

**GARDEN GROVE UNIFIED SCHOOL DISTRICT**  
**Personnel Commission Meeting**

Education Center - Fifth Floor Board Room  
10331 Stanford Avenue, Garden Grove, CA  
March 1, 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 FEBRUARY 1, 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 – 02/07/17
  - ⇒ Classified Personnel Report – 02/21/17
7. **APPROVAL OF CLASSIFICATION ACTIONS\***
  - 7.1 Reclassification – General Maintenance Workers (Mechanical Maintenance Department)
  - 7.2 New Position – Mechanical Maintenance Worker (Mechanical Maintenance Department)
  - 7.3 Classification Description Revision – Mechanical Maintenance Worker
  - 7.4 New Positions – Campus Safety Assistant (2 positions – Los Amigos High School)
  - 7.5 New Position – Intensive Behavioral Instruction Assistant – (Office of Special Education)
8. **ORDERING OF EXAMINATIONS\***

8.1 Accountant	Open
8.2 Campus Safety Assistant	Open
8.3 Instructional Aide – Bilingual Vietnamese	Open
8.4 Mechanic's Helper	Open
8.5 Stock Clerk II	Promotional
8.6 Technology Assistant	Open
9. **RATIFICATION OF ELIGIBILITY LISTS\***

9.1 Assistant Director of Transportation	Open
9.2 Intensive Behavioral Instruction Assistant	Open
9.3 Lead Custodian	Promotional
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](http://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  
February 1, 2017

#### **CALL TO ORDER**

Commissioner Tortolano called the meeting of February 1, 2017 to order at 5:11 p.m. Director Seymour led the audience in the Pledge of Allegiance.

#### **COMMISSIONERS PRESENT**

Ms. Bernice Flatebo  
Mr. Jim Franks  
Ms. Marilyn Tortolano

#### **STAFF MEMBERS PRESENT**

Ms. Joli Armitage  
Mr. Pat Collison  
Ms. Suzy Seymour  
Ms. Jenni Smith

#### **ADMINISTRATION AND POLICY**

##### **3.1 Director's Report**

Director Seymour stated that she and Commissioner Flatebo recently attended the annual California State Personnel Commissioners Association (CSPCA) conference in San Francisco. Overall the conference was very well planned out and organized. Director Seymour stated that while some sessions were more relevant to her than others, she returned with helpful tools that may be used to assist administrators on the progressive discipline process. Director Seymour stated that she will discuss topics such as the differences between *cause* and *just cause* with Assistant Superintendent Armitage in order to develop an implementation strategy and provide training to the administrators.

Director Seymour stated that she also learned there is new legislation requiring harassment prevention training for public officials, whether elected or appointed. This type of training is two hours in duration and should be taken every two years in order to be compliant. This harassment prevention training will mirror what is currently in effect for management and supervisory employees. Therefore, elected and appointed officials may be included in future trainings.

Director Seymour provided the commissioners with an update on the working out of class data. In reviewing such data, Director Seymour focused on vacant positions as opposed to those positions that are being covered for employees on a leave. The number of working out of class assignments have significantly lessened. Currently there are only a couple of assignments where employees are working out of class for vacant positions. These vacant positions are to replace School Community Liaison Workers, for which there is a newly established eligibility list.

Commissioner Tortolano inquired as to whether School Community Liaison Workers work mostly with parents. Commissioner Tortolano also inquired as to how long the working out of class employees have been covering those positions.

Director Seymour stated that the School Community Liaison Workers provide assistance and information to parents whose primary language is not English. In the case of vacant School Community Liaison Worker positions, the schools find another employee who speaks that second language to provide assistance to these parents. None of the current working out of class employees have worked in these vacant positions for more than three months or so. Director Seymour stated that we also have employees who have a temporary additional assignment in order to help out the schools with vacancies. In these instances, a current part-time school community liaison worker is covering for another part-time school community liaison worker vacancy on a temporary basis. Currently, we have three School Community

Liaison Workers with temporary additional assignments and two School Office Clerk Is. Director Seymour added that staff is having to utilize both system generated reports and staff created spreadsheets in order to compile accurate up-to-date working out of class and temporary additional assignment data.

### **APPROVAL OF MINUTES**

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the January 4, 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 – 01/17/17

### **APPROVAL OF CLASSIFICATION ACTIONS**

7.1 New Position – Instructional Aide – (Clinton)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new position as listed above, effective February 1, 2017. The motion passed 3-0.

### **ORDERING OF EXAMINATIONS**

8.1	Intensive Behavioral Instruction Assistant	Open
8.2	Instructional Aide II – Special Education	Open

Director Seymour added that Assistant Director Collison and his team have been very busy filling positions. Additionally, there are always vacancies for Intensive Behavioral Instruction Assistant and Instructional Aide II – Special Education positions.

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	Accounting Technician II	Promotional
9.2	Food Service Worker I	Open
9.3	Lead Food Service Worker	Open
9.4	School Community Liaison Worker – Bilingual Spanish	Open
9.5	School Community Liaison Worker – Bilingual Vietnamese	Open
9.6	Supervising Personnel Analyst	Open

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective February 1, 2017. The motion passed 3-0.

### **OTHER BUSINESS**

10.1 Commissioners

Commissioner Franks commented that he recently returned from a seven day trip to Costa Rica. He learned about the different educational systems in Costa Rica. Commissioner Franks visited Costa Rica during their summer break and thus was unable to visit any schools, but learned that there is a 98% literacy rate and that overall test scores are rather high. Students in kindergarten through fifth grade attend school for four hours straight and students in grades six through twelve attend school for eight hours with a lunch break in between. Additionally, everyone speaks English fluently and are wonderful, friendly people.

Commissioner Flatebo commented that the sessions she attended at the annual CSPCA conference were fabulous and had good guest speakers where she learned a lot. She thought the conference was well worth the time and encouraged the other commissioners to attend next year if time permits.

Commissioner Tortolano commented that she attended the annual Supervisory dinner. She thanked the Supervisory Unit for the invitation. Commissioner Tortolano had a nice time and thought the dinner was well organized and delicious.

#### 10.2 New Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, March 1, 2017 at 5:10 p.m. in the 5<sup>th</sup> floor Board Room of the Education Center.

#### **ADJOURNMENT**

The meeting was adjourned at 5:20 p.m.

**Accepted by:** Marilyn Tortolano, Chairperson

**Minutes Recorded by:** M. Cantoran

**AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS**

**CORRESPONDENCE AND COMMUNICATIONS**

- ⇒ Classified Personnel Report – 02/07/17
- ⇒ Classified Personnel Report – 02/21/17

Report No.  
Action Taken  
As Recommended  
With Revisions  
With Addendum

02/07/17-2

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GARDEN GROVE UNIFIED SCHOOL DISTRICT  
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report  
Report No. 02/07/17-2

EMPLOY

Noon Duty Supervisors  
Regular  
Reinstate/Reemploy  
Substitutes  
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations

CHANGE IN ASSIGNMENT

Demotions  
Increase/Decrease  
Promotions  
Reclassifications  
Working Out of Class

MISCELLANEOUS

Disciplines  
Probationary Release

It is recommended that the Board approve actions as listed in Board Report No. 02/07/17-2.

On motion of Trustee Harden, seconded by Trustee Muneton, and  
unanimously carried, the Board of Education approved actions relating to  
classified personnel, as recommended in Report No. 02/07/17-2.

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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**EMPLOY**

**Noon Duty Supervisors**

Baules, Caroline M	Noon Duty Supervisor		\$13.09	McGarvin		11/30/16
Bryan, Taylor A	Noon Duty Supervisor		\$13.09	McGarvin		11/07/16
Camarillo, Lisa M	Noon Duty Supervisor		\$13.09	Stanley		09/01/16
Cuevas, Maria	Noon Duty Supervisor		\$13.09	Anthony		09/01/16
Dominguez De A., Gregoria	Noon Duty Supervisor		\$13.09	Anthony		09/01/16
Garcia Partida, Martha M	Noon Duty Supervisor		\$13.09	Post		09/01/16
Huizar, Sareena J	Noon Duty Supervisor		\$13.09	Bryant		09/01/16
Huynh, Caroline K	Noon Duty Supervisor		\$13.09	Zeyen		09/01/16
Leon, Argelia	Noon Duty Supervisor/CL		\$13.09	Irvine		09/01/16
Lopez, Helen	Noon Duty Supervisor		\$13.09	Bryant		09/01/16
Macias Torres, Jose A	Noon Duty Supervisor		\$13.09	Fitz		12/08/16
Marin, Amanda T	Noon Duty Supervisor		\$13.09	McGarvin		12/12/16
Murray, Kathleen M	Noon Duty Supervisor		\$13.09	Stanley		09/06/16
Reyes, Rebecca L	Noon Duty Supervisor		\$13.09	Patton		11/29/16
Wilson, Deborah L	Noon Duty Supervisor/CL		\$13.09	Doig		12/07/16

**Regular**

Alexander, Tammy L	Instructional Aide II - Special Ed.	19/2	\$19.88	Clinton		01/18/17
Barrera, Elijah D	Instructional Aide II - Special Ed.	19/2	\$19.88	Mark Twain		01/18/17
Camarillo, Lisa M	Health Assistant	18/1	\$18.46	Gilbert		12/05/16
Cardenas, Erika	Instructional Aide	15/2	\$18.01	Enders		01/09/17
Cardiel, Amanda M	Instructional Aide II - Special Ed.	19/2	\$19.88	Bolsa Grande		01/30/17
Carr, Regail C	Vocational Specialist	23/2	\$21.94	Lincoln Education Center		01/11/17
De Los Santos, Jessica V	Instructional Aide II - Special Ed.	19/2	\$19.88	Cook		02/01/17
De Oss, Ashley M	Instructional Aide II - Special Ed.	19/2	\$19.88	Woodbury		01/17/17
Elizondo, Anthony Z	Custodian - Swing	25/1	\$3,802.00	Alamitos		01/19/17
Esquivel Ortiz, Maria D	Instructional Aide II - Special Ed.	19/3	\$20.88	Mark Twain		01/23/17
Frazier, Ann Marie	Instructional Aide II - Special Ed.	19/2	\$19.88	Parkview		01/23/17
Gomez, Ricardo	Custodian - Swing	25/1	\$3,802.00	Fitz		01/17/17

AGENDA ITEM 7B

PAGE 2 of 7

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Gutierrez, Gustavo A	Instructional Aide II - Special Ed.	19/2	\$19.88	Los Amigos		01/03/17
Hidalgo, Henry	Custodian - Swing	25/1	\$3,802.00	Brookhurst		01/13/17
Kampa, Henry C	Instructional Aide II - Special Ed.	19/2	\$19.88	Santiago		01/17/17
Kinchloe, Cory L	Elementary School Secretary	30/1	\$4,302.00	Gilbert		01/30/17
Kwon, Sena	Special Education Assistant	21/2	\$20.88	Mark Twain		01/05/17
McCaskill, Jr., Lafayette N	Instructional Aide II - Special Ed.	19/2	\$19.88	Ralston		01/18/17
Mohammad, SylviaFatimah	Instructional Aide II - Special Ed.	19/2	\$19.88	Violette		01/23/17
Nguyen, Thuong T	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Santiago		01/17/17
Reynoso, Adriana	Special Education Assistant	21/2	\$20.88	Heritage		01/23/17
Roustan, Rita L	Health Assistant	18/2	\$19.39	Russell		01/19/17
Tate, Wiley C	Custodian - Swing	25/1	\$3,802.00	Bryant		01/24/17
Tran, Anthony B	Instructional Aide II - Special Ed.	19/2	\$19.88	Alamitos		01/20/17
<b><u>Reinstate/Reemploy</u></b>						
Cervantes, Carlos G	Bus Driver	26/4	\$3,955.00	Transportation		01/17/17
Venavides Galarza, Nataly	Food Service Worker I	13/2	\$17.13	Pacifica		01/03/17
<b><u>Substitutes</u></b>						
Alvidrez, Sarah L	Sub Clerk		\$15.44	Peters 4-6		12/01/16
Bayles, Caroline	Sub Clerk		\$15.44	McGarvin		01/04/17
Bustillos, Jr., Mario J	Sub Bus Driver		\$18.82	Transportation		01/12/17
Cardoza Villanueva, Elia	Sub Noon Duty Supervisor		\$13.09	Evans		01/06/17
Diaz Gomez, Alma D	Sub Noon Duty Supervisor		\$13.09	Russell		01/05/17
Garcia, Esther	Sub Clerk		\$15.44	Warren		12/09/16
Granados, Cruz M	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		01/23/17
Gudino Preciado, Maria D	Sub Clerk		\$15.44	Newhope		12/12/16
Juarez De Prak, Evelin A	Sub Clerk		\$15.44	Peters 4-6		12/01/16
Kong, Tiffany	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		01/03/17
Kwon, Shelby H	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		02/02/17
Luu, Alex T	Sub Clerk		\$15.44	Zeyen		09/01/16
Madaris, Olga M	Sub Custodian		\$17.91	Varies		10/22/16
Marquez, Wendy	Sub Noon Duty Supervisor		\$13.09	Marshall		12/15/16
Ngo, An Cao N	Sub Noon Duty Supervisor		\$13.09	Sunnyside		01/10/17



# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Nguyen, Ha T	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		01/13/17
Nguyen, Kimberly K	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		01/03/17
Olveda, Patty A	Sub Clerk		\$15.44	Murdy		01/03/17
Pigram, Rochelle A	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		01/18/17
Romero Torres, Juan A	Sub Bus Driver		\$18.82	Transportation		01/17/17
Santillo, Andrea R	Sub Noon Duty Supervisor		\$13.09	Patton		01/11/17
Varela, Adriana	Sub Clerk		\$15.44	Simmons		11/30/16
Williams, Monisha M	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		01/17/17
<b><u>Temporary</u></b>						
Chappell, Cole S	Student Worker - Trainee		\$8.92	Pacifica		01/05/17
Delatorre, Emmanuel	Tutor		\$14.00	K-12 Educational Services		01/09/17
Hill, Anthony L	Campus Safety Assistant	17/5	\$21.94	Hare	Temporary additional assignment	10/20/16
Jeffrey, Kylie M	Student Worker - Trainee		\$8.92	Pacifica		01/05/17
Mendiola, Rachel	Tutor		\$14.00	K-12 Educational Services		01/25/17
Montes, Alfredo	Student Worker - Trainee		\$8.50	Garden Grove		12/19/16
Munoz, Kenneth M	Student Worker - Trainee		\$8.92	Pacifica		01/07/17
Nguyen, Shirley S	Tutor		\$14.00	K-12 Educational Services		01/19/17
Renteria, Nancy	Student Worker - Trainee		\$8.50	Los Amigos		12/17/16
Reyes, Jennifer M	Student Worker - Trainee		\$8.50	Los Amigos		12/20/16
Salgado, Luis	Student Worker - Trainee		\$8.50	Pacifica		12/31/16
Salmoran, Doris J	Student Worker		\$10.50	Hare		01/18/17
Tejeda, Leticia	Tutor		\$14.00	K-12 Educational Services		01/17/17
Velasco, Katherine Y	Auditorium Attendant		\$22.48	Garden Grove		12/22/16
Vo, Anh-Thu N	Student Worker - College		\$13.00	District Education Center		01/17/17
<b><u>LEAVES</u></b>						
<b><u>Requests</u></b>						
Armijo, Ruben	Custodian - Swing			Rancho Alamitos	Paid medical leave	12/29/16 01/15/17
Bahena, Jaime	Painter Helper			District Maintenance Center	Extend paid medical leave	12/26/16 02/26/17
Bui, Dalena	Instructional Aide II - Special Ed.			Parkview	Paid medical leave	01/03/17 01/23/17
Cantorán, Hilda	Lead Food Service Worker			Carrillo	Paid medical leave	12/12/16 02/19/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE	ENDING
Carter, Lisa	Accounting Technician I			Business Office	Intermittent family care leave	11/25/16	01/25/17
Castaneda, Alondra	Instructional Aide II - Special Ed.			Lawrence	Pregnancy disability leave	11/15/16	01/12/17
Doan, Thanh	Instructional Aide			Clinton Corner	Paid medical leave	11/14/16	06/07/17
Enriquez, Mariana	Secretary I			Pacifica	Parental bonding leave	01/05/17	02/28/17
Filipek, Kimberly	Instructional Aide II - Special Ed.			Paine	Paid medical leave	11/18/16	01/02/17
Guillen, Ana L	Intensive Behavioral Instr. Asst.			La Quinta	Pregnancy disability leave	01/03/17	02/27/17
Hdz. De Rosas, Maria T	Food Service Worker I			Rancho Alamitos	Paid medical leave	01/06/17	03/05/17
Hernandez, Veronica	Food Service Worker I			Northcutt	Extend paid medical leave	01/09/17	02/05/17
Huttner, Patricia	Elementary School Secretary			Carrillo	Paid medical leave	02/07/17	03/21/17
Hutton, Sheila	Intensive Behavioral Instr. Asst.			Special Education	Pregnancy disability leave	01/09/17	01/15/17
Hutton, Sheila	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	01/16/17	04/10/17
Ketter, Joanne	Special Education Assistant			Lawrence	Extend paid medical leave	01/02/17	01/18/17
Lawyer, James	Custodian - Swing			Garden Grove	Paid medical leave	12/21/16	01/04/17
Marquez, Diane	Food Service Worker I			Bell	Extend paid medical leave	01/04/17	02/05/17
Martinez, Maria H	Lead Food Service Worker			Marshall	Paid medical leave	11/14/16	01/15/17
Munoz, Rosalva	Library Media Technician I			Russell	Extend paid medical leave	01/02/17	02/05/17
Nam, Sandra	Instructional Aide I - Special Ed.			Warren	Paid medical leave	02/15/17	03/03/17
Nguyen, Uyen P	Intensive Behavioral Instr. Asst.			Special Education	Pregnancy disability leave	12/27/16	03/09/17
Obregon, Sandy	Bus Driver			Transportation	Pregnancy disability leave	01/03/17	02/28/17
Ojeda-Al Omari, Elizabeth	Intensive Behavioral Instr. Asst.			Special Education	Extend pregnancy disability leave	01/02/17	01/29/17
Pacheco, Rosa	Breakfast Worker			Sunnyside	Paid medical leave	01/03/17	02/03/17
Pegueros, Mark	Custodian			Russell	Extend paid medical leave	12/28/16	02/06/17
Raddatz, Marcos	Ld Intensive Behav. Inst. Asst.			Special Education	Family care leave	12/13/16	01/08/17
Ruiz, Gloria	Food Service Worker I			Bolsa Grande	Paid medical leave	12/15/16	03/15/17
Sotelo, Robyn	Intensive Behavioral Instr. Asst.			Los Amigos	Paid medical leave	01/03/17	02/28/17
Soto, Jr., Antonio	Custodian - Swing			McGarvin	Parental bonding leave	01/03/17	01/20/17
Tran, Hanh	Sch-Comm Liaison Wkr-Bil Viet			Carrillo	Pregnancy disability leave	01/05/17	04/05/17
Vazquez, Patricia	Food Service Worker I			Santiago	Extend paid medical leave	01/04/17	02/05/17
Watkins, Rick	Pool Maintenance Worker			Santiago	Paid medical leave	12/05/16	02/06/17
Watts, Yeganeh	Intensive Behavioral Instr. Asst.			Special Education	Paid medical leave	11/04/16	01/04/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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### RESIGNATIONS/RETIREMENTS

#### Resignations

Ash, Shellese	Lead Food Service Worker			Faylane		09/22/16
Castellanos, Amber	Instructional Aide II - Special Ed.			Woodbury		12/16/16
Contreras, Karina	Instructional Aide II - Special Ed.			Santiago		01/03/17
Dennis, Ramona L	School Office Clerk I			Alamitos		01/11/17
Duong, Van	Custodian - Swing			Brookhurst		01/16/17
Lyons, Teresa	Instructional Aide II - Special Ed.			Paine		01/27/17
Montoya, Yesenia	Health Assistant			Brookhurst		01/19/17
Nguyen, Chinh D	Translator-Interpreter-Bil Viet			A.R.C.		01/16/17
Puckett, Kellen C	Instructional Aide II - Special Ed.			Mark Twain		12/16/16
Scholten, Matthew	Technology Assistant			Peters K-3		02/01/17
Stefanucci, Rachel	Special Education Assistant			Mark Twain		01/27/17
Vo, Nicole C	Instructional Aide - Bil Viet			Allen		01/27/17
Watts, Yeganeh K	Intensive Behavioral Instr. Asst.			Special Education		01/27/17

### CHANGE IN ASSIGNMENT

#### Demotions

Crisanto, Christina E	Breakfast Worker	16/3	\$19.39	Jordan	Voluntary demotion from Lead Food Service Worker	01/19/17
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#### Increase/Decrease

Bryan, Taylor	Noon Duty Supervisor		\$13.09	McGarvin	Increase from 2.25 hours to 3.75 hours per week	12/16/16
Funes, Jason A	Intensive Behavioral Instr. Asst.	23/3	\$23.05	Special Education	Increase from 17.5 to 25 hours per week	01/03/17
Macias Torres, Jose A	Noon Duty Supervisor		\$13.09	Fitz	Increase from 3 to 3.75 hours per week	01/03/17
Palos Castellanos, Selma	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	Increase from 17.5 to 25 hours per week	01/03/17
Washington, Brenda	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	Increase from 17.5 to 25 hours per week	01/03/17

#### Promotions

Burklund, Vince R	General Maintenance Worker	30/1	\$4,302.00	Facilities	From Groundskeeper/Gardener	12/01/16
Duncan, Steven J	General Maintenance Worker	30/1	\$4,302.00	Facilities	From Custodian	12/01/16
Hill, Brenna M	Intensive Behavioral Instr. Asst.	23/3	\$23.05	Special Education	From Instructional Aide II - Special Education	01/03/17

AGENDA ITEM 7B

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/7/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Lawson, Melissa B	Intensive Behavioral Instr. Asst.	23/3	\$23.05	Special Education	From Instructional Aide II - Special Education	11/09/16
Leon, Gerardo	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	01/17/17
Medina, Misty S	Intensive Behavioral Instr. Asst.	23/4	\$24.21	Special Education	From Instructional Aide II - Special Education	01/03/17
Poland, Erik	Groundskeeper/Gardener	26/4	\$4,520.00	District Maintenance Center	From Custodian - Swing	11/28/16
Santana, Magdaleno	Custodian - Swing	25/1	\$3,995.00	Rancho Alamitos	From Food Service Worker I	12/19/16
Tan, Meleth Joy Y	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	01/17/17
Thornton, Patrick M	Bus-Truck Mechanic	37/4	\$6,386.00	Transportation	From Mechanic's Helper	12/05/16
Uribe, Marilyn	Intensive Behavioral Instr. Asst.	23/4	\$24.21	Special Education	From Instructional Aide II - Special Education	01/04/17
Urrelo, Raphael	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	12/12/16
Vu, Ruby H	Fiscal Services Coordinator	49/5	\$9,147.00	Business Office	From Accountant	11/01/16
<b><u>Reclassifications</u></b>						
Chu, Mei-Wei	Instructional Aide II - Special Ed.	19/5	\$23.62	Garden Grove	From Instructional Aide I - Special Education	10/26/16
Mabie, Mary E	Instructional Aide II - Special Ed.	19/5	\$23.62	Garden Grove	From Instructional Aide I - Special Education	11/01/16
Moraes, Maria Rita R	Instructional Aide II - Special Ed.	19/5	\$23.62	Alamitos	From Instructional Aide I - Special Education	10/28/16
Ortez, Nancy J	Instructional Aide II - Special Ed.	19/5	\$25.44	La Quinta	From Instructional Aide I - Special Education	10/24/16
<b><u>Working Out of Class</u></b>						
Lace, Candice M	School Office Clerk II	23/3	\$23.62	Hare	From Campus Safety Assistant	10/20/16
Rinus, Elva	Ld Intensive Behav. Inst. Asst.	26/5	\$27.74	Special Education	From Intensive Behavioral Instruction Assistant	01/03/17
Silva, Rafael	Pool Maintenance Worker	26/5	\$5,241.00	Santiago	From Custodian - Swing	12/05/16
<b><u>MISCELLANEOUS</u></b>						
<b><u>Disciplines</u></b>						
1116	Bus Driver			Transportation	Five (5) day unpaid suspension	01/30/17    02/06/16
<b><u>Probationary Release</u></b>						
Idelfonso Garcia, Linda	Instructional Aide			Violette		12/06/16

Report No.	02/21/17-2
Action Taken	<u>✓</u>
As Recommended	<u>✓</u>
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. 02/21/17-2

EMPLOY

Noon Duty Supervisors  
Regular  
Substitutes  
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations  
Retirements

CHANGE IN ASSIGNMENT

Demotions  
Increase/Decrease  
Promotions  
Working Out of Class

MISCELLANEOUS

Disciplines

It is recommended that the Board approve actions as listed in Board Report No. 02/21/17-2.

On motion of Trustee Muneton, seconded by Trustee Dina Nguyen and  
Unanimously Carried, the Board of Education approved actions relating to  
classified personnel, as recommended in Report No. 02/21/17-2.

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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### EMPLOY

#### Noon Duty Supervisors

Hanna, Kresten	Noon Duty Supervisor		\$13.09	Bell		01/19/17
Lemus De Vega, Ana B	Noon Duty Supervisor		\$13.09	Doig		01/17/17
Ruggiero, Sherrie	Noon Duty Supervisor/CL		\$13.09	Gilbert		12/05/16
Tipton, Pisey S	Noon Duty Supervisor		\$13.09	Allen		01/12/17

#### Regular

Aguilar, Nicholle A	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		02/15/17
Flores, Keisha S	Intensive Behavioral Instr. Asst.	23/2	\$3,802.00	Special Education		01/30/17
Garcia, Sandra A	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		02/21/17
Granados, Cruz M	Instructional Aide II - Special Ed.	19/2	\$19.88	Santiago		01/27/17
Nikolau, Andriana	Instructional Aide II - Special Ed.	19/2	\$19.88	Warren		02/06/17
Vu, Trang II	Instructional Aide - Bil Viet	15/2	\$18.01	Ralston		02/08/17

#### Substitutes

Aguilar Hdz., Cecilia	Sub Bus Driver		\$18.82	Transportation		02/02/17
Aguilar, Carmen	Sub Clerk		\$15.44	Russell		09/01/16
Alvidrez, Sarah	Sub Clerk		\$15.44	Russell		09/01/16
Arroyo, Fatima R	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		02/14/17
Barbosa, Marina R	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		01/13/17
Bartz, Wendy L	Sub Clerk		\$15.44	Varies		12/07/16
Camargo, Johanna	Sub Clerk		\$15.44	Brookhurst		11/15/16
Camarillo, Lisa M	Sub Noon Duty Supervisor		\$13.09	Gilbert		01/03/17
Chavarin, Francisco J	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		01/18/17
Contreras, Karina	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		01/04/17
Cortez, Alexander	Sub Custodian		\$17.91	District Maintenance Center		01/31/17
Dang, Thanhvan T	Sub Noon Duty Supervisor		\$13.09	Allen		01/12/17
Flores, Elizabeth	Sub Noon Duty Supervisor		\$13.09	Russell		01/20/17
Garcia Estrada, Arely	Sub Clerk		\$15.44	Russell		09/01/16
Garcia, Angelica S	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		02/07/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Gomez, Martha	Sub Clerk		\$15.44	Evans		10/01/16
Gonzalez, Juanita	Sub Noon Duty Supervisor		\$13.09	Morningside		01/31/17
Guardado, Sandy V	Sub Noon Duty Supervisor		\$13.09	Sunnyside		01/11/17
La Freniere, Hannah M	Sub Noon Duty Supervisor		\$13.09	Mitchell		02/09/17
Martinez, Francisco A	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		12/17/16
Medina Garcia, Beatriz I	Sub Noon Duty Supervisor		\$13.09	Wakeham		01/30/17
Mutua, Cherish-Sally	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		02/06/17
Navarrete, Thalia I	Sub Noon Duty Supervisor		\$13.09	Morningside		01/19/17
Nguyen, Annie B	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		01/30/17
Perera, Natasha	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		02/01/17
Pham, Hannah H	Sub Noon Duty Supervisor		\$13.09	Sunnyside		01/06/17
Pucket, Kellen	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		12/17/16
Rivera, Elsa	Sub Clerk		\$15.44	Russell		09/01/16
Sarinana, Adela	Sub Noon Duty Supervisor		\$13.09	Riverdale		02/06/17
Schafer, Adrianna M	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		02/14/17
Tirado, Paloma C	Sub Clerk		\$15.44	Riverdale		12/01/16
Vargas-Hdz., Alexander	Sub Noon Duty Supervisor		\$13.09	Marshall		01/20/17
<b><u>Temporary</u></b>						
Abdin, Hamze	Student Worker		\$10.50	Bolsa Grande		01/27/17
Chavarin, Briana	Student Worker - Trainee		\$8.93	Garden Grove		01/21/17
Cookerley, Tyler W	Student Worker - Trainee		\$8.93	Los Amigos		01/21/17
Cortez, Alexander	Auditorium Attendant		\$22.48	Garden Grove		01/31/17
Farias, Andrea	Tutor		\$14.00	Enders		01/11/17
Gonzalez, Rosa M	Health Assistant	18/5	\$23.62	Russell	Temporary additional assignment	10/20/16
Gutierrez, Jorge	Tutor		\$14.00	Rancho Alamitos		01/30/17
Lara, Branden L	Student Worker - Trainee		\$8.93	La Quinta		01/18/17
Nguyen, An B	Tutor		\$14.00	K-12 Educational Services		02/03/17
Nguyen, Long P	Student Worker		\$10.50	Pacifica		01/27/17
Pham, Tony N	Tutor		\$14.00	McGarvin		01/17/17
Pham, Vanvy T	Tutor		\$14.00	K-12 Educational Services		02/06/17
Ramirez, Stephanie M	Health Assistant	21/2	\$20.88	Brookhurst	Temporary additional assignment	01/20/17

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Rojas, Brian	Student Worker		\$10.50	Hare		02/08/17
Santos Montebello, Isaac	ASB Worker		\$10.00	La Quinta		09/01/16
Tran, Brian M	Student Worker - Trainee		\$8.93	La Quinta		01/21/17
Tran, Jimmy N	Tutor		\$14.00	McGarvin		01/24/17
Tran, Trang H	Tutor		\$14.00	K-12 Educational Services		02/07/17
Vasquez, Esau	Student Worker		\$10.50	Los Amigos		01/24/17

### LEAVES

#### Requests

Castaneda, Alondra	Instructional Aide II - Special Ed.			Lawrence	Parental bonding leave	01/13/17	02/27/17
Christiansen, Shelli M	Library Media Technician I			Heritage	Paid medical leave	01/19/17	03/02/17
Diaz, Thalia	Instructional Aide II - Special Ed.			Violette	Extend pregnancy disability leave	03/01/17	03/01/17
Dutton, Connie M	School Office Clerk I			Barker	Extend paid medical leave	11/14/16	03/29/17
Flores, Shannon	Instructional Aide II - Special Ed.			Post	Paid medical leave	01/30/17	02/27/17
Grace, Natalie	Central Office Clerk II			District Education Center	Parental bonding leave	01/30/17	04/24/17
Gutierrez, Jacqueline	Intensive Behavioral Instr. Asst.			Special Education	Extend pregnancy disability leave	01/25/17	02/23/17
Kroll, Elizabeth D	Technology Assistant			Clinton	Parental bonding leave	01/17/17	04/01/17
Le, Uyen K	Breakfast Worker			Riverdale	Paid medical leave	01/19/17	02/02/17
Munoz, Rosalva	Library Media Technician I			Russell	Extend paid medical leave	02/06/17	03/21/17
Obregon, Sandy	Bus Driver			Transportation	Extend pregnancy disability leave	03/01/17	03/01/17
Ojeda-Al Omari, Elizabeth	Intensive Behavioral Instr. Asst.			Special Education	Extend pregnancy disability leave	01/30/17	03/08/17
Ramich, Carolee	Accounting Technician I			Business Office	Pregnancy disability leave	02/13/17	04/10/17
Shah, Shukria	Food Service Worker I			Rosita	Extend paid medical leave	01/28/17	02/23/17
Sotelo, Robyn	Intensive Behavioral Instr. Asst.			Los Amigos	Paid medical leave	01/03/17	03/06/17
Sweet, Cathrine	Bus Driver			Transportation	Paid medical leave	01/04/17	03/01/17
Waggener, Dawn D	Instructional Aide I - Special Ed.			Clinton	Paid medical leave	01/02/17	03/01/17
Watkins, Rick	Pool Maintenance Worker			Santiago	Extend paid medical leave	02/07/17	03/19/17
Zerwekh, Chelsea	Intensive Behavioral Instr. Asst.			Special Education	Parental bonding leave	01/20/17	01/31/17

### RESIGNATIONS/RETIREMENTS

#### Resignations

Feliciano, Kelly C	Lead Food Service Worker			Paine		02/10/17
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AGENDA ITEM 7B

PAGE 4 of 6



# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Guardado, Sandy	Instructional Aide II - Special Ed.			Sunnyside		02/03/17
Leon, Argelia	Instructional Aide II - Special Ed.			Irvine		02/24/17
Marquez, Diane	Food Service Worker I			Bell		02/03/17
Plancarte, Christian	Instructional Aide II - Special Ed.			Lake		02/01/17
Puls, Kyle	Technology Assistant			Russell		01/23/17
Rinus, Elva C	Intensive Behavioral Instr. Asst.			Special Education		02/03/17
Rodriguez, Connie	Breakfast Worker			Carrillo		01/20/17
Simolo, Kristine L	Food Service Worker I			Alamitos		02/15/17
Tanaka, Allison A	Intensive Behavioral Instr. Asst.			Special Education		02/10/17
Washington, Brenda M	Intensive Behavioral Instr. Asst.			Gilbert		02/01/17
<b><u>Retirements</u></b>						
Carter, Debra S	Bus Driver			Transportation		01/13/17
Underdown, Timothy L	Grounds Equipment Mechanic			District Maintenance Center		02/21/17
<b><u>CHANGE IN ASSIGNMENT</u></b>						
<b><u>Demotions</u></b>						
Baker, Librada	Instructional Aide - Bil Spanish	15/5	\$21.40	Clinton	Voluntary demotion from Campus Safety Assistant	01/18/17
<b><u>Increase/Decrease</u></b>						
Bryan, Taylor A	Noon Duty Supervisor		\$13.09	McGarvin	Increase from 3.75 to 8.75 hours per week.	01/05/17
Chang, Krystal V	Intensive Behavioral Instr. Asst.	23/5	\$4,644.00	Special Education	Increase from 32.5 to 40 hours per week	01/17/17
Do, Catalina B	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	Increase from 29 to 32.5 hours per week	01/19/17
Garcia, Keena M	Intensive Behavioral Instr. Asst.	23/2	\$3,802.00	Special Education	Increase from 32.5 to 40 hours per week	01/19/17
Kahmar, Kellie L	Intensive Behavioral Instr. Asst.	23/2	\$3,802.00	Special Education	Increase from 25 to 40 hours per week	01/30/17
Martin, Kyle D	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	Increase from 25 to 32.5 hours per week	01/17/17
Ngo, Stacey A	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	Increase from 29 to 32.5 hours per week	01/18/17
Ruiz, Amanda N	Intensive Behavioral Instr. Asst.	23/4	\$24.21	Special Education	Increase from 25 to 32.5 hours per week	01/17/17
Tran, Susane K	Noon Duty Supervisor/CL		\$13.09	Morningside	Increase from 2.67 to 4.5 hours per week	09/16/16
Truong, Tina T	Intensive Behavioral Instr. Asst.	23/3	\$3,995.00	Special Education	Increase from 32.5 to 40 hours per week	01/30/17
Wilson, Ashley M	Noon Duty Supervisor/CL		\$13.09	Hill	Decrease from 1.67 to 0.83 hours per week	09/01/16

# Garden Grove Unified School District

## CLASSIFIED PERSONNEL REPORT

2/21/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
<b><u>Promotions</u></b>						
Anis, Almas	Lead Food Service Worker	17/4	\$21.40	Lake	From Food Service Worker I	02/01/17
Johnson, Theresa L	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	02/10/17
Montano, Leslie	Instructional Aide II - Special Ed.	19/2	\$19.88	Russell	From Breakfast Worker	02/16/17
Verdenelli, Erika	Accounting Technician II	32/4	\$5,372.00	Business Office	From Accounting Technician I	02/01/17
<b><u>Working Out of Class</u></b>						
Graham, Debra J	School Bus Delegated Trainer	28/5	\$31.34	Transportation	From Bus Driver	01/01/17
<b><u>MISCELLANEOUS</u></b>						
<b><u>Disciplines</u></b>						
7124	School Office Clerk I			Eisenhower	One (1) day unpaid suspension	02/06/17 02/06/17
8029	Bus Driver			Transportation	Twenty-two (22) day unpaid suspension	02/02/17 03/04/17

**AGENDA ITEM 7.1: RECLASSIFICATION – GENERAL MAINTENANCE WORKERS (MECHANICAL MAINTENANCE DEPARTMENT)**

**AGENDA ITEM 7.2: NEW POSITION – MECHANICAL MAINTENANCE WORKER (MECHANICAL MAINTENANCE DEPARTMENT)**

**AGENDA ITEM 7.3: CLASSIFICATION DESCRIPTION REVISION – MECHANICAL MAINTENANCE WORKER**

**BACKGROUND**

In 2014, two positions in the Mechanical Maintenance Department were filled as General Maintenance Worker rather than Mechanical Maintenance Worker (which is what they had been classified as historically). The reasoning at the time was for the General Maintenance Workers to be in one broad classification so that they could transfer more easily into other departments if they wanted to gain more experience and allow the district more flexibility with how they are utilized among departments. However, the Director of Maintenance, Operations, and Transportation (MOT) and the Mechanical Repair Supervisor have requested that the two General Maintenance Workers assigned to the Mechanical Maintenance Department be reclassified to the Mechanical Maintenance Worker classification. Staff met with the Director of MOT, the Mechanical Repair Supervisor, and the two incumbents of the General Maintenance Worker positions in the Mechanical Maintenance Department to determine how the two positions should be classified.

**FINDINGS**

Assistant Director Smith met with the Mechanical Repair Supervisor, Art Blais, and the two incumbents of the General Maintenance Worker positions in his department, Anthony Nunez and Brian Sannebeck, to study their positions and the essential duties they perform. Both incumbents have been in their positions longer than two years and they have been performing the essential duties of the Mechanical Maintenance Worker classification. They assist the Electricians, Plumbers, and HVAC Technicians with their work and perform semi-skilled repair and maintenance of mechanical equipment related to those three trades. By reclassifying the General Maintenance Worker positions in the Mechanical Maintenance Department to the Mechanical Maintenance Worker classification, staff will be able to conduct more targeted recruiting for those positions and will be able to create an eligibility list of candidates who have the mechanical maintenance background that is needed for the department, rather than a general maintenance background. Therefore, staff is recommending that the two General Maintenance Worker positions be reclassified to Mechanical Maintenance Worker along with the incumbents.

The Mechanical Maintenance Department will also be adding a new position. The essential duties, knowledge, and abilities of the new position match those of Mechanical Maintenance Worker. Therefore, staff is recommending that the new position be classified as a Mechanical Maintenance Worker.

Assistant Director Smith reviewed the classification description for Mechanical Maintenance Worker with Mr. Blais, Mr. Nunez, Mr. Sannebeck, and an incumbent of the Mechanical Maintenance Worker classification, Sonny Tran, to ensure the classification description is updated. They had some minor suggestions to update the essential duties of the classification and minor changes to the physical demands of the classification.

The Mechanical Maintenance Worker classification description with the proposed revisions is attached.

**RECOMMENDATIONS:**

**Recommendation 7.1:** It is recommended that the General Maintenance Worker positions (salary range 30) in the Mechanical Maintenance Department be reclassified to Mechanical Maintenance Workers (salary range 30) and that the incumbents be reclassified with the positions, effective March 02, 2017.

**Recommendation 7.2:** It is recommended that the Personnel Commission approve the classification of the new position listed above as Mechanical Maintenance Worker, salary range 30, effective March 01, 2017.

**Recommendation 7.3:** It is recommended that the Personnel Commission approve the revised classification description for Mechanical Maintenance Worker, effective March 01, 2017.

## **MECHANICAL MAINTENANCE WORKER**

### **JOB SUMMARY**

Under general supervision, assists skilled journey-level trades employees in cleaning, adjusting, and performing semi-skilled repair and maintenance of mechanical equipment related to electrical, HVAC, and plumbing assigned to the Maintenance Department; and performs related work as required.

### **ESSENTIAL DUTIES**

- Performs work activities related to the maintenance and repair of machinery and equipment.
- ~~Repairs and m~~Maintains power tools and equipment related to mechanical work.
- Lubricates, replaces worn parts, and periodically checks small motors, small pumps, heaters, and other machinery for proper operation and servicing.
- ~~Installs and repairs safety devices on machinery.~~
- Assists in running underground gas, water and sewer lines and clears sewer stoppages, as well as assisting electricians in the installation of conduit and wiring, outlets, switches, and lighting.
- Troubleshoots and repairs plumbing fixtures such as valves, faucets, traps, and drains.
- Assists in the installation of conduit and wiring outlets, switches, and lighting.
- Troubleshoots and repairs light switches, wall plugs/receptacles, lighting fixtures, and replaces ballasts.
- Assists in the repair of heating, ventilation, and air conditioning equipment by lubricating motors, changing filters, thermocouplers, gas valves, pilot relays, and limit switches.
- Digs trenches and holes by using a shovel or backhoe, as appropriate.

### **MARGINAL DUTIES**

- ~~May perform repair and maintenance work on kitchen equipment such as dishwashers, water heaters, ovens, gas valves, electric fans, and small appliances.~~

### **EMPLOYMENT STANDARDS**

**Education and Experience:** High school graduation or equivalent and any combination equivalent to two years of experience in performing minor maintenance and repair work on a variety of electrical and/or plumbing fixtures and HVAC/mechanical equipment.

### **KNOWLEDGE AND ABILITIES**

#### **Knowledge of:**

- Principles of electricity and electric motors, pumps, and compressors.
- Mechanical equipment such as heaters, air conditioners, pumps.
- Plumbing fixtures and equipment.
- Minor electrical repairs.
- Applicable safety procedures.

#### **Ability to:**

- Use hand tools and testing equipment to troubleshoot and repair a wide variety of electrical, plumbing, and mechanical problems.
- Work safely with and around electrical, plumbing, and mechanical equipment.
- Read and work from drawings, diagrams, and schematics.
- Understand written and oral instructions.
- Work cooperatively with others.
- Lift, stoop, climb, crawl, and dig.
- Operate a man lift and use ladders safely.
- Read and write English at a level required for satisfactory job performance.

**LICENSE:** Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate.

**PHYSICAL DEMANDS/WORKING CONDITIONS:** In a shop and field environment, performs heavy work, including pushing/moving items up to 100 pounds and frequent lifting and/or carrying of objects weighing up to 50 pounds. Must be able to ascend and descend ladders, stairs, scaffolding, ramps, poles, etc. one or more stories above ground level. Must be able to dig holes and trenches, stoop, kneel, crouch, and crawl through ceilings, under flooring and similar spaces. Must work in inclement weather or other adverse conditions (tight spaces, dust, fumes, extreme heat, etc.). Must be able to drive vehicle to various district sites.

**AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS**

- 7.4 New Positions – Campus Safety Assistant (2 positions – Los Amigos High School)
- 7.5 New Position – Intensive Behavioral Instruction Assistant (Office of Special Education)

**Recommendation:** It is recommended that the Personnel Commission approve the classification of the new position(s) as listed above.

**AGENDA ITEM #8: ORDERING OF EXAMINATIONS**

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

8.1 Accountant	Open
8.2 Campus Safety Assistant	Open
8.3 Instructional Aide – Bilingual Vietnamese	Open
8.4 Mechanic's Helper	Open
8.5 Stock Clerk II	Promotional
8.6 Technology Assistant	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).



## GARDEN GROVE UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

10331 Stanford Ave., Garden Grove, CA 92840

Phone: (714) 663-6000 Fax: (714) 663-6500

[www.ggusd.us](http://www.ggusd.us)

**\*\* NOW AVAILABLE ONLINE \*\***

Fill-in Application Forms

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Click on Employment, click on  
Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

# ACCOUNTANT

## OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES

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

**SALARY:** \$6709 per month with four annual step increases to \$8175 per month (15-16 Rate)

**POSTING DATE:** FEBRUARY 14, 2017

**LAST DAY TO FILE:** MARCH 7, 2017 BY 5:00 P.M.

**WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT**

**ABOUT THE JOB:** Under general direction, performs professional accounting duties; participates in the planning and operation of the school district's accounting activities, the development and control of the district's budget and performs related work as required.

**BASIC FUNCTION:** Compiles data, develops spreadsheets, evaluates results and balances books and ledgers for year-end closing; analyzes accounts, attendance reports, data processing input and output, and other financial reports and data to identify and correct problems; compiles the District's quarterly tax returns for Social Security and Medicare within strict timelines; compiles data for a variety of complex government reports and provides related training to district personnel as appropriate; coordinates and compiles complex data for program budgeting and accounting for various local, state, and federal programs and projects; prepares a wide variety of complex budget documents; monitors accounts; makes adjustments as appropriate; audits and assists schools with student body accounting activities; conducts internal audits of district funds and accounts, assuring that federal and state guidelines are followed; assists outside auditors, as appropriate; creates and uses computer based information in the analysis of accounts, projection of fiscal needs, and preparation of financial reports; prepares a variety of complex monthly, quarterly and annual financial reports; confers with and assists district personnel in preparing and interpreting financial documents and understanding other complex and difficult accounting work and attends training workshops and trains support personnel as needed.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

### EMPLOYMENT STANDARDS

**Education and Experience:** Any combination of education, training and experience which is likely to provide a level of knowledge equivalent to a bachelor's degree with a major in accounting or a closely related field, and at least three years equivalent to full-time work of professional governmental accounting experience. 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:** Governmental accounting principles and practices; internal and external auditing procedures; financial analysis and research techniques; a variety of computerized accounting systems; standard computer software and school accounting and the California School Accounting Manual provisions and regulations.

**Ability to:** Prepare accurate, complex and detailed accounting reports; learn and apply provisions of various government codes, manuals, as well as district fiscal policies and procedures; use personal computers to collect a wide variety of data and prepare complex reports; train accounting and school personnel in financial record keeping and establish and maintain effective working relationships with administrators, department heads, outside auditors and others; speak and write effectively.

**SELECTION PROCEDURES:** Applications will be accepted from the general public and district employees who possess the above qualifications. *The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.* The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the open eligibility list. Outside and district candidates will be placed on one ranked list, with eligible district employees receiving five seniority points which will be added to their final scores.

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## CAMPUS SAFETY ASSISTANT

### OPEN RECRUITMENT

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

**SALARY:** \$18.92 per hour with three annual step increases to \$21.94 per hour (15-16 Rate)

**POSTING DATE:** FEBRUARY 17, 2017

**APPLICATION FILING PERIOD:** MARCH 6, 2017 TO MARCH 10, 2017 BY 5:00 P.M.

**WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT**

**ABOUT THE JOB:** Persons in these positions work 3 to 3.5 hours per day/ school session at a high school. Under the supervision of the principal or designee, assists in ensuring student safety by monitoring campus buildings and grounds, controlling access to the campus, assuring student compliance with school policies, and performing related work as required.

**BASIC FUNCTION:** Assists with student control on grounds and in buildings, including halls, walkways, cafeterias, eating areas, parking lots, campus entrances, and restrooms; provides appropriate leadership for students to earn their respect and cooperation in following directions and school rules; checks students' passes to determine if they are authorized to be absent from assigned classes and reports unauthorized absences to school administration; checks for visitors' passes and directs/escorts general public to the administration office, in accordance with campus sign-in procedures; investigates and reports incidents of persons loitering on or near the campus and students leaving or congregating off school grounds without permission; identifies, corrects and/or reports safety hazards that may compromise student/staff safety; monitors student behavior, deters and modifies inappropriate student behaviors of a relatively minor nature and reports serious infractions to school administrators for possible disciplinary action; operates a two-way radio to communicate with school administrators, staff, and other campus personnel; monitors parking lots for proper parking procedures and traffic flow, opens and secures gates; assists with crowd control at school events and performs other related duties as required.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

### EMPLOYMENT STANDARDS

**Education and Experience:** High school graduation or equivalent and some paid or volunteer experience in a leadership capacity working with teenagers. 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:** Methods of campus control; techniques used in guiding, motivating and supervising students; skills utilized to maintain positive relationships with students and other adults and district and school rules and regulations.

**Ability to:** Supervise an assigned campus area; understand and follow oral and written instructions; speak clearly, provide information in an understandable manner and give directions to others; establish and maintain effective working relations with staff, students, and parents; assure student compliance with the policies and procedures of the school and District; observe situations and accurately determine an effective course of action and operate a two-way radio.

**SELECTION PROCEDURES:** Applications will be accepted from the general public and district employees who possess the above qualifications. *The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.* The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the open eligibility list. Outside and district candidates will be placed on one ranked list, with eligible district employees receiving five seniority points which will be added to their final scores.

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## **INSTRUCTIONAL AIDE**

### **(VIETNAMESE SPEAKING)**

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES  
 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:** FEBRUARY 14, 2017

**LAST DAY TO FILE:** MARCH 7, 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.), school session, in 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 and participates in meetings and in-service training programs, as assigned.

❖ Complete Job Description available at [www.ggusd.us](http://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 written test.**

**SPECIAL NOTE:** These positions require fluency in English/Vietnamese.

#### **A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING...**

**Knowledge of:** Basic methods used in instruction and 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 and establish and maintain effective working relationships with students, parents, teachers, and administrators.

**SELECTION PROCEDURES:** Applications will be accepted from the general public and district employees who possess the above qualifications. ***The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.*** The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the open eligibility list. Outside and district candidates will be placed on one ranked list, with eligible district employees receiving five seniority points which will be added to their final scores.

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## MECHANIC'S HELPER

OPEN RECRUITMENT

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

**SALARY:** \$4409 per month with four annual step increases to \$5372 per month (15-16 Rate)

**POSTING DATE:** FEBRUARY 17, 2017

**APPLICATION FILING PERIOD:** MARCH 7, 2017 TO MARCH 10, 2017 BY 5:00 P.M.

**ABOUT THE JOB:** Persons in these positions will normally work Tuesday – Saturday, swing shift (3:15 – 11:45 p.m.) Under general supervision, services automobiles, trucks, buses, and other automotive equipment; performs mandatory 45 day highway patrol bus safety inspections; performs routine maintenance and minor repairs as needed; and performs related work as required.

**BASIC FUNCTION:** Services all fluids and filters on buses, trucks automobiles, and other motorized equipment according to service schedules; inspects, changes and repairs tires; delivers, parks, and locks buses after service; adjusts air and hydraulic brakes; conducts mandatory 45-day highway patrol bus safety inspections and logs work performed according to rules and procedures; assists in cleaning shop and work areas; cleans and cares for tools; documents work performed, records gauge readings and quantities of supplies used for review by supervisor; shuttles buses, parts, and equipment to and from outside vendors and contractor repair facilities as assigned; steam cleans undercarriages and engine compartments of buses, trucks, and cars as needed; drives and tests buses; may assist in maintaining parts room and works overtime in emergency situations.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Graduation from high school or equivalent and a minimum of one year equivalent to full-time work of recent experience in the servicing of automotive equipment; bus and truck repair experience preferable. Course work in automotive mechanics desirable. 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 within the first six months of employment a valid Class A or B California Driver License, with a passenger endorsement, 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:** Servicing and safety requirements automobile, truck and bus equipment including engines, brakes, and chassis; tools and equipment used in general servicing of buses, trucks, and automobiles; light and heavy duty mechanical systems and mandatory 45 day highway patrol bus safety inspections.

**Ability to:** Clean and service chassis and bodies; drive motor vehicles safely; follow oral and written instructions; maintain accurate related work records; understand complex mechanical systems; work cooperatively with others and speak and read English at a level required for successful performance.

**SELECTION PROCEDURES:** Applications will be accepted from the general public and district employees who possess the above qualifications. **The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.** The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the open eligibility list. Outside and district candidates will be placed on one ranked list, with eligible district employees receiving five seniority points which will be added to their final scores.



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## STOCK CLERK II

PROMOTIONAL RECRUITMENT  
OPEN TO DISTRICT EMPLOYEES ONLY

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

**SALARY:** \$4094 per month with four annual step increases to \$4989 per month (15-16 Rate)

**POSTING DATE:** FEBRUARY 14, 2017

**LAST DAY TO FILE:** MARCH 7, 2017 BY 5:00 P.M.

**ABOUT THE JOB:** Under general direction, receives, stores, ships, and issues school and maintenance supplies and equipment; creates and maintains computerized stock control records and inventories; and performs related work as required.

**BASIC FUNCTION:** Receives and signs for school, building, and maintenance and repair materials, parts and equipment, food items, textbooks, and supplies delivered; inspects incoming equipment, parts, materials, stock, and/or textbooks for conformity to purchase orders and packing lists; packages, prepares paperwork, and arranges appropriate carrier transportation of outgoing materials; coordinates between purchasing and district offices or schools and/or other departments to trace shipments, resolve discrepancies and relay inventory status; maintains computerized records and compiles reports of shortages, damages, and other discrepancies; updates computerized records to reflect status of orders; helps load and unload district and vendor trucks; fills requisitions and marks orders for delivery; participates in periodic and annual inventories; keeps warehouse areas and shelves in clean and orderly condition and researches and contacts vendors for the purpose of locating needed parts and other materials.

**MARGINAL DUTIES:** Operates trucks to transport equipment between schools, including serving as backup relief delivery driver, as necessary; operates forklift, pallet jack, and stock picker as needed; assists in determining storage space requirements, optimum stock quantities, and proper or better methods of inventory control and storage; independently works with district offices and other departments to complete special projects related to warehouse functions.

❖ Complete Job Description available at [www.ggusd.us](http://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 experience equivalent to full-time work in warehousing, including receiving, issuing, packing, shipping, and/or storage work. Part-time work 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:** Proper methods for receiving, storage, inventory, issuance, packing, and shipping of school and/or maintenance equipment, supplies, and materials; equipment and supplies used in a school system; traffic laws and safe driving practices.

**Ability to:** Learn storage demands, forecasting, and planning for space needs; operate and maintain a forklift, stock picker, pallet jack, and delivery truck in a safe manner; wrap and pack articles for shipping and storage; use a computer effectively, including input, search, and report techniques; maintain current and accurate records of warehouse transactions; lift and move heavy objects by hand, hand truck, or other material handling equipment; work cooperatively with others; understand and carry out written and oral instructions; search catalogs to identify and order replacement parts for buses, trucks, and other district equipment.

**SELECTION PROCEDURES:** Applications will be accepted from district employees who possess the above qualifications. *The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.* The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the promotional eligibility list.

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## GARDEN GROVE UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

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# TECHNOLOGY ASSISTANT

OPEN RECRUITMENT

OPEN TO THE GENERAL PUBLIC AND DISTRICT EMPLOYEES

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

**SALARY:** \$18.46 per hour with four annual step increases to \$22.48 per hour (15-16 Rate)

**POSTING DATE:** FEBRUARY 14, 2017

**LAST DAY TO FILE:** MARCH 7, 2017 BY 5:00 P.M.

**WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT**

**ABOUT THE JOB:** Persons in these positions work 3 to 3.5 hours per day, school session. Under general supervision of a school site administrator, provides entry-level technical support to staff and students in maintaining and utilizing technology, including computers, associated peripherals, other technology equipment, software applications and multimedia instructional materials. Assists in implementing the district's technology plan. May work with a variety of operating systems and network devices.

**BASIC FUNCTION:** Serves as a resource to staff, students, and parents by providing current information on technology equipment, software, and their use in the school environment; sets up and configures computers, printers, and peripheral devices; loads software; images and prepares new technology for use; operates and performs troubleshooting and maintenance on a variety of network devices, multimedia and peripheral equipment; assists with the proper operation and security of all technology; coordinates the use of computer facilities and the circulation of related materials and equipment; explains and demonstrates the proper use of equipment, software, and other resource materials; assists students and staff in computerized learning activities by explaining and demonstrating how to use technology; assists with the school's electronic communication efforts; performs a variety of support services including the maintenance of records and inventories pertaining to technology resources; serves as liaison with Information Systems Department and contacts vendors, as directed and performs related duties as assigned.

❖ Complete Job Description available at [www.ggusd.us](http://www.ggusd.us) under Employment/Classified Job Opportunities/Job Descriptions

### EMPLOYMENT STANDARDS

**Education and Experience:** High school graduation or equivalent, and one year of experience equivalent to full-time work in the installation, maintenance and support of computers, peripherals, and related equipment. Part-time experience will be considered and adjusted appropriately. Knowledge of Apple and Windows operating systems is required; knowledge of Google operating systems is desired. Prior experience in an educational setting is desirable. 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:** Operation and maintenance of computer hardware systems, software applications and operating systems used by the District; principles of computer and networking technologies; operation of computers and peripheral equipment; basic preventive maintenance and troubleshooting techniques for computers; basic word processing skills; and basic arithmetic.

**Ability to:** Operate, maintain, and adjust computers and peripheral equipment properly and efficiently; install and maintain software; make routine equipment adjustments and perform routine maintenance and troubleshooting; operate a standard computer keyboard accurately; exercise patience, tact, sensitivity, and good judgment with others; establish effective working relationships with staff and students; learn new skills to keep current with technology changes; maintain accurate records and files; and coordinate time schedules; speak clearly and communicate effectively and work with limited supervision.

**SELECTION PROCEDURES:** Applications will be accepted from the general public and district employees who possess the above qualifications. *The district reserves the right to invite applicants whose qualifications most closely meet the requirements needed for the position to continue in the examination process.* The examination may consist of an evaluation of training and experience, and of written, performance, and oral/technical exams. Persons needing reasonable accommodation must notify the Office of Personnel Services by the last day to file. A qualifying score must be achieved on all portions of the examination in order to be placed on the open eligibility list. Outside and district candidates will be placed on one ranked list, with eligible district employees receiving five seniority points which will be added to their final scores.

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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 | Assistant Director of Transportation       | Open        |
| 9.2 | Intensive Behavioral Instruction Assistant | Open        |
| 9.3 | Lead Custodian                             | Promotional |

**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:** Assistant Director of Transportation

**Recruitment:** 16/23.0

**Recruitment Type:** Open

**Advertising:** GGUSD Website,  
Governmentjobs.com, Job Bulletin,  
Ed-join

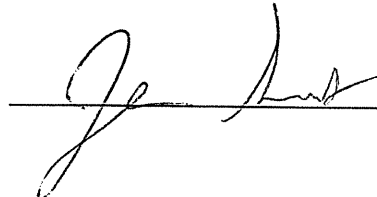
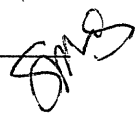
**Commission Ordered Recruitment:** 12/07/2016  
**Recruitment Opened:** 01/03/2017  
**Recruitment Closed:** 01/24/2017  
**Commission Approved Eligibility Lists:** 03/01/2017  
**Eligibility List Effective Date:** 02/21/2017  
**Eligibility List Expiration Date:** 02/20/2018

Test #: 1	Application Screening	
Applications Total: 82		Test Weight: 0%
Passed: 14		
Failed: 68		

Test #: 2	Performance Examination	
Applications Total: 14		Test Weight: 0%
Passed: 6	No Show: 4	Test Date: 02/03/2017
Failed: 4		

Test #: 3	Oral Rating Examination	
Applications Total: 6		Test Weight: 100%
Passed: 6	No Show: 0	Test Date: 02/17/2017
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: Assistant Director of Transportation

Recruitment # 16/23.0

Eligibility List Effective Date: 02/21/2017

Eligibility List Expiration Date: 02/20/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	30830457	100
2	20224191	93
3	30805930	85
3	471946	85
4	21682903	82
5	26532187	80



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

**Classification Title:** Intensive Behavioral Instruction Assistant    **Recruitment:** 16/28.0

**Recruitment Type:** Open

**Advertising:** Employment  
Bulletin, GGUSD Website, Edjoin,  
Governmentjobs.com

**Commission Ordered Recruitment:** 02/01/2017  
**Recruitment Opened:** 01/06/2017  
**Recruitment Closed:** 01/27/2017  
**Commission Approved Eligibility Lists:** 03/01/2017  
**Eligibility List Effective Date:** 02/23/2017  
**Eligibility List Expiration Date:** 02/22/2018

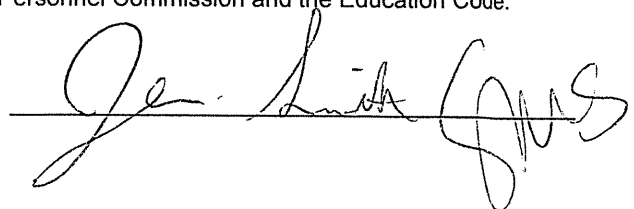
Test #: 1	<b>Application Screening</b>		
Applications Total: 248			Test Weight: 0%
Passed: 140	No Show: 0		
Failed: 108			

Test #: 2	<b>NCLB Exam</b>		
Applications Total: 84			Test Weight: 0%
Passed: 22	No Show: 56		Test Date: 02/09/2017
Failed: 6			

Test #: 3	<b>Multiple Choice Exam</b>		
Applications Total: 78			Test Weight: 40%
Passed: 60	No Show: 14		Test Date: 02/09/2017
Failed: 4			

Test #: 4	<b>Oral Rating Exam</b>		
Applications Total: 60			Test Weight: 60%
Passed: 50	No Show: 3		Test Date: 02/21/2017
Failed: 7			
Merged: 25			

**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: Intensive Behavioral Instruction Assistant

Recruitment # 16/28.0

Eligibility List Effective Date: 02/23/2017

Eligibility List Expiration Date: 02/22/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	24007873	96 **
2	23352386	95 **
3	12599468	93 **
3	28361935	93 *
3	30952276	93
3	25675098	93 **
4	6334057	90 **
4	23391845	90
5	23653931	89
5	25508964	89 *
5	28279591	89 *
6	28316462	88 *
6	25396918	88 *
6	26254473	88
6	17844505	88 *
7	23364833	87 *
7	22187219	87
7	28256541	87 *
7	12173059	87 *
8	22230501	86 **
8	5326882	86 ***
8	23772378	86 *
9	23329074	85
9	29150214	85
9	25690886	85
9	26068056	85
10	21235356	84 **
10	30922788	84
10	18371123	84 **
11	17343153	83 **
11	26146820	83
12	22044862	82 *
13	27030255	81
13	18742401	81 **
13	24195880	81
13	28968220	81
14	30796478	80

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
14	31007821	80
14	20306430	80 **
15	24337049	79 *
15	14195895	79 **
15	26662487	79
15	30912530	79
15	25272670	79
15	14025920	79
15	9975938	79 ***
16	8972793	78
16	20783276	78 ***
16	26992889	78 **
16	25576443	78 **
16	28266484	78
16	26804822	78
17	28296749	77
17	29114164	77
17	30882044	77
18	21209305	76 *
18	15900725	76
18	30941515	76
18	2695487	76 **
19	31010872	75
20	27439080	74
20	27172390	74 *
20	28285094	74 *
21	13905883	73
21	28398391	73 *
21	26632041	73
21	22382217	73 *
22	18606653	72 *
22	25951148	72
22	23531531	72 *
22	27151806	72 *
22	7734116	72
23	28454018	71
23	17087582	71 *
23	26766150	71 *

\* Merged Candidate

\*\* Seniority Points

\*\*\* Merged with Seniority Points

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

**Classification Title:** Lead Custodian

**Recruitment:** 16/24.0

**Recruitment Type:** Promotional

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

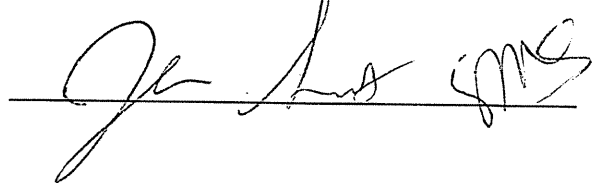
**Commission Ordered Recruitment:** 01/04/2017  
**Recruitment Opened:** 01/09/2017  
**Recruitment Closed:** 01/30/2017  
**Commission Approved Eligibility Lists:** 03/01/2017  
**Eligibility List Effective Date:** 02/23/2017  
**Eligibility List Expiration Date:** 02/22/2018

Test #: 1	Application Screening	
Applications Total:	25	Test Weight: 0%
Passed:	14	
Failed:	11	

Test #: 2	Multiple Choice Examination	
Applications Total:	14	Test Weight: 40%
Passed:	9	Test Date: 02/08/2017
Failed:	2	
	No Show: 3	

Test #: 3	Oral Rating Examination	
Applications Total:	9	Test Weight: 60%
Passed:	7	Test Date: 02/22/2017
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.

  
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Recruitment: Lead Custodian

Recruitment # 16/24.0

Eligibility List Effective Date: 01/23/2017

Eligibility List Expiration Date: 01/22/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	15929165	97
2	18609826	96
3	17046571	94
4	22006189	91
5	156229	88
6	7736416	87
7	16924311	81