

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

Education Center - Fifth Floor Board Room
10331 Stanford Avenue, Garden Grove, CA
September 6, 2017 – 5:10 P.M.

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADMINISTRATION AND POLICY**
 - 3.1 Director's Report
4. **MINUTES OF THE REGULAR MEETING OF AUGUST 8, 2017***
5. **AUDIENCE** – This is the public's opportunity to address the Commission on items not on the agenda. The public will have an opportunity for comment on agenda items as those items are discussed.
6. **CORRESPONDENCE AND COMMUNICATIONS**
 - ⇒ Classified Personnel Report – 08/15/17
 - ⇒ 2016-17 Personnel Commission Annual Report
7. **APPROVAL OF CLASSIFICATION ACTIONS***
 - 7.1 Reclassification – Central Office Clerk I (Food Services)
8. **ORDERING OF EXAMINATIONS***

| | |
|---|-------------|
| 8.1 Construction Maintenance Supervisor | Open |
| 8.2 Grounds Equipment Mechanic | Promotional |
| 8.3 Instructional Aide | Promotional |
| 8.4 Manager of Facilities | Open |
| 8.5 Secretary I | Open |
9. **RATIFICATION OF ELIGIBILITY LISTS***

| | |
|--|------|
| 9.1 Accounting Technician I | Open |
| 9.2 Central/School Office Clerk I | Open |
| 9.3 Electronic & Technology Support Technician | Open |
| 9.4 Grounds Equipment Operator II | Open |
10. **OTHER BUSINESS**
 - 10.1 Commissioners
 - 10.2 Next Personnel Commission Meeting
11. **ADJOURNMENT OF REGULAR MEETING**

***DENOTES ACTION TO BE TAKEN**

Personnel Commission Meeting packets are available for public viewing on the Garden Grove Unified School District website www.ggusd.us (Departments/Personnel Services/Personnel Commission Meeting Agendas).

Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services, in order to participate in a personnel commission meeting, shall contact the Office of Personnel Services by noon on the Monday before the scheduled meeting. Requests shall be made by calling (714) 663-6368 or by fax to (714) 663-6500.

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING

10331 Stanford Avenue

Garden Grove, CA

MINUTES

of the Meeting of

August 8, 2017

CALL TO ORDER

Commissioner Tortolano called the meeting of August 8, 2017 to order at 5:10 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Bernice Flatebo

Mr. Jim Franks

Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Ms. Suzy Seymour

Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Director Seymour shared that a program entitled Rookie Rap will be implemented for new classified Supervisors and Administrators beginning with the 2017/2018 school year. This program is being modeled after a similar certificated program that is geared towards guiding new Principals in the district. Rookie Rap will consist of a small group of peers with three to four meetings throughout the year. Director Seymour or another Personnel staff member will be sharing information and coordinating round table discussions on various personnel related topics.

Director Seymour stated that Supervising Personnel Analyst Ceja has returned from maternity leave. Former Associate Personnel Analyst Henderson has officially resigned from the district and will begin his new position at the Los Angeles County Office of Education in the next few days. Subsequent to his departure the Associate Personnel Analyst recruitment is underway.

Director Seymour stated that Assistant Superintendent Armitage was unable to attend tonight's meeting and Assistant Director Collison is currently on vacation.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the July 5, 2017 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. No comments were heard.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 07/18/17

APPROVAL OF CLASSIFICATION ACTIONS

7.1 Classification Description Revision – Grounds Equipment Mechanic

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Grounds Equipment Mechanic, effective August 8, 2017. The motion passed 3-0.

7.2 Classification Description Revision – Manager of Facilities

Commissioner Flatebo inquired as to whether Director of Facilities Brown is still working for the district. Director Seymour stated that she is. The Manager of Facilities position has been vacant since January 2016 and was not backfilled when Director of Maintenance, Operations and Transportation, Rodriguez, vacated the position.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for Manager of Facilities, effective August 8, 2017. The motion passed 3-0.

7.3 Classification Description Revision and Salary Reallocation – Construction Maintenance Supervisor

Commissioner Franks inquired as to the necessity of having the excerpt “May occasionally operate a variety of power tools, equipment, and lift a bag of cement weighing 60 pounds without assistance in the process of training others” on the classification description for Construction Maintenance Supervisor. Commissioner Franks stated that in his past experience as an employee, supervisors wear business professional attire that would not allow for comfortable lifting or moving of heavy items.

Assistant Director Smith stated that she also questioned this item and asked the former incumbent of the position about this requirement. It was her finding that, on occasion, crew members will call the Construction Maintenance Supervisor to obtain additional supplies (such as cement and heavy poles) as opposed to stopping the workflow to make a trip back to the maintenance yard for supplies. Additionally, it may also be necessary for the Construction Maintenance Supervisor to demonstrate proper handling techniques during the course of training. Assistant Director Smith’s recommendation is to keep this item on the classification description taking into account the information provided to her by subject matter experts.

Director Seymour stated that this particular job duty is one that the district could accommodate if the incumbent is unable to perform this duty. Additionally, Director Seymour stated that a candidate’s inability to lift would not preclude him or her from being able to perform the essential duties of the job. As a general district rule, employees are encouraged to get assistance from a co-worker when lifting more than 50 pounds.

Commissioner Franks stated that when he was a Furniture Repairer for the district he often times delivered heavy supplies and equipment at the direction of a supervisor. In his past experience, supervisors did not perform heavy lifting in any capacity.

General Maintenance Worker Andy Rosas commented that, in his experience, workers drive back to the maintenance facility to get supplies and do not call upon a supervisor to deliver the items to the worksite.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification description revisions for Construction Maintenance Supervisor, effective August 8, 2017. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the salary reallocation of the Construction Maintenance Supervisor from salary range 42 to salary range 46, effective August 8, 2017. The motion passed 3-0.

7.4 Classification Description Revision and Title Change – School Community Liaison Worker – Bilingual (Arabic, Korean, Spanish, Vietnamese)

Assistant Director Smith stated that this classification description revision and title change is one part of the results of the study she has been working on for this classification.

Assistant Director Smith is still in the process of studying outlier job positions that may result in her bringing other classification recommendations to the Personnel Commission.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the revised classification description for School Community Liaison Worker – Bilingual (Arabic, Korean, Spanish, Vietnamese) and title change to School Community Liaison – Bilingual (Arabic, Korean, Spanish, Vietnamese), effective August 8, 2017. The motion passed 3-0.

7.5 New Classification – Software and Applications Specialist

Assistant Director Smith stated that this is a recommendation for a new classification as a result of studying the duties performed by the Lead Computer Operations Technician and Production Control Specialist.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the new classification and proposed classification description for Software & Applications Specialist, to be placed on salary range 39, effective August 8, 2017. The motion passed 3-0.

7.6 Reclassification – Lead Computer Operations Technician and Production Control Specialist (Incumbents)

Assistant Director Smith stated that there is one employee occupying each classification. These employees have been accreting additional duties for approximately the last five years. These employees support the student information system, Aeries, as well as the CalPADS system for state reporting. With approval from the Personnel Commission, these reclassifications would be effective on August 9, 2017. CSEA would then take the action to its members for ratification voting during their first meeting in September. Once CSEA ratifies the action the incumbents would be retroactively reclassified with an effective date of August 9, 2017. The classifications of Lead Computer Operations Technician and Production Control Specialist are obsolete and will not be used in the future.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the reclassification of the positions of Lead Computer Operations Technician and Production Control Specialist to Software & Applications Specialist and that the incumbents of these positions be reclassified with their positions, effective August 9, 2017. The motion passed 3-0.

7.7 New Positions – Intensive Behavioral Instruction Assistant (2 positions - Office of Special Education)

7.8 New Position – Instructional Aide – Bilingual Spanish (Rancho Alamitos)

7.9 New Positions – Instructional Aide – Bilingual Vietnamese (2 positions – Bolsa Grande, Rancho Alamitos)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions as listed above, effective August 8, 2017. The motion passed 3-0.

ORDERING OF EXAMINATIONS

| | | |
|-----|-----------------------------|------|
| 8.1 | Associate Personnel Analyst | Open |
| 8.2 | Lead Food Service Worker | Open |

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the ordering of the examinations as listed above and the ratification of the resulting eligibility lists. The motion passed 3-0.

RATIFICATION OF ELIGIBILITY LISTS

| | | |
|-----|--|-------------|
| 9.1 | Central/School Office Clerk II | Promotional |
| 9.2 | Intensive Behavioral Instruction Assistant | Open |
| 9.3 | Mechanical Maintenance Worker | Open |

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective August 8, 2017. The motion passed 3-0.

OTHER BUSINESS

10.1 Commissioners

No comments were heard from the Personnel Commissioners.

The date of the next regular meeting of the Personnel Commission will be Wednesday, September 6, 2017 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:28 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: Jenni Smith

AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS

CORRESPONDENCE AND COMMUNICATIONS

- ⇒ Classified Personnel Report – 08/15/17
- ⇒ 2016-17 Personnel Commission Annual Report

Report No. 08/15/17-2
Action Taken ✓
As Recommended ✓
With Revisions _____
With Addendum _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 08/15/17-2

EMPLOY

Employee Contractors
Noon Duty Supervisors
Regular
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Demotions
Increase/Decrease
Promotions
Working Out of Class

It is recommended that the Board approve actions as listed in Board Report No. 08/15/17-2.

On motion of Trustee Harden, seconded by Trustee Rocco, and
unanimously carried, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 08/15/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

8/15/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|----------|-------|----------------|----------------|------|------------------|---------------------------|
|----------|-------|----------------|----------------|------|------------------|---------------------------|

EMPLOY

Employee Contractors

| | | | | | | | |
|-------------------|---------------------|--|---------|-------------------|---|----------|----------|
| Bartz, Wendy | Employee Contractor | | \$37.76 | Personnel | HOURLY - To provide transcript auditing and advisement for classified employee teacher credentialing program candidates; not to exceed 350 hours. | 07/01/17 | 06/30/18 |
| Squires, Andrea D | Employee Contractor | | \$75.00 | Special Education | HOURLY - Sign Language Interpreter for parents of special education and general education students; not to exceed 20 hours. | 07/01/17 | 06/30/18 |

Noon Duty Supervisors

| | | | | | | | |
|-----------------------|-------------------------|--|---------|----------|--|----------|--|
| Culbert, Tracy L | Noon Duty Supervisor | | \$13.09 | Gilbert | | 08/30/17 | |
| Maldonado, Angalina C | Noon Duty Supervisor/CL | | \$13.09 | Lake | | 08/30/17 | |
| Mendoza, Desiree | Noon Duty Supervisor | | \$13.09 | Marshall | | 08/30/17 | |
| Mohmand, Marya | Noon Duty Supervisor | | \$13.09 | Marshall | | 08/30/17 | |
| Schomburg, Thomas M | Noon Duty Supervisor | | \$13.09 | Marshall | | 08/30/17 | |

Regular

| | | | | | | | |
|-----------------------|---------------------------------|------|------------|---------------------------|--------------------|----------|--|
| Brown, Jessica L | Clerical Specialist I | 25/3 | \$4,197.00 | K-12 Educational Services | | 08/14/17 | |
| Garcia, Karina | School Testing Assistant | 21/1 | \$19.88 | Crosby | Shared with Monroe | 08/10/17 | |
| Grijalva, Elizabeth T | Library Media Technician I | 18/2 | \$19.39 | Newhope | | 08/30/17 | |
| Thies, Veronica M | Buyer | 32/1 | \$4,520.00 | Business Office | | 07/17/17 | |
| Vasquez, Noel A | Sch-Comm Liaison Wkr-Bil Span | 21/1 | \$19.88 | Stanford | | 08/30/17 | |
| Vilchis, Carolina G | Testing Clerk-Bilingual Spanish | 21/1 | \$19.88 | A.R.C. | | 08/10/17 | |

Substitutes

| | | | | | | | |
|----------------------|----------------------------------|--|---------|-------------------|--|----------|--|
| Cerde Lemus, Maria G | Sub Noon Duty Supervisor | | \$13.09 | Wakeham | | 08/30/17 | |
| Fomai, Keeana N | Sub Noon Duty Supervisor | | \$13.09 | Warren | | 02/10/17 | |
| Francis, Laurie A | Sub Int. Behavioral Instr. Asst. | | \$20.88 | Special Education | | 08/30/17 | |
| Pannell, Leticia | Sub Clerk | | \$15.44 | Parkview | | 08/30/17 | |
| Sanchez, Graciela | Sub Clerk | | \$15.44 | Parkview | | 08/30/17 | |
| Schomburg, Thomas M | Sub Noon Duty Supervisor | | \$13.09 | McGarvin | | 08/30/17 | |

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

8/15/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|---------------------------|-------------------------|----------------|----------------|---------------------------|---------------------------------|---------------------------|
| <u>Temporary</u> | | | | | | |
| Adams, Melissa A | Campus Safety Assistant | 17/4 | \$20.88 | Santiago | Temporary additional assignment | 10/17/16 |
| Barrett, Jonathan L | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/17/17 |
| Cabrera, Carmen | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Cadena, Bethany | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Cielo Medina, Maria G | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Contreras Salcedo, Victor | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Cortez, Alexander | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Dinh, Andy H | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Fernandez, Guy T | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Foss, Frederick W | Campus Safety Assistant | 17/5 | \$22.48 | Garden Grove | Temporary additional assignment | 05/11/17 |
| Gagnon, Justin A | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Green, Earl P | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Lancaster, Ryan P | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Larson, Kathleen A | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/24/17 |
| Le, Jennifer | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Le, Tiffany T | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Levitt, Keith L | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Lucas, Angel | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Mai, Stephanie | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Martinez, Arelly V | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Medina, Anthony | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Mendiola, Rachel | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Navarrete, Lilibeth | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Nguyen, Amy N | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Nguyen, An T | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Nguyen, Kathleen T | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Nguyen, Khang A | Tutor | | \$14.00 | Hare | | 07/01/17 |
| Nguyen, Matthew V | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Nguyen, Minh | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Nguyen, Shirley S | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

8/15/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|----------------------|------------------------------|----------------|----------------|---------------------------|---------------------------------|---------------------------|
| Nguyen, Tien C | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Nguyen, Timothy V | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Nguyen, Tricia N | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Perez-Duran, Selena | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Pham, Vanvy T | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Ramirez, Jennifer | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Ramirez, Michelle | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Ramon Ortiz, Omar | Tutor | | \$14.00 | K-12 Educational Services | | 07/01/17 |
| Richardson, Calvin | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Savage, Michelle | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Smith, Bodie R | Help Desk Support Technician | 26/2 | \$4,094.00 | Information Technology | Temporary additional assignment | 07/03/17 |
| Strain, Austin T | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/05/17 |
| Tolozza, Celeste | Tutor | | \$14.00 | Hare | | 07/01/17 |
| Trujillo, Ashley N | Tutor | | \$14.00 | Hare | | 07/01/17 |
| Velasco, Katherine Y | Auditorium Attendant | | \$22.48 | Garden Grove | | 07/07/17 |

LEAVES

Requests

| | | | | | |
|------------------|-------------------------------------|------------------------|-----------------------------------|----------|----------|
| Albert, Tyyana | Intensive Behavioral Instr. Asst. | Special Education | Extend paid medical leave | 06/21/17 | 08/30/17 |
| Baluyot, Jovina | Food Service Worker I | Stanford | Unpaid leave | 06/05/17 | 08/29/17 |
| Bayack, Carol | Clerical Specialist II | Personnel | Intermittent family care leave | 07/01/17 | 07/01/18 |
| Bockman, Dayna S | Special Education Assistant | Jordan ATP | Unpaid leave | 09/25/17 | 12/11/17 |
| Busatto, Erin | Intensive Behavioral Instr. Asst. | Special Education | Pregnancy disability leave | 07/15/17 | 08/04/17 |
| Ceja, Eliana | Supervising Personnel Analyst | Personnel | Pregnancy disability leave | 06/26/17 | 08/07/17 |
| Fagel, Veronica | School Office Clerk II | Garden Grove | Unpaid leave | 06/06/17 | 08/17/17 |
| Huggett, John | Assistant Network Technician | Information Technology | Parental bonding leave | 08/21/17 | 09/02/17 |
| Joseph, Cathy | Accounting Technician I | Facilities | Intermittent family care leave | 07/03/17 | 07/01/18 |
| Karrow, Brian | Custodian | La Quinta | Extend paid medical leave | 07/23/17 | 08/17/17 |
| Lilio, Teresa | Instructional Aide II - Special Ed. | Bolsa Grande | Pregnancy disability leave | 08/30/17 | 09/18/17 |
| Miranda, Rachel | Custodian - Swing | Doig | Paid medical leave | 06/14/17 | 09/05/17 |
| Morgan, Jenny | School Accounting Technician | Santiago | Extend pregnancy disability leave | 08/19/17 | 08/22/17 |
| Nguyen, Andrew | Custodian | McGarvin | Intermittent family care leave | 07/01/17 | 07/01/18 |

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

8/15/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|------------------------|-------------------------------------|----------------|----------------|------------------------|-----------------------------------|---------------------------|
| Peterson, Jonathan | Network Technician | | | Information Technology | Military leave | 06/23/17 07/10/17 |
| Rosales, Deanna L | Instructional Aide II - Special Ed. | | | Heritage | Extend pregnancy disability leave | 06/21/17 08/30/17 |
| Severance, Jr., Steven | Intensive Behavioral Instr. Asst. | | | Special Education | Unpaid leave | 09/25/17 12/11/17 |
| Sundara, Jessica | Intensive Behavioral Instr. Asst. | | | Special Education | Unpaid leave | 09/25/17 12/11/17 |

RESIGNATIONS/RETIREMENTS

Resignations

| | | | | | | |
|-----------------------|-------------------------------------|--|--|--------------|--|----------|
| Arguelles, Crystal A | Lead Food Service Worker | | | Hill | | 07/14/17 |
| Henderson, Jeffery T | Associate Personnel Analyst | | | Personnel | | 07/28/17 |
| Jaime, Tiffany A | Food Service Worker I | | | Mitchell | | 06/20/17 |
| Luong, Jason | Food Service Worker I | | | Jordan | | 07/19/17 |
| Scrimpsheer, Morgan N | Instructional Aide II - Special Ed. | | | Bolsa Grande | | 08/03/17 |
| Stevens, Isabel C | Library Media Technician I | | | Stanford | | 07/07/17 |

Retirements

| | | | | | | |
|-------------------|-------------------|--|--|-----------|--|----------|
| Cao, Vince A | Custodian - Swing | | | La Quinta | | 10/01/17 |
| Jimenez, Rafael D | Custodian - Swing | | | Cook | | 05/30/17 |

CHANGE IN ASSIGNMENT

Demotions

| | | | | | | |
|----------------|-------------------------------------|------|---------|------|---|----------|
| Robison, Mia I | Instructional Aide II - Special Ed. | 19/5 | \$24.21 | Cook | Voluntary demotion from Special Education Assistant | 08/30/17 |
|----------------|-------------------------------------|------|---------|------|---|----------|

Increase/Decrease

| | | | | | | |
|---------------------------|-----------------------------------|------|------------|-------------------------|--|----------|
| Baker, Lian | Translator-Interpreter-Bil Viet | 26/5 | \$4,748.00 | Special Education | Increase from 17.5 to 40 hours per week | 07/17/17 |
| Cariaga, Jacqueline N | Intensive Behavioral Instr. Asst. | 23/2 | \$21.94 | Special Education | Increase from 17.5 to 25 hours per week | 08/30/17 |
| Casillas, Guadalupe P | Noon Duty Supervisor | | \$13.09 | Woodbury | Decrease from 15 hours 50 minutes to 10 hours per week | 08/30/17 |
| Dickinson, Amber A | Intensive Behavioral Instr. Asst. | 23/5 | \$4,409.00 | Special Education | Increase from 32.5 to 40 hours per week | 08/30/17 |
| Evans, Sharon R | Food Service Operations Mgr | 42/5 | \$7,049.00 | Food Service Department | Increase from 11 to 12 months | 07/01/17 |
| Landrum, Karen A | Food Service Operations Mgr | 42/5 | \$7,781.00 | Food Service Department | Increase from 11 to 12 months | 07/01/17 |
| Lara De Quintana, Claudia | Food Service Worker II | 18/5 | \$22.83 | Fitz | Increase from 17.5 to 30 hours per week | 08/29/17 |
| Markley, Joanne R | Food Service Operations Mgr | 42/5 | \$7,591.00 | Food Service Department | Increase from 11 to 12 months | 07/01/17 |
| Navarrete, Jonathan | Translator-Interpreter-Bil Span | 26/2 | \$4,094.00 | Special Education | Increase from 17.5 to 40 hours per week | 07/03/17 |

AGENDA ITEM 7B

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

8/15/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|------------------------------------|------------------------------|----------------|----------------|-----------------------------|--|---------------------------|
| Palomino, Leticia A | Noon Duty Supervisor | | \$13.09 | Northcutt | Decrease from 17 hours 5 minutes to 13 hours 45 minutes per week | 08/30/17 |
| <u>Promotions</u> | | | | | | |
| Cove, Cindy R | Cook-Baker | 21/5 | \$26.73 | Ralston | From Food Service Worker II | 08/28/17 |
| Fox, Jacqueline R | Elementary School Secretary | 30/1 | \$4,302.00 | Warren | From Secretary I | 08/10/17 |
| MacCarthy, Scott E | Manager, M & O | 77/1 | \$7,220.00 | District Maintenance Center | From Construction Maintenance Supervisor | 07/03/17 |
| Perez, Theresa L | School Office Clerk II | 23/5 | \$4,520.00 | Santiago | From School Office Clerk I | 08/17/17 |
| Santacruz, Marco A | Cook-Baker | 21/4 | \$23.62 | Irvine | From Lead Food Service Worker | 08/28/17 |
| <u>Working Out of Class</u> | | | | | | |
| Buckley, Renee A | Breakfast Worker | 16/5 | \$23.62 | Jordan ATP | From Food Service Worker I | 09/01/16 |
| Cabrera, Rita C | Food Service Worker II | 18/4 | \$23.62 | Fitz | From Food Service Worker I | 06/12/17 |
| Cordon, Yesenia D | School Bus Delegated Trainer | 28/5 | \$5,192.00 | Transportation | From Bus Driver | 07/03/17 |
| Gonzalez, Antonio F | Grounds Equipment Mechanic | 35/1 | \$4,867.00 | District Maintenance Center | From Groundskeeper/Gardener | 06/02/17 |
| Graham, Debra J | School Bus Delegated Trainer | 28/5 | \$5,372.00 | Transportation | From Bus Driver | 06/26/17 |
| Hernandez, Victor H | Plant Supervisor I | 30/3 | \$4,989.00 | Fitz | From Custodian | 04/17/17 |
| Hyde, Scott A | Furniture Repairer | 35/2 | \$5,113.00 | District Maintenance Center | From General Maintenance Worker | 07/01/17 |
| Lynch, Sean T | Tree Trimmer | 32/1 | \$4,520.00 | District Maintenance Center | From Groundskeeper/Gardener | 03/30/17 |
| Martinez, Debra A | School Accounting Technician | 29/3 | \$4,989.00 | Santiago | From School Office Clerk II | 07/17/17 |

OUR COMMISSIONERS

Marilyn Tortolano, Chair

Marilyn Tortolano has been a Personnel Commissioner since 2012. Her family came to Garden Grove in 1957 and she attended GGUSD for her elementary, intermediate, and high school education. She recently retired from the position of Assistant Vice President of Claims at CNA Insurance Company. She and her husband Jim were the owners of the Garden Grove Journal and now Orangetountytribune.com. She is the joint appointee of the other two Personnel Commissioners.

Jim Franks, Vice-Chair

Jim Franks has been a Personnel Commissioner since 2011. He has lived in Garden Grove since 1960 and attended GGUSD for his elementary, intermediate, and high school education. He retired from GGUSD after 42 years of service and served over 25 years on the CSEA board. His community involvement includes South West Garden Grove Little League, Civilian Advisor, Garden Grove Police Explorer Post, and the Garden Grove Elks Lodge. He is the CSEA appointee.

Bernice Flatebo, Member

Bernice Flatebo has been a Personnel Commissioner since 2015. She has lived in Garden Grove since 1993 and her three sons attended GGUSD for their elementary, intermediate, and high school educations. She is the President of Pension Profit Sharing Services, Inc., the Secretary of the Sister City Association of Garden Grove, and a Commissioner on Garden Grove's Traffic Commission. She is the appointee of the Board of Education.

MERIT SYSTEM PRINCIPLES

- ▶ Hire and promote employees on the basis of ability.
- ▶ Remove appointments to positions from the arena of political or personal favoritism.
- ▶ Ensure that employees doing like work are classified the same and receive like pay.
- ▶ Provide for fair and impartial rules and consistency of rule administration.
- ▶ Ensure fair treatment of applicants and employees in all aspects of personnel administration.
- ▶ By applying the Merit System Principles, the Personnel Commission ensures the best qualified classified workforce to support the Board of Education's Mission and Vision of "The Garden Grove Way":

Vision

We are committed to preparing all students to be successful and responsible citizens who contribute and thrive in a diverse society.

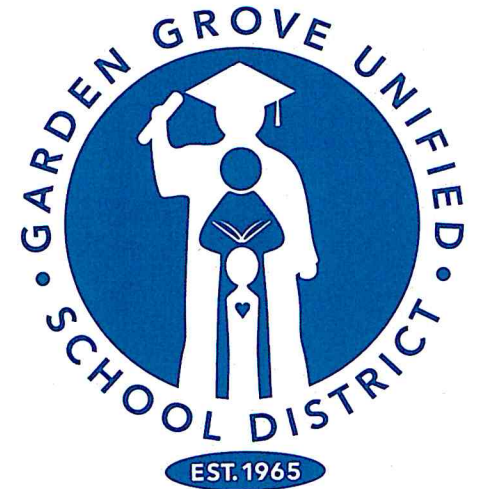
Mission

To ensure student success, we will provide a rigorous and supportive academic experience that motivates all learners to meet high expectations.



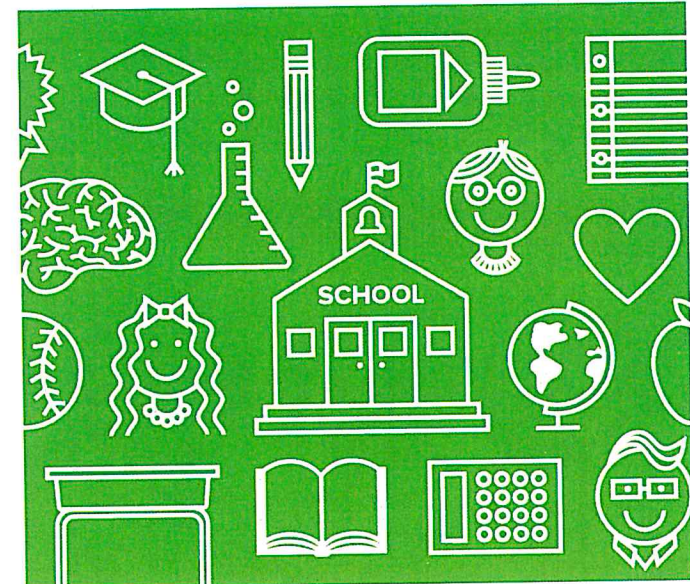
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Personnel Commission



ANNUAL REPORT

2016-2017



ANNUAL REPORT

The Merit system has been utilized by the classified employees of the Garden Grove Unified School District since 1966. The Commissioners meet monthly and act on matters related to examinations, eligibility lists, salary studies, reclassifications, rule changes, disciplinary appeals, and related areas.

The Merit System is a system of rules and procedures, similar to civil service, which governs classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice on the basis of merit and fitness.

A key component of a successful merit system process is the work of many individuals who share their knowledge and expertise to assist in the development and implementation of our examination and interview process. Their commitment to the Merit System allows the Commission to identify the most qualified group of classified employees.

GGUSD is fortunate to enjoy a strong working relationship between the Personnel Commission, Board of Education and the staff.

OUR COMMISSIONERS



Marilyn Tortolano
Chair



Jim Franks
Vice-Chair



Bernice Flatebo
Member

ACTIVITIES IN 2016-2017

EXAMINATION ACTIONS

| | |
|--------------------------------------|------|
| Number of Recruitments: | 60 |
| Applications Received: | 8714 |
| Applicants Qualified to Test: | 4395 |
| Examinations Conducted: | |
| Written | 55 |
| Performance | 56 |
| Oral | 59 |
| Total Number of Eligible Candidates: | 1153 |

CLASSIFICATION ACTIVITIES

| | |
|----------------------------|-----|
| Classifications Studied: | 15 |
| Classifications Revisions: | 11 |
| New Classifications: | 0 |
| Positions Reclassified: | 2 |
| New Positions Created: | 101 |

RECRUITMENT ACTIVITIES

Eligibility Lists Established:

- Accountant
- Accounting Supervisor
- Accounting Technician I
- Accounting Technician II
- Assistant Director of Transportation
- Assistant Personnel Director
- Breakfast Worker
- Bus and Truck Mechanic
- Bus Driver
- Buyer
- Campus Safety Assistant
- Central/School Office Clerk II
- Clerical Specialist I
- Cook/Baker
- Electronic and Technology Support Technician
- Elementary/Intermediate School Secretary
- Food Service Manager
- Food Service Worker I
- Grounds Equipment Operator II

ACTIVITIES IN 2016-2017 CONTINUED

RECRUITMENT ACTIVITIES CONTINUED

Eligibility Lists Established (continued):

- Grounds Maintenance Supervisor
- Groundskeeper/Gardener
- Health Assistant
- HVAC Technician II
- Instructional Aide – Spanish Speaking
- Instructional Aide – Vietnamese Speaking (2 recruitments)
- Instructional Aide II – Special Education (3 recruitments)
- Intensive Behavioral Instruction Assistant (2 recruitments)
- Lead Custodian
- Lead Food Service Worker
- Lead Groundskeeper/Gardener
- Lead Intensive Behavioral Instruction Assistant
- Lead Technology Assistant
- Library Media Technician
- Manager, Maintenance and Operations
- Mechanical Maintenance Worker
- Mechanic's Helper
- Network Analyst
- Programmer Analyst
- School Bus Driver Instructor
- School/Community Liaison (Spanish) (2 recruitments)
- School/Community Liaison (Vietnamese) (2 recruitments)
- School Testing Assistant
- Special Education Assistant
- Sprinkler Repair Technician I
- Stock Clerk II
- Supervising Personnel Analyst
- Technology Assistant (2 recruitments)
- Testing Clerk (Spanish)
- Testing Clerk (Vietnamese)
- Translator/Interpreter (Spanish)
- Translator/Interpreter (Vietnamese)
- Vocational Specialist
- Warehouse Supervisor

AGENDA ITEM 7.1: RECLASSIFICATION – CENTRAL OFFICE CLERK I (FOOD SERVICES DEPARTMENT)

BACKGROUND

The Food Services Department has a Central Office Clerk I position that has been assigned higher level duties and responsibilities over the last three years. The Director of Food Services asked staff to study the position and determine if it is still correctly classified.

FINDINGS

Assistant Director Smith met with the Director of Food Services to review the duties that are assigned to the Central Office Clerk I position in question. When the position was created, the incumbent was filing, answering phones, distributing mail, and other related duties. Over the last three years, beyond her original duties, the incumbent has been directed to oversee all food service substitute and student worker staffing at the schools and maintain the staffing assignment sheets for all schools. She also works with the Operations Managers on staffing issues when needed. She is in charge of scheduling and ordering for pizza parties at all schools and maintains the files and follows-up as needed. She records the substitutes' evaluations and absences and processes student employment applications. She maintains the student worker database and reports absences to payroll. She supports the Serve-Safe program by calling staff with their scores and sending reminders of the classes and the make-up sessions. She process lunch applications, the prepayments, refunds, and adjustments for student accounts, and processes timecards. She also assists parents with the lunch applications.

Assistant Director Smith met with the incumbent of the Food Services Department's Clerical Specialist I position to review her duties and assess whether there are similarities in the level of duties and responsibilities of her position compared to the Central Office Clerk I position. The Clerical Specialist I position is primarily in charge of supporting the Free and Reduced Lunch Program. This entails processing the applications, checking for eligibility, running reports, maintaining the database, and other clerical duties necessary to implement the program. After reviewing both positions, staff determined that the duties assigned to both the Clerical Specialist I position and the Central Office Clerk I position are similar in level of responsibility. Staff also compared the duties of the Central Office Clerk I position in question to those of the Clerical Specialist I positions throughout the district and determined that they were similar.

Based on the findings of the study, staff recommends that the Central Office Clerk I position described above be reclassified to the classification of Clerical Specialist I at salary range 25 and that the incumbent, Rebeca Flores, be reclassified with the position.

The Clerical Specialist I classification description is attached.

RECOMMENDATION:

It is recommended that the Central Office Clerk I position (salary range 21) in the Food Services Department be reclassified to Clerical Specialist I (salary range 25) and that the incumbent be reclassified with the position, effective September 07, 2017.

CLERICAL SPECIALIST I

JOB SUMMARY

Under general supervision, performs a wide variety of complex and technical clerical work requiring specialized knowledge, and involving frequent and responsible public contacts; and performs related work as required.

ESSENTIAL DUTIES

- Plans, schedules, and performs a wide variety of complex clerical and keyboarding work related to the specialized function to which assigned.
- Interacts with school personnel or the public in matters requiring a detailed knowledge of rules, procedures, and policies.
- Performs tasks requiring the exercise of independent judgment within established district policy and guidelines.
- Prepares documents based on data obtained from records and other sources and processes them in accordance with prescribed procedures.
- Responds to telephone and in-person inquiries, explaining facts or interpretations of district policies and procedures to employees and the public.
- Inputs information into various database programs.
- Develops and maintains a system of files and records.
- Operates office equipment including computers.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school, or equivalent and three years of progressively responsible clerical experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Modern office practices and procedures.
- District policies and procedures.

Ability to:

- Plan and conduct clerical operations requiring accountability and accurate controls.
- Perform clerical work involving independent judgment, accuracy, and speed.
- Use computers and learn related programs to enter, extract, compile, keyboard, and arrange data.
- Understand and carry out written and oral instructions.
- Meet the public with tact and courtesy both in person and on the telephone.
- Establish and maintain cooperative working relationships with subordinates, co-workers, supervisors, administrators, and the public.
- Learn and interpret rules, regulations, laws, and processes.

WORKING CONDITIONS: Positions are usually located at an administrative office and involve sitting at a desk for a major part of the day, with intermittent walking, standing, and lifting of up to 15 pounds. The use of computers and considerable public contact, both in person and by telephone, with district employees, parents and/or the public are typically involved.

AGENDA ITEM #8: ORDERING OF EXAMINATIONS

It is requested that the Personnel Commission approve the ordering of the following examinations:

- | | |
|---|-------------|
| 8.1 Construction Maintenance Supervisor | Open |
| 8.2 Grounds Equipment Mechanic | Promotional |
| 8.3 Instructional Aide | Promotional |
| 8.4 Manager of Facilities | Open |
| 8.5 Secretary I | Open |

Recommendation: It is recommended that the Personnel Commission approve the ordering of the examination(s) as listed above and the ratification of the resulting eligibility list(s).



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PERSONNEL COMMISSION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

CONSTRUCTION MAINTENANCE SUPERVISOR

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$6,386 per month with four annual step increases to \$7,781 per month (15-16 Rate)

POSTING DATE: SEPTEMBER 11, 2017

APPLICATION FILING PERIOD: SEPTEMBER 25, 2017 TO SEPTEMBER 29, 2017 BY 5:00 P.M.

APPLICATIONS WILL ONLY BE ACCEPTED DURING THIS TIME

ABOUT THE JOB: Under direction, plans and supervises the work of employees performing a variety of skilled maintenance, construction and repair work; and performs related work as required.

BASIC FUNCTION: Plans, schedules, assigns, supervises, and inspects work involving concrete, asphalt, welding, rubber matting, signs, fencing, and playground equipment repair; supervises, trains, and evaluates employees performing skilled maintenance, construction and repair work; develops work schedules based on needs and changing priorities; works from plans and develops specifications for putting jobs to bid; writes orders for materials, identifies sources for materials and supplies, calls vendors for prices; estimates material needs and places orders; Uses a computer to initiate and close out work orders, as well as create and maintain work records; draws and reads blueprints; establishes and maintains computerized work records; conducts monthly safety meetings and assures that health and safety precautions are observed.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience High school graduation or equivalent and any combination equivalent to three years of experience that is equivalent to full-time work in the building or construction trades including some experience in a lead or supervisory capacity. Part-time experience will be considered and adjusted appropriately. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

LICENSE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate. **Candidates must submit a recent (within the last 30 days) original DMV driving record by the oral rating exam.**

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Standard practices, methods, materials, and equipment used in one of the above trades, including the handling and disposal of hazardous materials and waste; computer usage, including file management and knowledge of Microsoft operating systems, including Excel and Outlook; safety practices and procedures.

Ability to: Use required tools and equipment skillfully and safely; draw and work from sketches and blueprints; estimate quantities of materials needed for jobs; plan, schedule, train, coordinate, supervise, and evaluate the work of others; operate a computer to create and maintain computerized work records and prepare reports; establish and maintain effective working relationships with employees, vendors, and other public agencies; communicate effectively orally and in writing; establish, maintain and oversee department operating budgets.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUND'S EQUIPMENT MECHANIC

PROMOTIONAL RECRUITMENT
OPEN TO DISTRICT EMPLOYEES ONLY

THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$5,644 per month with one annual step increase to \$5,930 per month (15-16 Rate)

POSTING DATE: AUGUST 22, 2017

LAST DATE TO FILE: SEPTEMBER 12, 2017 BY 5:00 P.M.

ABOUT THE JOB: Under direction, maintains and repairs gasoline powered grounds maintenance equipment; repairs and maintains power and manual grounds equipment; and performs related work as required.

BASIC FUNCTION: Repairs and maintains push and riding mowers, yard vacuums, root cutters, stump grinders, tree chipper, trenchers, tractors, back hoe, edgers, backpack blowers, hedge trimmers, sweepers, and other equipment as needed; Repairs and replaces tires; Performs major diagnostic and repair work on low horsepower gasoline engines, including hydraulic hoses, installing new rings, rebuilding clutches, cleaning and overhauling carburetors, and replacing bearings; Repairs hydrostatic and gear-driven transmissions; Changes seals and hoses on hydraulic pumps; Performs tune-ups, including replacing parts, adjusting carburetors, and cleaning fuel injectors; Changes oil and filters; Sharpens mower blades, root and stump grinder teeth, power hedge clippers, and chain saws; Maintains stock; orders and picks up replacement parts; Cleans, adjusts, and replaces worn parts on equipment; Performs minor welding and fabricating to repair broken parts or to modify equipment for special uses; Operates machine shop equipment such as a drill press, lathe, arc welder, cutting torch, surface grinder, and hand tools; Sharpens and repairs hand gardening tools; Advises and demonstrates proper techniques for operation, servicing, and use of grounds equipment to grounds workers; Maintains maintenance records and records of repairs performed; Drives heavy grounds equipment and pickup truck and trailer to transport broken and repaired equipment and parts.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and any combination equivalent to two years of experience that is equivalent to full-time work in the general repair and maintenance of combustion engines, including some experience in the maintenance and/or repair of gasoline powered grounds equipment. Part-time experience will be considered and adjusted appropriately. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

License: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard Insurance market rate. **Candidates must submit a recent (within the last 30 days) original DMV driving record by the oral rating exam.**

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Repair and maintenance of two and four cycle engines; Repair and maintenance of hydraulic systems; Appropriate safety precautions when working with electric motors; Appropriate safety precautions when working in close proximity to children.

Ability to: Operate machine shop equipment, such as a drill press, arc welder, cutting torch, lathe, surface grinders, and hand tools; Perform general mechanical repair and maintenance work on a variety of grounds and gardening equipment; Read and understand electric wiring diagrams and to repair electrical wiring systems; Perform moderate and heavy manual labor; Follow oral and written instructions; Read and write English at a level required for successful job performance; Work cooperatively with others; Lead the work of others; and keep simple work records.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE

PROMOTIONAL RECRUITMENT

OPEN TO DISTRICT EMPLOYEES ONLY

THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$18.01 per hour with three annual step increases to \$20.88 per hour (15-16 Rate)

POSTING DATE: AUGUST 22, 2017

LAST DAY TO FILE: SEPTEMBER 12, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions work 3 hours per day (Mon. - Fri.) during school session, in Preschool or K-12 classrooms. Under the general supervision of a certificated teacher or administrator, instructional aides support student instruction individually or in small groups at the elementary or secondary school level. They may be assigned to classrooms, reading labs, or special study centers.

BASIC FUNCTION: Supports student instruction and assessment by working with students individually or in small groups, as directed by the teacher; Follows teacher's lesson plans to reinforce lessons presented by teacher; Implements alternative methods for presenting instruction to students, as directed by the teacher; Confers with teacher regarding programs and materials to meet student needs; Provides feedback to teacher on students' progress; Assists teacher in scoring tests, recording grades, and charting student progress; Assists teacher in setting up experiments, displays, exhibits; operates audiovisual and other educational training equipment and aids; and distributes and collects educational materials, papers, and supplies; Assists in monitoring student progress and behavior in the classroom, lunchroom, and playground activities; as well as other special educational activities, as assigned.

MARGINAL DUTIES: May duplicate educational materials on a sporadic basis, within categorical funding guidelines; May accompany students on field trips; Participates in meetings and in-service training programs, as assigned.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: High school diploma and some experience working with young people are required. An associate's degree is highly desirable. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered. **You are required to bring a copy of your high school diploma or GED at the time of the multiple choice exam.**

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Basic methods used in instruction; Correct English usage, including spelling, grammar, and punctuation, as well as reading and mathematics.

Ability to: Assist a certificated teacher or administrator in instructing students in reading, writing, and mathematics; Understand and apply rules, regulations, procedures and policies; Communicate effectively in the English language, both in oral and written form; Establish and maintain effective working relationships with students, parents, teachers, and administrators.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

MANAGER OF FACILITIES

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
 THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$7,220 per month with four annual step increases to \$8,797 per month (16-17 Rate)

POSTING DATE: AUGUST 22, 2017

LAST DATE TO FILE: SEPTEMBER 12, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Under general direction, plans, organizes, coordinates and manages the activities for construction of school facilities; acts as liaison between the district, school site administrators, architects, and contractors to assure authorized projects are accomplished in accordance with approved policies and procedures; and performs other related work as assigned.

BASIC FUNCTION: Plans, organizes, directs and controls all or part of school construction projects from concept through design and construction to close-out of the project contracts; Reviews designs, plans, and estimates specifications and submittals for completeness and conformance with district standards, district direction, and contract documents; Develops and updates Facilities Educational Specifications and Materials Standards; Prepares and monitors project and operating budgets, including support for obtaining funding; Participates in all preconstruction activities; Oversees all site moves required to accommodate construction activities; Prepares Request for Proposals (RFP) and Request for Qualifications (RFQ) and makes recommendations for professional services contracts; Interprets and applies California Environmental Quality Act and State Department of Education guidelines; Attends and represents the District in a variety of meetings, conferences and governmental hearings related to assigned activities.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent and three years of experience equivalent to full-time work in California educational facilities planning or school facilities construction, two years of which must have been in a supervisory capacity, is required. A Bachelor's Degree in Engineering, Architecture, Construction Management, Business, Finance, or Project Management is desired. Part-time experience will be considered and adjusted appropriately. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

LICENSE: Must possess and maintain a valid California Class C Driver License and remain insurable at the standard insurance rate.
Candidates must submit a recent (within the last 30 days) original DMV driving record by the oral rating exam.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Current regulations, methods, materials, costs, and equipment used in the various building construction; Principles and practices of managing large, complex construction and repair programs from project inception to completion; Applicable Federal, State and local laws, codes and regulations as it relates to construction of facilities; School district organization, operations, policies and objectives; School facilities funding sources and funding application procedures; Characteristics and cost of various methods of construction, architectural features, and building design; Regulations and enforcement methods of the labor Compliance Program; Health and safety measures and precautions; Safety laws and regulations as it relates to construction; Legal requirements for public bidding specifications; Research techniques and procedures; Spreadsheets, project management and planning software to produce charts, graphs and tables; Public speaking techniques; Record-keeping and report preparation techniques; Operation of a computer and assigned software; Construction scheduling and estimating; Architectural drawings and various plans; Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to: Perform a wide variety of complex and technical duties related to the district's facilities planning; Schedule and direct the work of others; Prepare, review and interpret budget reports; Read, interpret, and work from drawings, blueprints, and schematics; Estimate materials and labor costs; Establish and maintain safe working conditions; Create and maintain computerized records and prepare oral and written reports; Communicate effectively, both orally and in writing; Establish and maintain effective relationships with others; Resolve conflicts and competing priorities; Operate a computer and assigned software; Learn school district organization, operations, policies and objectives; Analyze situations accurately and adopt an effective course of action; Learn to utilize GIS and CADD systems or other software typically used in facilities work; Develop and analyze computerized project schedules; Prepare and deliver oral presentations.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SECRETARY I

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES
THIS ELIGIBILITY LIST WILL BE GOOD FOR TWELVE (12) MONTHS

SALARY: \$3,897 per month with four annual step increases to \$4,748 per month (15-16 Rate)

POSTING DATE: AUGUST 7, 2017

APPLICATION FILING PERIOD: AUGUST 24, 2017 TO AUGUST 25, 2017 BY 5:00 P.M.

Applications will only be accepted during this time.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions typically work 8 hours per day, 10, 11, or 12 months per year. Under direction of an administrative official, performs a variety of specialized secretarial and clerical work in organizing office activities; and performs related work as required.

BASIC FUNCTION:

Performs a wide variety of clerical and secretarial work related to the special operational area to which assigned; receives visitors, takes calls and gives out information; interprets procedures and regulations as necessary; composes correspondence from brief verbal instructions or notes; organizes office work; posts information on records; gathers information from various sources and prepares reports; schedules meetings and conferences; keeps financial and statistical records and prepares reports; sets up, revises, and supervises the maintenance of filing systems; operates a variety of office equipment, including computers and may oversee the work of subordinate employees.

❖ Complete Job Description available at www.ggusd.us under Employment/Classified Job Opportunities/Job Descriptions

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or equivalent, and two years of increasingly responsible clerical experience equivalent to full-time work. Part-time experience will be considered and adjusted appropriately. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Office practices and procedures; the principles of business letter and report writing, including English usage, spelling, grammar and punctuation; the collection and organization of data and information and computer office applications.

Ability to: Use computers and learn related programs as required to enter, extract, compile, keyboard, and arrange data; establish and maintain effective relations with administrative, instructional, and student personnel, and the public and work cooperatively with others.

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AGENDA ITEM #9: RATIFICATION OF ELIGIBILITY LISTS

Staff has completed the necessary recruitments and examinations for the classifications listed below. The resulting eligibility lists are presented for the Personnel Commission's review and are attached to this agenda item.

- | | | |
|-----|--|------|
| 9.1 | Accounting Technician I | Open |
| 9.2 | Central/School Office Clerk I | Open |
| 9.3 | Electronic & Technology Support Technician | Open |
| 9.4 | Grounds Equipment Operator II | Open |

Recommendation: It is recommended that the Personnel Commission ratify the eligibility list(s) as listed above.

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Accounting Technician I

Recruitment: 16/45.0

Recruitment Type: Open

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin,
Edjoin

Commission Ordered Recruitment: 06/07/2017

Recruitment Opened: 05/19/2017

Recruitment Closed: 06/09/2017

Commission Approved Eligibility Lists: 09/06/2017

Eligibility List Effective Date: 08/08/2017

Eligibility List Expiration Date: 08/07/2018

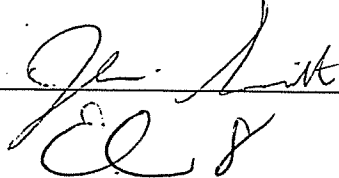
| Test #: | 1 | Application Screening | |
|---------------------|-----|-----------------------|-----------------|
| Applications Total: | 355 | | Test Weight: 0% |
| Passed: | 269 | | |
| Failed: | 86 | | |

| Test #: | 2 | Multiple Choice Examination | |
|---------------------|-----|-----------------------------|---|
| Applications Total: | 269 | | Test Weight: 40% |
| Passed: | 33 | No Show: 85 | Test Date: 07/10/2017 and 07/11/2017 |
| Failed: | 151 | | |

| Test #: | 3 | 10-key Examination | |
|---------------------|----|--------------------|-----------------------|
| Applications Total: | 33 | | Test Weight: 0% |
| Passed: | 28 | No Show: 2 | Test Date: 07/20/2017 |
| Failed: | 3 | | |

| Test #: | 4 | Oral Rating Examination | |
|---------------------|----|-------------------------|-----------------------|
| Applications Total: | 28 | | Test Weight: 60% |
| Passed: | 27 | No Show: 1 | Test Date: 08/07/2017 |
| Failed: | 0 | | |

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Accounting Technician I

Recruitment # 16/45.0

Eligibility List Effective Date: 08/08/2017

Eligibility List Expiration Date: 08/07/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 11359951 | 100 * |
| 2 | 9738739 | 98 |
| 3 | 14491753 | 96 * |
| 4 | 30296937 | 95 |
| 5 | 18218547 | 94 |
| 5 | 13241974 | 94 |
| 6 | 11214533 | 93 |
| 6 | 24725084 | 93 |
| 6 | 22556248 | 93 |
| 7 | 32483652 | 92 |
| 7 | 32712888 | 92 |
| 7 | 8071151 | 92 |
| 7 | 32690061 | 92 * |
| 8 | 29237070 | 91 |
| 9 | 1628159 | 90 |
| 10 | 17511702 | 88 |
| 11 | 11291613 | 87 |
| 11 | 31410664 | 87 |
| 12 | 31342410 | 85 |
| 12 | 28877595 | 85 |
| 12 | 24968644 | 85 |
| 12 | 23798638 | 85 |
| 13 | 17627616 | 84 |
| 13 | 24145273 | 84 |
| 14 | 31406390 | 82 |
| 15 | 32175089 | 80 |
| 16 | 32186441 | 78 |

* Seniority Points

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Central/School Office Clerk I

Recruitment: 17/02.0

Recruitment Type: Open

Advertising: Job Bulletin,
GGUSD Website, Edjoin,
Governmentjobs.com

Commission Ordered Recruitment: 07/05/2017

Recruitment Opened: 07/06/2017

Recruitment Closed: 07/26/2017

Commission Approved Eligibility Lists: 09/06/2017

Eligibility List Effective Date: 08/18/2017

Eligibility List Expiration Date: 08/17/2018

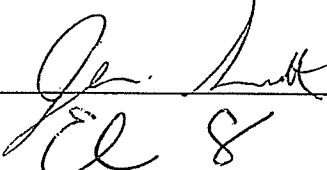
| | | |
|-------------------------|------------------------------|-----------------|
| Test #: 1 | Application Screening | |
| Applications Total: 507 | | Test Weight: 0% |
| Passed: 327 | | |
| Failed: 180 | | |

| | | |
|----------------------|-----------------------------|-----------------------|
| Test #: 2 | Multiple Choice Exam | |
| Applicant Total: 327 | | Test Weight: 40% |
| Passed: 58 | No Show: 122 | Test Date: 08/03/2017 |
| Failed: 147 | | 08/04/2017 |

| | | |
|---------------------|--------------------|-----------------------|
| Test #: 3 | Typing Exam | |
| Applicant Total: 58 | | Test Weight: 0% |
| Passed: 44 | No Show: 7 | Test Date: 08/10/2017 |
| Failed: 7 | | |

| | | |
|---------------------|-------------------------|-----------------------|
| Test #: 4 | Oral Rating Exam | |
| Applicant Total: 44 | | Test Weight: 60% |
| Passed: 39 | No Show: 3 | Test Date: 08/16/2017 |
| Failed: 2 | | |

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Central/School Office Clerk I

Recruitment # 17/02.0

Eligibility List Effective Date: 08/18/2017

Eligibility List Expiration Date: 08/17/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 33211933 | 103 * |
| 2 | 32690061 | 101 * |
| 3 | 1669207 | 98 |
| 3 | 26806140 | 98 |
| 3 | 26826100 | 98 |
| 4 | 30176409 | 97 |
| 4 | 19715394 | 97 |
| 4 | 29233341 | 97 |
| 5 | 13985620 | 96 |
| 5 | 25011167 | 96 |
| 5 | 603833 | 96 |
| 5 | 8447283 | 96 |
| 6 | 33216856 | 95 |
| 6 | 30545255 | 95 |
| 6 | 33245006 | 95 |
| 6 | 3341560 | 95 |
| 7 | 25031476 | 94 |
| 7 | 650403 | 94 |
| 7 | 19943969 | 94 |
| 7 | 33232877 | 94 |
| 8 | 17275849 | 93 |
| 8 | 7772902 | 93 |
| 8 | 28186547 | 93 |
| 8 | 13972893 | 93 |
| 8 | 443259 | 93 |
| 9 | 435245 | 91 |
| 9 | 33221420 | 91 |
| 9 | 20661968 | 91 |
| 10 | 19543427 | 90 |
| 11 | 6285746 | 89 |
| 12 | 12715321 | 88 |
| 13 | 12337940 | 87 |
| 14 | 21948911 | 86 * |
| 15 | 29582499 | 85 |
| 16 | 18441173 | 82 |
| 16 | 28674914 | 82 |
| 16 | 32233673 | 82 |

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 16 | 32474890 | 82 |
| 17 | 20315253 | 79 |

* Seniority Points

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Electronic & Technology Support Technician **Recruitment:** 16/39.0

Recruitment Type: Open

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin,
Edjoin

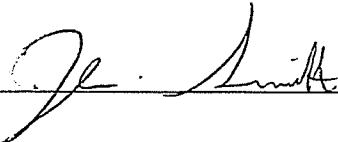
Commission Ordered Recruitment: 05/17/2017
Recruitment Opened: 04/27/2017
Recruitment Closed: 05/17/2017
Commission Approved Eligibility Lists: 09/06/2017
Eligibility List Effective Date: 07/28/2017
Eligibility List Expiration Date: 07/27/2018

| Test #: 1 | Application Screening | |
|---------------------|-----------------------|-----------------|
| Applications Total: | 301 | Test Weight: 0% |
| Passed: | 167 | |
| Failed: | 134 | |

| Test #: 2 | Multiple Choice Examination | |
|---------------------|-----------------------------|-----------------------|
| Applications Total: | 167 | Test Weight: 40% |
| Passed: | 34 | Test Date: 07/06/2017 |
| Failed: | 50 | No Show: 83 |

| Test #: 3 | Oral Rating Examination | |
|---------------------|-------------------------|-----------------------|
| Applications Total: | 34 | Test Weight: 60% |
| Passed: | 32 | Test Date: 07/26/2017 |
| Failed: | 1 | No Show: 1 |

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Electronic and Technology Support Technician

Recruitment # 16/39.0

Eligibility List Effective Date: 07/28/2017

Eligibility List Expiration Date: 07/27/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 25887678 | 96 * |
| 2 | 25805077 | 92 ** |
| 3 | 7705189 | 91 |
| 3 | 32259769 | 91 |
| 3 | 32325720 | 91 |
| 4 | 30808529 | 90 |
| 4 | 15288799 | 90 |
| 5 | 31286694 | 89 |
| 5 | 29164783 | 89 |
| 5 | 6833088 | 89 * |
| 5 | 32213690 | 89 ** |
| 6 | 32035045 | 87 |
| 6 | 31985596 | 87 ** |
| 7 | 32400221 | 85 * |
| 7 | 25138118 | 85 * |
| 7 | 25890375 | 85 * |
| 8 | 24869695 | 84 |
| 8 | 11892858 | 84 * |
| 8 | 28625669 | 84 |
| 8 | 29485102 | 84 |
| 9 | 23026038 | 83 |
| 10 | 22112617 | 81 |
| 10 | 18436655 | 81 * |
| 11 | 26224816 | 79 |
| 11 | 31849277 | 79 |
| 12 | 14727607 | 78 |
| 12 | 4269108 | 78 |
| 13 | 1008179 | 77 |
| 13 | 24333874 | 77 |
| 14 | 19752993 | 74 |
| 14 | 32107433 | 74 |
| 15 | 7455245 | 73 |

*Seniority Points

** Veteran's Points

**GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
CLASSIFIED RECRUITMENT SUMMARY REPORT**

Classification Title: Grounds Equipment Operator II

Recruitment: 16/46.0

Recruitment Type: Open

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin,
Edjoin

Commission Ordered Recruitment: 06/07/2017
Recruitment Opened: 05/22/2017
Recruitment Closed: 06/12/2017
Commission Approved Eligibility Lists: 09/06/2017
Eligibility List Effective Date: 08/14/2017
Eligibility List Expiration Date: 08/13/2018

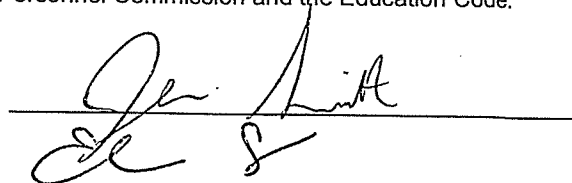
| | | |
|-------------------------|------------------------------|-----------------|
| Test #: 1 | Application Screening | |
| Applications Total: 149 | | Test Weight: 0% |
| Passed: 48 | | |
| Failed: 101 | | |

| | | |
|------------------------|------------------------------------|-----------------------|
| Test #: 2 | Multiple Choice Examination | |
| Applications Total: 48 | | Test Weight: 20% |
| Passed: 12 | No Show: 21 | Test Date: 07/21/2017 |
| Failed: 15 | | |

| | | |
|------------------------|--------------------------------|-----------------------|
| Test #: 3 | Performance Examination | |
| Applications Total: 12 | | Test Weight: 50% |
| Passed: 7 | No Show: 1 | Test Date: 08/01/2017 |
| Failed: 4 | | |

| | | |
|-----------------------|--------------------------------|--------------------------------------|
| Test #: 4 | Oral Rating Examination | |
| Applications Total: 7 | | Test Weight: 30% |
| Passed: 7 | No Show: 0 | Test Date: 08/09/2017, 08/14/2017 |
| Failed: 0 | | |

Certification of Personnel Director: The Personnel Director certifies that this recruitment and resulting eligibility lists were developed pursuant to the Rules and Regulations of the Personnel Commission and the Education Code.



Recruitment: Grounds Equipment Operator II

Recruitment # 16/46.0

Eligibility List Effective Date: 08/14/2017

Eligibility List Expiration Date: 08/13/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 17815537 | 103 * |
| 2 | 14212321 | 97 * |
| 2 | 15234297 | 97 * |
| 3 | 2360607 | 94 * |
| 4 | 19258707 | 93 |
| 5 | 32522528 | 89 |
| 6 | 25206290 | 85 |

* Seniority Points