
Stephan, Patrick	05/01/2025
Tellez, Abigail	05/22/2025
Than, Russell	04/25/2025
Velasco, Sofia	04/25/2025

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

Abonce, Melanie	05/25/2025
Bane, Jonathan	05/25/2025
Benitez-Jimenez, Alyssa	05/23/2025
Calderon, Noah	05/25/2025
Cross, Saniya	05/25/2025
Dorsey, Tanishia	05/23/2025
Elghazaly, Ahmed	05/25/2025
Fonseca, Angel	05/25/2025
Joseph, Alex	05/25/2025
Lozano, Adrian	05/23/2025
Maldonado, Diego	05/23/2025
Martinez, Christianpher	05/25/2025
Murdock Trinity	05/25/2025
Nava Bravo, Alberto	05/23/2025
Ortega-Jacobo, Ariadna	05/23/2025
Parra, Sabrina	05/25/2025
Persinger, Sarah	05/23/2025
Rambo, Brandon	05/25/2025
Robles, Angel	05/15/2025
Sanchez, Maribel	05/23/2025
Sarinana, Aubrianna	05/25/2025
Scruggs, Timothy	05/25/2025
Solano Peralta, Andrew	05/23/2025