



## AGENDA

### **REGULAR MEETING**

**August 21, 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, August 21, 2025.**

**B. Roll Call:**

**C. Pledge of Allegiance:**

**D. Approval of Agenda for Regular Meeting on August 21, 2025**

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

**E. Approval of Minutes for Regular Meeting on July 16, 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):**

<b><u>List Establishment</u></b>	<b><u># Eligibles</u></b>	
Bus Driver	07	<i>Exhibit B</i>
Food Services Assistant 1	20	<i>Exhibit B</i>
Food Services Assistant 3	06	<i>Exhibit B</i>
Grounds Maintenance Worker	45	<i>Exhibit B</i>
Substitute Bus Driver	03	<i>Exhibit B</i>
Substitute Campus Safety Aide	37	<i>Exhibit B</i>
Supervising Human Resources Analyst	06	<i>Exhibit B</i>
Technology Services Technician 1	20	<i>Exhibit B</i>
Warehouse Worker - Central Services	10	<i>Exhibit B</i>

<b><u>List Abolishment</u></b>	<b><u># Eligibles</u></b>	
Athletic Trainer	04	<i>Exhibit C</i>

<b><u>List Extension</u></b>	<b><u># Eligibles</u></b>	
(PC Rule §6.1.3.: <i>Duration of Eligibility Lists</i> )		
Athletic Facilities Worker 1	09	<i>Exhibit D</i>

Instructional Assistant - Deaf/Hard of Hearing	07	<i>Exhibit D</i>
Substitute Custodian	57	<i>Exhibit D</i>

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

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

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

*Exhibit E*

*Moved:  
Seconded:  
Vote:  
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 G*
2. Advanced Step Placement Status Report *Exhibit H*
3. Items Submitted for Board Approval – July *Exhibit I*

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

Tuesday, September 9, 2025 at 3:30 p.m. – *Board Room*

**V. Closed Session:**

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

None

**VI. Adjournment:**

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

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

*Moved:  
Seconded:  
Vote:*

Submitted by: \_\_\_\_\_

Brandon Tietze  
Secretary to the Personnel Commission  
Executive Director, Classified

**ANAHEIM UNION HIGH SCHOOL DISTRICT****PERSONNEL COMMISSION**

District Office Board Room

501 N. Crescent Way, Anaheim, CA 92803

**MINUTES****REGULAR MEETING****July 16, 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 Baltazar and Cherep were present.**
- C. Pledge of Allegiance: Commissioner Cherep led all in attendance in the Pledge of Allegiance.**
- D. Motion to Approve Agenda: July 16, 2025**
  - *Executive Director of Classified Personnel, Brandon Tietze, requested to amend the agenda and table the following items until the August Personnel Commission meeting:*
    - *Action Item 2: Revised Classifications*
    - *Closed session*

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

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

**E. Motion to Approve Minutes:** June 10, 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 stated that he is working with Cabinet leaders to try and provide some additional office staff at several school sites.*
- *Mr. Tietze referenced new and updated Quick Reference Guides that will soon be available to staff.*
- *Mr. Tietze discussed new potential uses for the Smartfind Express substitute employee management system.*
- *Mr. Tietze noted upcoming updates to the HR Classified website.*
- *Mr. Tietze discussed his plan to develop a better system for managers to be able to evaluate and communicate concerns regarding employees working Out-of-Classification.*
- *Mr. Tietze discussed upcoming and potential changes to the CPR/First Aid training options offered to staff.*
- *Mr. Tietze discussed the transition from physical to digital personnel files.*

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

- *Personnel Commissioner, Susan Baltazar, recounted her experience attending the recent Summer Arts Academy performance at Kennedy High School. She commended the students for an amazing performance.*

**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, noted that she is working with Mr. Tietze to ensure that driver's licenses are only required of positions that truly need it.*
- *Ms. Huttner mentioned that CSEA is waiting for the finalization of Instructional Assistant assignments throughout the District.*
- Ms. Huttner noted that six CSEA employees would be attending the upcoming CSEA Annual Conference.
- Ms. Huttner stated that CSEA is happy that Mr. Tietze is working to try and provide additional office staff to understaffed school sites.
- Ms. Huttner noted that CSEA would be supportive of CPR/First Aid training courses offered by the District on Saturdays.

## 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>
None	
<u>List Abolishment</u>	<u># Eligibles</u>
None	
<u>List Extension</u> (PC Rule §6.1.3.: Duration of Eligibility Lists)	<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. New Classification(s):

Recommendation: *Approve*

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

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

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

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

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

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

**V. Closed Session:**

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

None

## VI.

**Adjournment:**

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

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

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

**TIME ADJOURNED: 4:00 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-R01-MD**

POSITION: Bus Driver (Open)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 01/10/2025 – 02/02/2025

**NUMBER OF APPLICATIONS RECEIVED**

32

Number of qualified applicants:

07

**PERFORMANCE EXAM 03/17/2025, 100% WEIGHT**

Number of applicants invited: 07

Number of applicants who participated: 07

Number of applicants who passed: 07

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****07**  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL8/18/25  
DATECERTIFICATION DATE: 03/19/2025  
EXPIRATION DATE: 09/19/2025  
EXTENDED EXPIRATION DATE:

**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-F02-DM****POSITION: FOOD SERVICES ASSISTANT I (PERMANENT & SUBSTITUTE)****RECRUITMENT TYPE: OPEN****CERTIFICATION TYPE: OPEN****DATE ADVERTISED: 06/12/25 - 07/03/25****NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:

57

55

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****55**  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL8/14/25  
DATE

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

**UNLIMITED YOU**

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

**ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**ELIGIBILITY LIST NO. 2025-F05-DM**

**POSITION: FOOD SERVICES ASSISTANT III (BILINGUAL & NON-BILINGUAL) -  
PROMOTIONAL**

**RECRUITMENT TYPE: PROMOTIONAL**

**CERTIFICATION TYPE: PROMOTIONAL**

**DATE ADVERTISED: 03/17/25 – 04/07/25**

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**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants: 45

13

**STRUCTURED INTERVIEW 05/12/25, 100% WEIGHT**

Number of applicants invited: 13

Number of applicants who participated: 6

Number of applicants who passed: 6

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

**6**

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/17/25  
DATE

CERTIFICATION DATE: 07/16/2025  
EXPIRATION DATE: 01/16/2026  
EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT  
501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
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HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2025-010-MD

POSITION: Grounds Maintenance Worker

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN/PROMOTIONAL

DATE ADVERTISED: 06/13/2025 – 07/06/2025

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:	218
	114

**MULTIPLE CHOICE EXAM 7/17/2025, 100% WEIGHT**

Number of applicants invited:	114
Number of applicants who participated:	48
Number of applicants who passed:	45

<b>TOTAL NUMBER CERTIFIED ON OPEN ELIGIBILITY LIST:</b>	<b>37</b>
<b>TOTAL NUMBER CERTIFIED ON PROMOTIONAL ELIGIBILITY LIST:</b>	<b>08</b>

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

  
DATE

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

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**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. 2023-SUBR01-MD**

POSITION: Bus Driver (Substitute)

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 02/15/2023 – 05/15/2023

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**NUMBER OF APPLICATIONS RECEIVED:**

06

NUMBER OF QUALIFIED APPLICANTS:

03

**PERFORMANCE EXAM: 06/11/2023, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN PERFORMANCE EXAM

03

NUMBER OF APPLICANTS PASSING PERFORMANCE EXAM

03

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

03

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/8/25  
DATE

CERTIFICATION DATE: 06/14/2023  
EXPIRATION DATE: 06/14/2024  
EXTENDED EXPIRATION DATE:

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ANAHEIM UNION HIGH SCHOOL DISTRICT  
 501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
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 HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024-N02(Sub)-MD

POSITION: Campus Safety Aide (Substitute)

RECRUITMENT TYPE: Open

CERTIFICATION TYPE: Substitute

DATE ADVERTISED: 07/08/2024 – 04/06/2025

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:	248
	179

**MULTIPLE CHOICE EXAM [MULTIPLE DATES], 100% WEIGHT**

Number of applicants invited:	179
Number of applicants who participated:	127
Number of applicants who passed:	109

**TRAINING & EXPERIENCE (T&E) EVALUATION, 0% WEIGHT**

Number of applicants who participated:	109
Number of applicants who passed:	37

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

**37**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/8/25

DATE

CERTIFICATION DATE: 08/01/2024  
 EXPIRATION DATE: 08/01/2025  
 EXTENDED EXPIRATION DATE:



ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2025-W04-CR

POSITION: WAREHOUSE WORKER- CENTRAL SERVICES

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 3/17/2025 – 04/08/2025

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**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:	327
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28
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**PERFORMANCE EXAM 5/15/25, 5/16/25, 5/22/25 , 100% WEIGHT**

Number of applicants invited:	28
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Number of applicants who participated:	15
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Number of applicants who passed:	10
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**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

**10**

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/14/25  
DATE

CERTIFICATION DATE: 8/21/25  
EXPIRATION DATE: 2/21/26  
EXTENDED EXPIRATION DATE:

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## ANAHEIM UNION HIGH SCHOOL DISTRICT

501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801

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

HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
PERSONNEL COMMISSION

## ELIGIBILITY LIST NO. 2025-I19-MD

POSITION: Technology Services Technician I

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

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

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants: 314

133

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

Number of applicants invited: 133

Number of applicants who participated: 82

Number of applicants who passed: 29

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

Number of applicants invited: 29

Number of applicants who participated: 20

Number of applicants who passed: 20

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****20**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

DATE

CERTIFICATION DATE: 05/13/2025

EXPIRATION DATE: 11/13/2025

EXTENDED EXPIRATION DATE:

**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-AT-MD****POSITION: ATHLETIC TRAINER****RECRUITMENT TYPE: OPEN****CERTIFICATION TYPE: OPEN****DATE ADVERTISED: 01/24/25 – 02/16/25****NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:

16

04

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:****04**

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/14/25

DATE

CERTIFICATION DATE: 03/19/2025

EXPIRATION DATE: 08/21/2025

EXTENDED EXPIRATION DATE:

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ANAHEIM UNION HIGH SCHOOL DISTRICT  
 501 NORTH CRESCENT WAY - ANAHEIM, CA - 92801  
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 HUMAN RESOURCES, CLASSIFIED

ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024-001-MD

POSITION: Athletic Facilities Worker I

RECRUITMENT TYPE: PROMOTIONAL

CERTIFICATION TYPE: PROMOTIONAL

DATE ADVERTISED: 05/07/2024 – 05/22/2024

**NUMBER OF APPLICATIONS RECEIVED:**

74

NUMBER OF QUALIFIED APPLICANTS:

16

**MULTIPLE CHOICE EXAM: 06/20/2024, 0% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN MULTIPLE CHOICE EXAM

14

NUMBER OF APPLICANTS PASSING MULTIPLE CHOICE EXAM

13

**STRUCTURED INTERVIEW: 07/29/2024, 100% WEIGHT**

NUMBER OF APPLICANTS PARTICIPATING IN STRUCTURED INTERVIEW

11

NUMBER OF APPLICANTS PASSING STRUCTURED INTERVIEW

09

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

09

BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/8/25  
 DATE

CERTIFICATION DATE: 09/03/2024  
 EXPIRATION DATE: 03/03/2025  
 EXTENDED EXPIRATION DATE: 03/03/2026

**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-EV3-JM]

POSITION: INSTRUCTIONAL ASSISTANT - DEAF/HARD OF HEARING

RECRUITMENT TYPE: OPEN

CERTIFICATION TYPE: OPEN

DATE ADVERTISED: 1/22/25 – 2/12/25

**NUMBER OF APPLICATIONS RECEIVED**

Number of qualified applicants:

13

7

**MULTIPLE CHOICE EXAM [2/20/2025], 100% WEIGHT**

Number of applicants invited:

7

Number of applicants who participated:

7

Number of applicants who passed:

7

**TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:**

7

  
BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL8/18/25  
DATECERTIFICATION DATE: [03/19/2025]  
EXPIRATION DATE: [09/19/2025]  
EXTENDED EXPIRATION DATE: [03/19/2026]

UNLIMITED YOU



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

ANAHEIM UNION HIGH SCHOOL DISTRICT  
 PERSONNEL COMMISSION

ELIGIBILITY LIST NO. 2024(2)-004(Sub)-MD

POSITION: CUSTODIAN (SUBSTITUTE)  
 RECRUITMENT TYPE: OPEN  
 CERTIFICATION TYPE: SUBSTITUTE

DATE ADVERTISED: 12/11/2024 – 01/02/2025

<b>NUMBER OF APPLICATIONS RECEIVED</b>	
Number of qualified applicants:	118
	82

**MULTIPLE CHOICE EXAM 1/12/2025 , 100% WEIGHT**

Number of applicants invited:	82
Number of applicants who participated:	62
Number of applicants who passed:	57

<b>TOTAL NUMBER CERTIFIED ON ELIGIBILITY LIST:</b>	<b>57</b>
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 BRANDON TIETZE, EXECUTIVE DIRECTOR, CLASSIFIED PERSONNEL

8/18/25  
 DATE

CERTIFICATION DATE: 02/11/2025  
 EXPIRATION DATE: 08/11/2025  
 EXTENDED EXPIRATION DATE: 11/11/2025

**PERSONNEL COMMISSION  
ANAHEIM UNION HIGH SCHOOL DISTRICT  
Meeting: Tuesday, August 21, 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:**

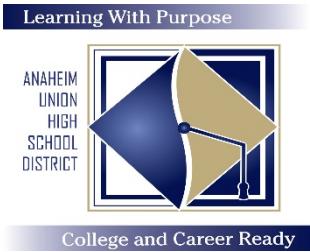
The job description was reviewed, revised, and updated to the newest format.

*The following job description revisions are needed:*

<b>REVISION – KEY MODIFICATIONS</b>		
<b>Current Language</b>	<b>Proposed Language</b>	<b>Purpose for Revision</b>
<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>
<p>Under the direction of an administrator</p>	<p>Under the supervision of the Director of Special Youth Services, and with direction from a registered nurse, school administrator, and the Health Services Coordinator/Nurse Practitioner,</p>	<p>Better capture the direction and supervision received by the Health Technician.</p>

**RECOMMENDATION:**

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



CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Health Services Technician
<b>JOB FAMILY</b>	Student Services
<b>JOB SUB-FAMILY</b>	Developmental/Health Support
<b>EVALUATED BY</b>	Director of Special Youth Services
<b>SALARY RANGE</b>	CSEA/51
<b>LAST UPDATED</b>	8/21/2025

# HEALTH SERVICES TECHNICIAN

## BASIC FUNCTION:

Under the direction-supervision of an administrator the Director of Special Youth Services, and with direction from a registered nurse, school administrator, and the Health Services Coordinator/Nurse Practitioner, 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 form 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**

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##### ***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;~~
- ~~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;~~
- 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/keyboarding 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](http://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:**

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**ENVIRONMENT:**

- Employees in this classification work inside and outside;
- are 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: Tuesday, August 21, 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.

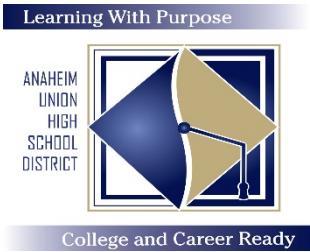
*The following job description revisions are needed:*

<b>REVISION – KEY MODIFICATIONS</b>		
<b>Current Language</b>	<b>Proposed Language</b>	<b>Purpose for Revision</b>
<p>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. The Health Services Technician I classification is the entry-level class in the Health Services Technician Series. Incumbents are assigned to Junior High and High school sites and may provide health services to students.</p>	<p>The Licensed Vocational Nurse classification differs from the Health Technician classifications. 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.</p>	<p>More accurately summarize the key differences between the Health Technician and Licensed Vocational Nurse classifications.</p>

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
Under the direction of an administrator	Under the supervision of the Director of Special Youth Services, and with direction from a registered nurse, school administrator, and the Health Services Coordinator/Nurse Practitioner,	Better capture the direction and supervision received by the Licensed Vocational Nurse.

**RECOMMENDATION:**

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



CLASSIFICATION SUMMARY	
<b>JOB TITLE</b>	Licensed Vocational Nurse
<b>JOB FAMILY</b>	Student Services
<b>JOB SUB-FAMILY</b>	Developmental/Health Support
<b>EVALUATED BY</b>	Director of Special Youth Services
<b>SALARY RANGE</b>	CSEA/55
<b>LAST UPDATED</b>	8/21/2025

# 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, school administrator, 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;<sup>15</sup>
- aAdministers first aid and CPR;<sup>15</sup>
- pProvides instruction to students regarding health care and personal hygiene;<sup>15</sup>
- lifts and position physically-disabled students as needed;<sup>15</sup>
- 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;<sup>15</sup>
- updates Updates immunizations on computer system;<sup>15</sup>
- mMaintains supplies necessary for health office;
- uUses personal automobile for transportation;<sup>15</sup>
- 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
Bilingual Testing	2025-BLT	Denise	N/A	N/A	3/5/25	3/26/25	21
Bus Driver Training Course	2025-BusTrain-MD	Maryam	Open	Open	4/23/25	5/21/25	28
Substitute Instructional Assistant (SYS-SERIES)	2025(3)SYS-SUB-MD	Jocelyn	Open	Substitute	6/5/25	6/26/25	21
Sign Language Interpreter	2025-E13-JM	Jocelyn	Open	Open	6/5/25	6/26/25	21
Child Welfare and Attendance Liaison	2025-E32-JM	Jocelyn	Open	Open	6/6/25	6/29/25	23
Grounds Maintenance Worker	2025-O10-MD	Maryam	Open	Open & Promo	6/13/25	7/6/25	23
Clerical/Secretary Series (Substitute) - Non-Bilingual/Bilingual (Spanish)	2025-CLER-SUB-DM	Denise	Open	Substitute	6/18/25	7/9/25	21
Instructional Assistant (Paraeducator) - Behavioral Support	2025(3)-E23-JM	Jocelyn	Open	Open	6/25/25	7/16/25	21
Instructional Assistant - Adult Transition	2025(2)-ET3-JM	Jocelyn	Open	Open	6/25/25	7/16/25	21
Employment Specialist (WorkAbility Specialist / Job Developer)	2025-E19-JM	Jocelyn	Open	Open	6/26/25	7/17/25	21
Bus Driver (Substitute)	2025-SUBR01-MD	Maryam	Open	Substitute	7/1/25	N/A	N/A
Warehouse Worker (Driver) - Nutrition & Central Services (Substitute)	2025-W06(sub)-MD	Maryam	Open	Substitute	7/1/25	N/A	N/A
Campus Safety Aide (Male & Female)	2025-N02-MD	Maryam	Open	Open	7/1/25	7/22/25	21
Maintenance Plumber	2025-M13-MD	Maryam	Open	Open	7/8/25	7/29/25	21
Community Schools Coordinator (Bilingual)	2025-E42-JM	Jocelyn	Open	Open	7/15/25	8/5/25	21
Secretary - School Support/Program Support (Bilingual & Non-Bilingual)	2025-SBP-DM	Denise	Open	Open	7/16/25	8/6/25	21
Office Assistant (Bilingual & Non-Bilingual)	2025-S05-DM	Denise	Open	Open	7/16/25	8/6/25	21
Maintenance Locksmith	2025-M11-MD	Maryam	Open	Open	7/18/25	8/10/25	23
Operations Manager	2025-O05-MD	Maryam	Open	Open	7/18/25	8/10/25	23

ADVANCED STEP PLACEMENT REPORT														
Effective Date	Classification (full job title)	MO	HR	Salary Range	Adv Step	Step 1 Monthly Rate	Step 1 Hourly Rate	Adv Step Monthly Rate	Adv Step Hourly Rate	Annual Cost at Step 1	Annual Cost at Adv Step	Amount Change by Hour	Amount Change by Month	Amount Change by Year
<b>2025-26</b>														
7/1/2025	Central Warehouse Worker	12	8	AFSCME -51	4	\$4,341	\$24.66	\$4,881	\$27.74	\$51,294	\$57,700	\$3.08	\$534	\$6,406
7/14/2025	Mechanic	12	8	AFSCME -61	5	\$5,536	\$31.45	\$6,485	\$36.85	\$65,417	\$76,649	\$5.40	\$936	\$11,232
8/1/2025	TST	10	8	AFSCME - 58	4	\$5,153	\$29.73	\$5,793	\$33.41	\$51,533	\$57,912	\$3.68	\$638	\$6,379
<b>2025-2026 TOTAL FISCAL IMPACT</b>													<b>\$24,017</b>	

**Human Resources Division, Classified Personnel**

Board of Trustees  
July 17, 2025

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

	<u>Location:</u>	<u>Effective</u>
Crumley, Brooks-Anne Secretary - Attendance	Lexington Jr. High School	06/26/2025
Gomez, Michael Bus Driver	Transportation Department	06/30/2025
Hernandez, Deana Instructional Assistant – Behavioral Support	Hope School	05/22/2025
Hughes, Areal Secretary - Attendance	Cypress High School	05/30/2025
Maher, Linda Sr. Administrative Assistant – School Support	Hope School	08/01/2025
McMorris, Catherine Instructional Assistant – Behavioral Support	Hope School	06/27/2025
Murillo, Andrea Instructional Assistant – Specialized Academic Instruction	South Jr. High School	05/22/2025

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

	<u>Range/Step:</u>	<u>Effective:</u>
<b>Permanent Employees:</b>		
Dos Santos, Jadson Warehouse Worker – Central Warehouse	51/04	07/01/2025
Gonzalez, Andres Mechanic	61/05	07/14/2025
Wang, Stephen Technology Services Technician	58/04	08/01/2025
<b>Promotions:</b>		
Farias, Lorena Sr. Administrative Assistant – School Support	59/08	06/02/2025
Quintana, Orlando Maintenance Service Worker	53/08	06/17/2025

**Human Resources Division, Classified Personnel**

Board of Trustees  
July 17, 2025

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**Substitute Employees:**

Gonzalez, Emanuel Substitute Campus Safety Aide	43/03	07/01/2025
Gonzalez-Cervantes, Julian Substitute Custodian	48/01	07/02/2025
Herrera, Amanda Substitute Campus Safety Aide	43/03	06/05/2025
Hilgen, Gregory Substitute Custodian	48/01	06/26/2025
Jimenez, Esteban Substitute Arts Assistant 2	60/10	06/05/2025