

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

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

AGENDA

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADMINISTRATION AND POLICY**
 - 3.1 Re-appointment and Oath of Allegiance – Personnel Commissioner, Bernice Flatebo
 - 3.2 Annual Reorganization of the Personnel Commission
 - 3.3 Director's Report
4. **MINUTES OF THE REGULAR MEETING OF NOVEMBER 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 – 11/07/17
7. **APPROVAL OF CLASSIFICATION ACTIONS***
 - 7.1 New Classification – District Community Liaison
 - 7.2 Reclassification – School Community Liaison – Bilingual Korean, Spanish, Vietnamese
(Parent and Community Outreach Department Incumbents)
8. **ORDERING OF EXAMINATIONS***

| | |
|--|------|
| 8.1 Groundskeeper/Gardener | Open |
| 8.2 Instructional Aide – Vietnamese Speaking | Open |
| 8.3 Instructional Assistant II – Special Education | Open |
| 8.4 Intensive Behavioral Intervention Assistant | Open |
| 8.5 Vocational Specialist | Open |
9. **RATIFICATION OF ELIGIBILITY LISTS***

| | |
|---|-------------|
| 9.1 Construction Maintenance Supervisor | Open |
| 9.2 Director of Business Services | Promotional |
| 9.3 Food Service Manager (Extend Expiration Date) | Promotional |
| 9.4 Head Custodian I | Promotional |
| 9.5 Instructional Aide – Arabic Speaking | Open |
| 9.6 Manager of Facilities | Open |
| 9.7 School Community Liaison – Bilingual Spanish | 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.

AGENDA ITEM #3.2: ANNUAL REORGANIZATION OF THE PERSONNEL COMMISSION

The Education Code requires that the Personnel Commission hold an annual reorganization meeting during the month of December. The following actions need to be taken at this time:

- Selection of a Chairperson of the Personnel Commission for the coming year.
- Selection of a Vice-Chairperson of the Personnel Commission for the coming year.
- Appointment of a Secretary to the Personnel Commission for the coming year. This position is usually held by the Personnel Director.
- Establishment of the regular Personnel Commission meeting schedule for the coming year, including the place and time of the meeting.

Recommendation: It is recommended the Personnel Commission select a Chairperson, Vice-Chairperson, and Secretary to the Personnel Commission for the coming year. It is further recommended the Personnel Commission announce the dates, places, and times for its regular meetings during the coming year.

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING
10331 Stanford Avenue
Garden Grove, CA

MINUTES

of the Meeting of
November 1, 2017

CALL TO ORDER

Commissioner Tortolano called the meeting of November 1, 2017 to order at 5:10 p.m. Commissioner Tortolano led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

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

STAFF MEMBERS PRESENT

Ms. Eliana Ceja
Mr. Pat Collison
Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Assistant Director Smith stated that Director Seymour was unable to attend this month's Personnel Commission meeting. Additionally, Assistant Director Smith stated that the Board of Education took action to re-appoint Commissioner Flatebo to a new three year term to begin on December 1, 2017. At that meeting, Board President Lan Quoc Nguyen mentioned the importance of the merit system and commended all staff on all of their hard work and dedication. Commissioner Flatebo will get re-sworn in at the December Personnel Commission meeting.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the October 4, 2017 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. CSEA Chief Job Steward, Joe Ragusa, inquired as to the status of filling positions in the Paint Department. The Paint Department is currently short staffed where Mr. Ragusa estimates that there is about a 40% staff shortage. Mr. Ragusa would like to obtain an update on a timeline in filling these positions and getting additional help for the Paint Department. The department has a Glazier vacancy and he also knows there are a few other employees that are getting ready to retire. Assistant Director Smith responded that the Personnel Office takes direction on recruitment priorities from Director of Maintenance, Operations and Transportation, Javier Rodriguez. Director Rodriguez has not contacted staff regarding recruitments to fill vacancies in the Paint Department.

Commissioner Tortolano requested that Assistant Director Smith reach out to Director Rodriguez to inquire as to his recruitment needs for the Paint Department.

Employee Cathrin Sargent mentioned that some Paint Department employees are currently on a medical leave.

Commissioner Franks commented that perhaps the Paint Department could request substitutes or look for employees interested in working out of class as he also observed there are Paint Department employees out on medical leave as per the Classified Personnel Board Report.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 10/17/17
- 2018 CSPCA Conference

APPROVAL OF CLASSIFICATION ACTIONS

7.1 New Classification – Technology Support Specialist I

Assistant Director Smith stated that after further review of the suggested recommendations from the comprehensive Information Technology study performed by School Services of California (SSC), Technology Assistant and Lead Technology Assistant classifications be merged into one classification, to be named Technology Support Specialist I. Subsequently there will be some reorganization and re-assignment of duties. Technology Support Specialist Is are at school sites and there will no longer be a structure of Lead and non-lead Technology Assistants. All Lead and non-Lead Technology Assistants will get reclassified to Technology Support Specialist I and will get placed on salary range 22.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the new classification and proposed classification description for Technology Support Specialist I, to be placed on salary range 22, effective November 1, 2017. The motion passed 3-0.

7.2 New Classification – Technology Support Specialist II

Assistant Director Smith stated that it is recommended that Assistant Network Technicians and Help Desk Support Technicians be merged into one classification as well. Currently, Help Desk Support Technicians remain at the Help Desk while Assistant Network Technicians go out on field calls. Under a new merged classification, all of these duties would get rotated among these employees. Technology Support Specialist IIs will provide Technology Support Specialist Is with technical support, not lead duties. Based on this new recommended classification a compensation study was also conducted. Staff recommends placing this new classification on salary range 31.

Commissioner Flatebo commented that it is nice to see that the Technology Assistants, who were former part-time employees, are now all being transitioned into full-time hours.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the new classification and proposed classification description for Technology Support Specialist II, to be placed on salary range 31, effective November 1, 2017. The motion passed 3-0.

7.3 Reclassification – Technology Assistant and Lead Technology Assistant (Incumbents)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the reclassification of the positions of Lead Technology Assistant and Technology Assistant to Technology Support Specialist I and that the incumbents of these positions be reclassified with their positions, effective November 2, 2017. The motion passed 3-0.

7.4 Reclassification – Assistant Network Technician and Help Desk Support Technician (Incumbents)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the reclassification of the positions of Assistant Network Technician and Help Desk Support Technician to Technology Support Specialist II and that the incumbents of these positions be reclassified with their positions, effective November 2, 2017. The motion passed 3-0.

7.5 New Positions – Instructional Assistant II – Special Education (2 positions – Rancho Alamitos)

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

ORDERING OF EXAMINATIONS

- | | | |
|-----|--|-------------|
| 8.1 | Assistant Buyer | Open |
| 8.2 | Clerical Specialist II | Promotional |
| 8.3 | Director of Business Services | Promotional |
| 8.4 | Instructional Assistant III – Specialized Physical Health Care | Open |
| 8.5 | School Community Liaison – Bilingual Arabic | Open |

Commissioner Franks inquired as to whether the School Community Liaison – Bilingual Arabic recruitment had already been ordered last month. Assistant Director Smith stated that the Instructional Aide – Bilingual Arabic examination was ordered last month, not the School Community Liaison.

Commissioner Flatebo commented that it is nice to see promotional opportunities.

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 | Instructional Aide | Promotional |
| 9.2 | Secretary I | Open |

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

OTHER BUSINESS

- 10.1 Commissioners

Commissioner Flatebo commented that she and Director Seymour recently attended the CSPCA lunch meeting where they have begun planning for the annual CSPCA conference taking place in early 2019 to be held in Anaheim.

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

ADJOURNMENT

The meeting was adjourned at 5:21 p.m.

Accepted by: Marilyn Tortolano, Chairperson
Minutes Recorded by: Maribel Cantoran

AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS

CORRESPONDENCE AND COMMUNICATIONS

⇒ Classified Personnel Report – 11/07/17

| | |
|----------------|-------------------|
| Report No. | <u>11/07/17-2</u> |
| 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. 11/07/17-2

EMPLOY

Employee Contractors
Noon Duty Supervisors
Regular
Reinstate/Reemploy
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. 11/07/17-2.

On motion of Trustee Dina Nguyen, seconded by Trustee Muneton, and
unanimously carried, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 11/07/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/7/2017

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

EMPLOY

Employee Contractors

| | | | | | | | |
|----------------------|---------------------|--|---------|-----------------|--|----------|----------|
| Cervantes, Michael J | Employee Contractor | | \$20.00 | Garden Grove | HOURLY - will teach the fundamentals of percussion and compose music for competitions; not to exceed 250 hours. | 10/19/17 | 06/08/18 |
| Lopez, Vanessa D | Employee Contractor | | \$22.00 | Santiago | HOURLY - special instruction for marching intervention; not to exceed 185 hours. | 10/12/17 | 06/30/18 |
| Romero, Enrique N | Employee Contractor | | \$22.00 | Rancho Alamitos | HOURLY - substitute cheer choreographer; not to exceed 15 hours. | 10/05/17 | 10/20/17 |
| Sanchez, Omar | Employee Contractor | | \$20.00 | Los Amigos | HOURLY - services for the music department to enhance all aspects of students' music proficiency; not to exceed 200 hours. | 07/17/17 | 04/30/18 |
| Taylor, Courtney R | Employee Contractor | | \$20.00 | Garden Grove | HOURLY - Will provide instruction relating to Winter Guard Arts team including choreography, field show design and practices; not to exceed 250 hours. | 10/24/17 | 06/08/18 |

Noon Duty Supervisors

| | | | | | | | |
|-----------------------|-------------------------|--|---------|------------|--|----------|--|
| Abdelrehim, Rania M | Noon Duty Supervisor | | \$13.09 | Carrillo | | 10/16/17 | |
| Benavides, Andrea B | Noon Duty Supervisor/CL | | \$13.09 | Lake | | 09/01/17 | |
| Camargo, Johanna | Noon Duty Supervisor | | \$13.09 | Brookhurst | | 08/30/17 | |
| Curiel, Sonia C | Noon Duty Supervisor | | \$13.09 | Warren | | 10/16/17 | |
| Garcia Estrada, Arely | Noon Duty Supervisor | | \$13.09 | Monroe | | 09/18/17 | |
| Herrera, Sandra B | Noon Duty Supervisor | | \$13.09 | Mitchell | | 09/07/17 | |
| Huynh, Caroline K | Noon Duty Supervisor | | \$13.09 | Zeyen | | 08/30/17 | |
| Isaacs, Rachel L | Noon Duty Supervisor | | \$13.09 | Stanley | | 10/13/17 | |
| Kammoun, Aida R | Noon Duty Supervisor | | \$13.09 | Paine | | 10/17/17 | |
| Maldonado, Angalina C | Noon Duty Supervisor/CL | | \$13.09 | Doig | | 08/31/17 | |
| Martinez, Marissa | Noon Duty Supervisor | | \$13.09 | Brookhurst | | 08/30/17 | |
| Mendoza, Angelica | Noon Duty Supervisor/CL | | \$13.09 | Clinton | | 09/05/17 | |
| Mora, Moises | Noon Duty Supervisor | | \$13.09 | Alamitos | | 10/16/17 | |
| Portillo, Leticia Y | Noon Duty Supervisor | | \$13.09 | Warren | | 10/09/17 | |
| Quazi, Salma | Noon Duty Supervisor | | \$13.09 | Hill | | 08/30/17 | |

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/7/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|-----------------------------------|--------------------------------------|----------------|----------------|------------------------|-----------------------|---------------------------|
| Villalobos, Kristina G | Noon Duty Supervisor | | \$13.09 | Lake | | 10/10/17 |
| <u>Regular</u> | | | | | | |
| Artinian, Tamar | Health Assistant | 18/1 | \$18.46 | Garden Park | | 10/23/17 |
| Brito, Jimmy | Lead Food Service Worker | 17/1 | \$18.01 | Anthony | | 10/23/17 |
| Chen, Elise | Instructional Aide - Bil Viet | 15/2 | \$18.01 | McGarvin | | 10/09/17 |
| Delgado, Laura S | Instructional Aide - Bil Spanish | 15/3 | \$18.92 | Rancho Alamitos | | 10/09/17 |
| Fregoso, Javier E | Lead Food Service Worker | 17/1 | \$18.01 | Gilbert | | 10/16/17 |
| Garcia, Eric | Elec. & Tech. Support Technician | 39/4 | \$6,230.00 | Information Technology | | 10/23/17 |
| Jimenez, Sarah M | Health Assistant | 18/1 | \$18.46 | Fitz | | 10/09/17 |
| Lopez, Nancy | Instructional Aide - Bil Spanish | 15/2 | \$18.01 | Parkview | | 10/26/17 |
| Ngo, Hoang L | Instructional Aide - Bil Viet | 15/2 | \$18.01 | Carrillo | | 10/09/17 |
| Nguyen, Tuan D | Sch-Comm Liaison - Bil Viet | 21/1 | \$19.88 | Stanley | | 10/23/17 |
| Nyczypor, Jaimie E | Associate Personnel Analyst | 42/4 | \$6,709.00 | Personnel | | 11/06/17 |
| Stanley, Erin C | Food Service Worker I | 13/5 | \$19.88 | McGarvin | | 08/29/17 |
| Tyson, Carmela Y | Accounting Technician I | 29/1 | \$4,197.00 | Business Office | | 10/18/17 |
| Woo, Mathieu W | Instructional Assist. II - Spec. Ed. | 19/2 | \$19.88 | Ralston | | 10/12/17 |
| <u>Reinstated/Reemploy</u> | | | | | | |
| Gellerman, Kaulene P | Library Media Technician I | 18/2 | \$19.39 | Enders | Shared with Excelsior | 10/16/17 |
| Montenegro, Alexandra | Instructional Assist. II - Spec. Ed. | 19/3 | \$20.88 | Rancho Alamitos | | 10/18/17 |
| Torres, Brittany L | Intensive Behavioral Inter. Asst. | 23/5 | \$26.78 | Special Education | | 09/28/17 |
| Viveros, Tami L | Sch-Comm Liaison - Bil Span | 21/5 | \$24.56 | Simmons | | 10/09/17 |
| <u>Substitutes</u> | | | | | | |
| Barradas, Yissel | Sub Noon Duty Supervisor | | \$13.09 | Stanley | | 10/23/17 |
| Basta, Nevien A | Sub Noon Duty Supervisor | | \$13.09 | McGarvin | | 08/30/17 |
| Castaneda, Alondra | Sub Instructional Asst. - Sp Ed | | \$17.42 | Special Education | | 10/11/17 |
| Dinh, Jennifer T | Sub Noon Duty Supervisor | | \$13.09 | Peters K-3 | | 09/18/17 |
| Fleck, Nicole C | Sub Noon Duty Supervisor | | \$13.09 | Gilbert | | 09/21/17 |
| Gonzalez, Denia M | Sub Noon Duty Supervisor | | \$13.09 | Rosita | | 10/19/17 |
| Herrera, Sandra B | Sub Custodian | | \$17.91 | Varies | | 10/20/17 |
| Johnson, Michelle K | Sub Noon Duty Supervisor | | \$13.09 | Anthony | | 09/05/17 |

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/7/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|---------------------------|---------------------------------|----------------|----------------|---------------------------|---------------------------------|---------------------------|
| Kennedy, Shanna M | Sub Instructional Asst. - Sp Ed | | \$17.42 | Special Education | | 10/14/17 |
| Leigh, Ann M | Sub Noon Duty Supervisor | | \$13.09 | Woodbury | | 10/06/17 |
| Mendez, Charlene Y | Sub Noon Duty Supervisor | | \$13.09 | Peters 4-6 | | 08/30/17 |
| Mendez, Charlene Y | Sub Noon Duty Supervisor | | \$13.09 | Gilbert | | 10/05/17 |
| Navarrette, Thalia I | Sub Noon Duty Supervisor | | \$13.09 | Marshall | | 09/11/17 |
| Nguyen, Linda H | Sub Instructional Asst. - Sp Ed | | \$17.42 | Special Education | | 10/11/17 |
| Nieves, Jennifer | Sub Noon Duty Supervisor | | \$13.09 | Anthony | | 10/16/17 |
| Puls, Kyle W | Sub Technology Assistant | | \$15.44 | Varies | | 08/29/17 |
| Ramirez, Ana P | Sub Noon Duty Supervisor | | \$13.09 | Peters 4-6 | | 09/11/17 |
| Rivas Lopez, Heydi | Sub Noon Duty Supervisor | | \$13.09 | Violette | | 09/07/17 |
| Rodriguez, Rosalina | Sub Noon Duty Supervisor | | \$13.09 | Peters 4-6 | | 08/30/17 |
| Romero, Alexia P | Sub Noon Duty Supervisor | | \$13.09 | Russell | | 10/23/17 |
| Rosas, Vanessa | Sub Noon Duty Supervisor | | \$13.09 | Patton | | 08/30/17 |
| Salinas, Kierstyn M | Sub Noon Duty Supervisor | | \$13.09 | Faylane | | 09/04/17 |
| Skeith, Renee M | Sub Noon Duty Supervisor | | \$13.09 | Parkview | | 08/30/17 |
| Strather, Monique D | Sub Noon Duty Supervisor | | \$13.09 | Parkview | | 10/12/17 |
| Torres, Eva M | Sub Noon Duty Supervisor | | \$13.09 | Peters 4-6 | | 09/20/17 |
| Torres, Eva M | Sub Noon Duty Supervisor | | \$13.09 | Bryant | | 10/09/17 |
| <u>Temporary</u> | | | | | | |
| Adling, Bailey A | Student Worker - College | | \$13.00 | K-12 Educational Services | | 07/01/17 |
| Alatorre, Yolanda | Sch-Comm Liaison - Bil Span | 21/3 | \$21.94 | Hare | Temporary additional assignment | 08/30/17 |
| Alvarado Del Rio, Laura | Tutor | | \$14.00 | K-12 Educational Services | | 09/05/17 |
| Barrera, Juan A | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/02/17 |
| Brewer, Joey W | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/04/17 |
| Briones, Yesenia N | Student Worker - College | | \$13.00 | Business Office | | 07/01/17 |
| Carrillo, Alvaro | Student Worker - Trainee | | \$8.95 | Santiago | | 10/09/17 |
| Casillas Perez, Natalia M | Tutor | | \$14.00 | K-12 Educational Services | | 10/10/17 |
| Castro Alonzo, Cynthia | Tutor | | \$14.00 | K-12 Educational Services | | 10/09/17 |
| Cervantes, Kevin | Tutor | | \$14.00 | K-12 Educational Services | | 08/30/17 |
| Chavarria, Eivi J | Student Worker - Trainee | | \$8.95 | Pacifica | | 09/29/17 |
| Chavez, Andrea | Student Worker - Trainee | | \$8.95 | Pacifica | | 10/08/17 |

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/7/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|--------------------------|--------------------------|----------------|----------------|---------------------------|---------------------------------|---------------------------|
| Cruz, Sarina | Student Worker - College | | \$13.00 | Food Service Department | | 07/01/17 |
| Curiel, Juan Daniel A | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/09/17 |
| Diaz, Andrew S | Student Worker - Trainee | | \$8.95 | Pacifica | | 09/29/17 |
| Do, Le T | Student Worker | | \$10.50 | La Quinta | | 10/24/17 |
| Dominguez, Ernesto E | Student Worker - Trainee | | \$8.95 | Santiago | | 10/09/17 |
| Downs, Tristan T | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 09/20/17 |
| Duran, Daisy | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/02/17 |
| Espinoza, Lorena A | Student Worker - Trainee | | \$8.95 | Los Amigos | | 10/08/17 |
| Farias, Andrea | Student Worker - College | | \$13.00 | K-12 Educational Services | | 07/01/17 |
| Figueroa, Saul | Student Worker - Trainee | | \$8.95 | Santiago | | 10/09/17 |
| Flores-Ordonez, Kimberly | Student Worker - Trainee | | \$8.95 | Santiago | | 09/29/17 |
| Gamboa-Robles, Andres | Student Worker - Trainee | | \$8.95 | Garden Grove | | 10/07/17 |
| Garcia, Patricia | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/04/17 |
| Garnica, Ab J | Tutor | | \$14.00 | Rancho Alamitos | | 10/18/17 |
| Gonzalez, Vanessa O | Tutor | | \$14.00 | K-12 Educational Services | | 09/05/17 |
| Guthrie, Tyler P | Student Worker - Trainee | | \$8.95 | Pacifica | | 10/02/17 |
| Gutierrez, Jacqueline | Tutor | | \$14.00 | Rancho Alamitos | | 08/30/17 |
| Gutierrez, Sierra A | Tutor | | \$14.00 | K-12 Educational Services | | 09/27/17 |
| Gutierrez, Soyla | Central Office Clerk I | 21/5 | \$26.78 | Business Office | Temporary additional assignment | 09/12/17 |
| Hernandez, Jonathan | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 09/20/17 |
| Hernandez, Kimberly | Student Worker - Trainee | | \$8.95 | Los Amigos | | 10/06/17 |
| Herrera, Alexandra | Student Worker - Trainee | | \$8.95 | Garden Grove | | 09/28/17 |
| Herrera, Emerie R | Tutor | | \$14.00 | Ralston | | 10/20/17 |
| Herrera, Jairo A | Student Worker - College | | \$13.00 | Business Office | | 07/01/17 |
| Ho, Trinh T | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/03/17 |
| Hurtado, Jasmine L | Student Worker - College | | \$13.00 | K-12 Educational Services | | 07/01/17 |
| Lai, Thomas T | Student Worker | | \$10.50 | Garden Grove | | 10/23/17 |
| Le, Emily Q | Tutor | | \$14.00 | Rancho Alamitos | | 08/30/17 |
| Lenna, Christopher G | Student Worker | | \$10.50 | Rancho Alamitos | | 10/16/17 |
| Lopez, Jennifer | Tutor | | \$14.00 | K-12 Educational Services | | 10/05/17 |
| Mai, Derrick L | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 09/20/17 |
| Mallory, Melissa L | Student Worker - College | | \$13.00 | Business Office | | 07/01/17 |

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/7/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|---------------------------|--------------------------|----------------|----------------|---------------------------|------------------|---------------------------|
| Mar-Bacho, Steven H | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/03/17 |
| Mata, Sarahi | Student Worker | | \$10.50 | Los Amigos | | 10/23/17 |
| Mejia, Christopher B | Student Worker | | \$10.50 | Bolsa Grande | | 10/16/17 |
| Merino, Fernando M | Student Worker - Trainee | | \$8.95 | Garden Grove | | 10/05/17 |
| Morelos, Isidro | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/02/17 |
| Moyo, Enrique | Student Worker - Trainee | | \$8.95 | Rancho Alamitos | | 09/30/17 |
| Nguyen, Kathleen T | Student Worker - College | | \$13.00 | Business Office | | 07/01/17 |
| Nila, Ricardo | Student Worker - Trainee | | \$8.95 | Rancho Alamitos | | 10/05/17 |
| Nino, Laura L | Tutor | | \$14.00 | Santiago | | 10/06/17 |
| Pastenes, Juan A | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/02/17 |
| Ramirez, Angela M | Student Worker | | \$10.50 | Hare | | 10/16/17 |
| Reguero, Jessica | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/04/17 |
| Reyes, Alexander | Student Worker | | \$10.50 | Los Amigos | | 10/17/17 |
| Rodriguez Rios, Rafael | Tutor | | \$14.00 | Rancho Alamitos | | 08/30/17 |
| Roman, Kevin | Student Worker - Trainee | | \$8.95 | Pacifica | | 10/08/17 |
| Santillan Gudino, Lucia D | Tutor | | \$14.00 | Lake | | 10/19/17 |
| Silva, Isabelle M | Student Worker - College | | \$13.00 | Business Office | | 07/01/17 |
| Sosa, Steve J | Student Worker - College | | \$13.00 | Personnel | | 10/10/17 |
| Soto, Geovanny A | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/09/17 |
| Tafolla, Christian A | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/09/17 |
| Thompson, Garrett J | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 09/20/17 |
| Ton, Thang T | Student Worker | | \$10.50 | La Quinta | | 10/24/17 |
| Tran, Brad N | Student Worker | | \$10.50 | Garden Grove | | 10/23/17 |
| Tran, Kevin B | Tutor | | \$14.00 | K-12 Educational Services | | 10/10/17 |
| Vo, Steven | Student Worker - Trainee | | \$8.95 | Jordan ATP | | 10/04/17 |

LEAVES

Requests

| | | | | | |
|-----------------|--------------------------------------|-----------------------------|---------------------------|----------|----------|
| Avila, Russell | General Maintenance Worker | District Maintenance Center | Paid medical leave | 09/26/17 | 10/26/17 |
| Bentley, Lilian | Instructional Aide | Bryant | Extend paid medical leave | 10/16/17 | 11/12/17 |
| Gonzales, Emily | Instructional Aide - Bil Spanish | Violette | Paid medical leave | 08/30/17 | 02/26/17 |
| Gray, Tina | Instructional Assist. II - Spec. Ed. | Carrillo | Paid medical leave | 11/02/17 | 12/13/17 |

AGENDA ITEM 7B

PAGE 6 of 9

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/7/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|--------------------|--------------------------------------|----------------|----------------|-------------------|-----------------------------------|---------------------------|
| Nelson, Stephanie | Ld Intensive Behav. Inst. Asst. | | | Special Education | Pregnancy disability leave | 10/18/17 11/28/17 |
| Nguyen, Derek T | Custodian - Swing | | | Eisenhower | Extend paid medical leave | 10/02/17 10/29/17 |
| Picazo, Angelita | Food Service Worker I | | | Alamitos | Unpaid leave | 09/21/17 11/27/17 |
| Ramirez, Sarah | Credentials Technician | | | Personnel | Pregnancy disability leave | 01/19/18 02/01/18 |
| Rivera, Elvira | Nursery Aide | | | Hare | Extend paid medical leave | 10/13/17 10/29/17 |
| Sifuentes, Norma | Transportation Operations Spvr. | | | Transportation | Paid medical leave | 09/25/17 11/01/17 |
| Sojourney, Candice | Instructional Assist. II - Spec. Ed. | | | Rancho Alamitos | Extend pregnancy disability leave | 10/30/17 11/07/17 |
| Traviglia, Dana | School Office Clerk II | | | Bolsa Grande | Extend paid medical leave | 10/02/17 11/03/17 |

RESIGNATIONS/RETIREMENTS

Resignations

| | | | | | | |
|----------------------|--------------------------------------|--|--|--------------------------|--|----------|
| Anderson, Fonny | Food Service Worker I | | | Walton | | 10/31/17 |
| Campos, Joseph P | Technology Assistant | | | Anthony | | 06/20/17 |
| Chapman, Tara M | Vocational Specialist | | | Special Education | | 06/21/17 |
| Gutierrez, Gustavo A | Instructional Assist. II - Spec. Ed. | | | Bolsa Grande | | 10/06/17 |
| Kennedy, Shanna M | Instructional Assist. II - Spec. Ed. | | | Paine | | 10/13/17 |
| Koger, Jennifer A | Intensive Behavioral Inter. Asst. | | | Special Education | | 10/20/17 |
| Longshore, Linda | School Office Clerk I | | | McGarvin | | 10/27/17 |
| Moreno, Judith | Instructional Aide | | | Russell | | 10/18/17 |
| Nguyen, Dung N | Instructional Aide - Bil Viet | | | Parkview | | 09/22/17 |
| Nguyen, Huyen Tran T | Instructional Assist. II - Spec. Ed. | | | Carver ECEC | | 10/25/17 |
| Russell-Garcia, Tani | Instructional Assist. II - Spec. Ed. | | | Lincoln Education Center | | 09/15/17 |
| Tran, Jenny P | Sch-Comm Liaison - Bil Viet | | | Ralston | | 10/20/17 |

Retirements

| | | | | | | |
|-------------------|--------------------|--|--|-----------------|--|----------|
| Blakee, Claudia L | Purchasing Clerk | | | Business Office | | 12/30/17 |
| Nguyen, Cu B | Custodian | | | Faylane | | 10/13/17 |
| Trujillo, Eric | Bus-Truck Mechanic | | | Transportation | | 11/03/17 |

CHANGE IN ASSIGNMENT

Demotions

| | | | | | | |
|-----------------|-------------------|------|------------|----------|---|----------|
| Cazares, Carlos | Custodian - Swing | 25/5 | \$4,867.00 | Santiago | Voluntary demotion from Delivery Truck Driver | 10/23/17 |
|-----------------|-------------------|------|------------|----------|---|----------|

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/7/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|------------------------------------|-----------------------------------|----------------|----------------|-------------------|--|---------------------------|
| <u>Increase/Decrease</u> | | | | | | |
| Contreras, Araceli | Noon Duty Supervisor | | \$13.09 | Crosby | Increase from 3 hours 45 minutes to 6 hours per week | 08/30/17 |
| Deen, Qamar N | Noon Duty Supervisor | | \$13.09 | Hill | Decrease from 2 hours 35 minutes to 1 hour 45 minutes per week | 08/30/17 |
| Garcia, Esther | Noon Duty Supervisor | | \$13.09 | Warren | Decrease from 5 hours 25 minutes to 5 hours per week | 08/30/17 |
| Genta, Debra L | Noon Duty Supervisor/CL | | \$13.09 | Crosby | Decrease from 7 hours 5 minutes to 6 hours per week | 08/30/17 |
| Hass, Melisa D | Noon Duty Supervisor/CL | | \$13.09 | Crosby | Decrease from 7 hours 5 minutes to 3 hours 45 minutes per week | 08/30/17 |
| Kohatsu, Karen L | Noon Duty Supervisor | | \$13.09 | Hill | Increase from 3 hours to 5 hours per week | 08/30/17 |
| Le, Yen A | Intensive Behavioral Inter. Asst. | 23/3 | \$3,995.00 | Special Education | Increase from 32.5 to 40 hours per week | 10/02/17 |
| Leon, Gerardo | Intensive Behavioral Inter. Asst. | 23/2 | \$21.94 | Special Education | Increase from 17.5 to 25 hours per week. | 10/02/17 |
| Pacheco, Rosa E | Custodian - Swing | 25/3 | \$4,197.00 | Garden Grove | Increase from 17.5 to 40 hours per week | 09/28/17 |
| Tran, Ngoc Minh P | Noon Duty Supervisor/CL | | \$13.09 | Crosby | Increase from 7 hours 10 minutes to 7 hours 40 minutes per week. | 08/30/17 |
| Venavides Galarza, Nataly | Lead Food Service Worker | 17/2 | \$18.92 | Hazard | Increase from 15 to 17.5 hours per week | 08/29/17 |
| White-Sanders, Lauren C | Custodian - Swing | 25/1 | \$3,802.00 | Stanley | Increase from 17.5 to 40 hours per week | 10/12/17 |
| <u>Promotions</u> | | | | | | |
| Heavrin, Anita M | Lead Food Service Worker | 17/3 | \$19.88 | Hill | From Breakfast Worker | 10/16/17 |
| Murad, Mariette A | Lead Food Service Worker | 17/4 | \$21.40 | Faylane | From Food Service Worker I | 10/16/17 |
| <u>Working Out of Class</u> | | | | | | |
| Dunn, Helen | Elementary School Secretary | 30/1 | \$25.44 | Patton | From Health Assistant | 10/04/17 |
| Lopez, Delfina | Lead Food Service Worker | 17/4 | \$21.94 | Marshall | From Food Service Worker I | 08/29/17 |
| Navarro, Mayra | School Office Clerk II | 26/5 | \$25.44 | Pacifica | From School Community Liaison - Spanish | 08/17/17 |
| Ortega, Carla P | Elementary School Secretary | 30/2 | \$26.73 | Bryant | From School Community Liaison - Spanish | 09/25/17 |
| Palmer, Susan G | Transportation Operations Spvr. | 46/1 | \$7,084.00 | Transportation | From Transportation Dispatcher | 09/29/17 |
| Pham, Tuyet B | Lead Food Service Worker | 17/4 | \$21.40 | Ralston | From Food Service Worker I | 08/29/17 |
| Radmer, Rita J | Elementary School Secretary | 30/2 | \$28.08 | Warren | From School Office Clerk I | 08/17/17 |
| Stubblefield, Stephanie L | Ld Intensive Behav. Inst. Asst. | 26/5 | \$4,867.00 | Special Education | From Intensive Behavioral Intervention Assistant | 08/30/17 |

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

11/7/2017

| EMPLOYEE | TITLE | RANGE/ STEP | SALARY RATE | SITE | ACTION REQUESTED | DATES EFFECTIVE ENDING |
|-------------------------|-----------------------------|----------------|----------------|------------|--|---------------------------|
| Toledo, Rocio | Lead Food Service Worker | 17/4 | \$21.40 | Mitchell | From Food Service Worker I | 09/01/17 |
| Tram, Cam-Tu T | Lead Food Service Worker | 17/4 | \$22.48 | Eisenhower | From Food Service Worker I | 10/03/17 |
| Venegas, Gabriela | Lead Food Service Worker | 17/4 | \$19.88 | Gilbert | From Breakfast Worker | 08/30/17 |
| Vieyra Gonzales, Leslie | Sch-Comm Liaison - Bil Span | 21/4 | \$23.05 | Ralston | From Instructional Assistant II - Special Education | 09/18/17 |

AGENDA ITEM #7.1: NEW CLASSIFICATION – DISTRICT-COMMUNITY LIAISON

AGENDA ITEM #7.2: RECLASSIFICATION – SCHOOL COMMUNITY LIAISON – BILINGUAL SPANISH, VIETNAMESE, KOREAN (PARENT AND COMMUNITY OUTREACH DEPARTMENT INCUMBENTS)

BACKGROUND

Assistant Director Smith conducted a year-long classification study on the School-Community Liaison classification in order to analyze how the classification has changed, what duties, knowledge, and abilities are necessary for these types of positions, and to assess the needs of the school sites who hire them. She met with preK-12 principals, the Executive Director of K-12 Educational Services, the Parent and Community Outreach Coordinator, and School-Community Liaison incumbents to review the classification and the needs of the district. During her study, she found that there are some outlier positions in the district that are currently classified as School-Community Liaisons but may in fact need to be classified as something else.

FINDINGS AND CONCLUSIONS

Assistant Director Smith conducted a meeting with the School-Community Liaisons that are assigned to the Parent and Community Outreach Department and found that most of the duties they are assigned fall outside of the job description of School-Community Liaison. Assistant Director Smith also met with the Executive Director of K-12 Educational Services and the Parent and Community Outreach Coordinator to discuss those positions and they agreed that those positions work at a higher level and with more responsibility than the School-Community Liaisons at the school sites.

Assistant Director Smith then worked with those administrators to create a new classification that includes the essential duties, knowledge, and abilities of the four positions in the Parent and Community Outreach Department. Those duties include providing technical support and training to the Liaisons at the school sites, supporting the parent education programs/district committees/district events, performing simultaneous interpretation at high-level district events and meetings, and creating and proofreading written translations in their designated language. The proposed title for the new classification is District-Community Liaison – Bilingual (Korean, Spanish, Vietnamese). After creating the draft classification description, Assistant Director Smith met with the four incumbents of the positions to review it.

Assistant Director Smith then conducted an external compensation study for the new classification by reviewing the sixteen comparable districts and reviewed internal alignment by comparing to the GGUSD classifications within the same job family. After reviewing the findings of the study, it is recommended that the new classification be placed at salary range 26.

Staff recommends that the Personnel Commission approve the new classification of District-Community Liaison – Bilingual (Korean, Spanish, Vietnamese) and its corresponding classification description at salary range 26. Further, staff recommends that the four positions of School-Community Liaison that are assigned to the Parent and Community Outreach Department be reclassified to this new classification. Additionally, staff recommends that three of the incumbents of these positions, Kathy Seo, Susana Kitayama, and Tami Tran be reclassified with their positions due to their accretion of duties and responsibilities over the course of many years. However, one incumbent, Ruth Salinas, has not been in the position for two years. Staff recommends that she take a qualifying examination for the position as per the Personnel Commission Rule 4216.5.

The classification description for District-Community Liaison – Bilingual (Korean, Spanish, Vietnamese) is attached to this document.

Recommendations:

Recommendation 7.1: It is recommended that the Personnel Commission approve the new classification and proposed classification description for District-Community Liaison – Bilingual (Korean, Spanish, Vietnamese), to be placed on salary range 26, effective December 6, 2017.

Recommendation 7.2: It is recommended that the Personnel Commission approve the reclassification of the four positions of School-Community Liaison – Bilingual (Korean, Spanish, Vietnamese) that are assigned to the Parent and Community Outreach Department and that three of the incumbents of these positions that have worked more than two years in the positions be reclassified with their positions effective December 7, 2017; and one of the incumbents that has worked in the position less than two years take a non-competitive qualifying examination for the position.

DISTRICT-COMMUNITY LIAISON – BILINGUAL KOREAN
DISTRICT-COMMUNITY LIAISON – BILINGUAL SPANISH
DISTRICT-COMMUNITY LIAISON – BILINGUAL VIETNAMESE

JOB SUMMARY

Under direction, provides technical assistance to School Community Liaisons; promotes districtwide events and parent programs; promotes better relations among families, schools, community, and district; and performs related work as required.

ESSENTIAL DUTIES

- Serves as a resource to families, schools, community, and district to promote better relations, explain district policies and procedures, connect people to resources, and help families navigate the public education system.
- Provides support to School Community Liaisons and trains new School Community Liaisons.
- Trains the School Community Liaisons on how to plan and present parent education programs and co-presents the sessions with the School Community Liaisons until they are able to present independently.
- Promotes parent participation at various workshops, meetings, advisory committees and other special events.
- Assists in creating training materials for parent education programs, district committees, district events, and presentations, in designated language.
- Collects and compiles community agency information for student and family needs, such as those relating to welfare, housing, employment, legal services, nutrition, medical care, eye-glasses, clothing, and counseling.
- Performs simultaneous interpretation for district events and meetings using interpretation equipment and trains School Community Liaisons on how to use interpretation equipment.
- Proofreads and edits translations for accuracy, context, readability, style, and appropriate cultural nuances.
- Produces idiomatic translations for flyers, presentation materials, the district messaging system, and other related communications considering the type of material and reader viewpoints; determines shades of meaning and makes corrections as needed.
- Assists with district events by supporting set-ups and breakdowns, troubleshooting issues, managing interpretation equipment, making copies of materials, making phone calls, welcoming parents, and other related support as needed.
- Assists with a variety of district projects using online resources, Microsoft Office, specialized language word processing software, and other related software.
- Attends various meetings, conferences, and consortiums as required.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and Associate's Degree from an accredited college; and some experience working as a school-community liaison in a school district is required. A Bachelor's Degree is highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Correct English and designated world language usage, including spelling, punctuation and grammar.
- School programs and policies, and community resources.
- Computer programs and software including specialized language word processing software programs.
- Telephone and office etiquette and procedures.
- Training methods and techniques.
- Cultural nuances of designated language.
- Vocabulary related to school district environment.

Ability to:

- Communicate effectively in the English language and the language of the community, both in oral and written form.
- Present parent programs and implement trainings.
- Use interpretation equipment to interpret simultaneously at district events.
- Work cooperatively with district staff, schools, and representatives of various community groups and agencies.
- Operate computers and other standard office equipment and software effectively.

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

PHYSICAL DEMANDS/WORKING CONDITIONS:

Works indoors in an office environment, sitting at a desk for a major portion of the day performing a high volume of work with tight deadlines and continuously changing priorities and interruptions; intermittent computer use, as well as standing, walking, and lifting up to 15 pounds. Works in direct contact with the public, students, parents, and other District staff. May be subjected to negative interpersonal situations. May be exposed to minor contagious illness (cold, flu, lice, etc.).

ADOPTED BY THE PERSONNEL COMMISSION:

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AGENDA ITEM #8: ORDERING OF EXAMINATIONS

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

- | | | |
|-----|--|------|
| 8.1 | Groundskeeper/Gardener | Open |
| 8.2 | Instructional Aide – Vietnamese Speaking | Open |
| 8.3 | Instructional Assistant II – Special Education | Open |
| 8.4 | Intensive Behavioral Intervention Assistant | Open |
| 8.5 | Vocational Specialist | 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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

GROUNDKEEPER/GARDENER

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: DECEMBER 1, 2017

APPLICATION FILING PERIOD: DECEMBER 18, 2017 TO DECEMBER 21, 2017 BY 5:00 P.M.

ABOUT THE JOB: Employees in this classification work 8 hours per day, 12 months per year. Under general supervision, performs grounds maintenance and gardening work around schools and district offices; plants and cares for lawns, trees, and shrubbery; and performs related work as required.

BASIC FUNCTION: Operates power mowers, blowers, and edges; rakes, edges, weeds, plants, fertilizes, and waters lawns; plants, fertilizes, waters, trims, and prunes shrubs, trees, and flowers; prepares ground for planting; weeds and sprays planted areas; moves trees, shrubs, or flowers; services and makes minor repairs to power mowers and other gardening and landscaping machinery, tools and equipment.

MARGINAL DUTIES: May assist other groundskeeping crews with trimming, chipping, and spraying, and may drive a pickup truck to and from work sites.

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

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to completion of the eighth grade and one year of experience equivalent to full-time work in gardening, grounds maintenance, or related 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 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: Methods, supplies, and tools used in planting, cultivating, and caring for flowers, trees, shrubs, and lawns.

Ability to: Perform general gardening and groundskeeping work; use various gardening and grounds maintenance tools, supplies, and power equipment safely and efficiently; performs routine maintenance of gardening and groundskeeping equipment, including greasing, changing oil, and filters as appropriate; work cooperatively with others; follow oral and written instructions and perform heavy manual labor.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.



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CLASSIFIED EMPLOYMENT OPPORTUNITY

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: DECEMBER 1, 2017

LAST DAY TO FILE: DECEMBER 21, 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 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 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.**

SPECIAL NOTE: These positions require fluency in English and 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.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT II SPECIAL EDUCATION

OPEN RECRUITMENT

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

SALARY: \$19.88 per hour with three annual step increases to \$23.05 per hour (15-16 Rate)

POSTING DATE: NOVEMBER 13, 2017

LAST DAY TO FILE: DECEMBER 6, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: This eligibility list will be used to fill substitute and regular assignments. Persons in these positions work 3.5 hours per day, Monday – Friday, during the school session. Under the general supervision of a certificated teacher or administrator, assists students with mild, moderate, or severe disabilities in meeting their Individualized Education Program (IEP) goals and objectives; and performs related work as required.

BASIC FUNCTION: Assists teachers in assigned features of the Individual Education Program (IEP) for students with a wide range of disabilities; assists in preparing classroom and materials for use by students including assistive technology and other technology used in the classroom; reads to students and organizes indoor games; assists in providing instructional support as directed by teacher to individuals or small groups; accompanies students on field trips and to community-based activities; assists students with washing, toileting, and other personal care activities; keeps alert to any special medical problems students may have; logs student medical information, as appropriate; serves meals to students as part of the instructional program; supervises playground activities; holds and lifts students who may wear heavy braces, use wheelchairs, and other assistive devices; assists in classroom management and monitoring student behavior; monitors bus loading and unloading; may work with students who exhibit behaviors such as verbal outbursts, hitting, throwing, running, pushing, and kicking; may utilize approved district restraint training to assist with restraining students as appropriate; discusses students' behavior and progress with supervising certificated staff and professional support personnel; and assists in gathering data on student progress and/or implementing IEP objectives.

❖ 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 in working with young people are required. An associate's degree and some experience working with students or other individuals with disabilities are 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 test.**

CERTIFICATE: Employees in some positions may be required to obtain a valid First Aid Certificate, including CPR training.

SPECIAL NOTE: Clear enunciation of the English language may be required of those assigned to assist students with hearing impairments.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Correct English usage, including spelling, grammar, and punctuation; basic mathematics; requirements for the physical care of students with disabilities; basic teaching techniques and methods; oral and written communication skills; interpersonal skills using tact, patience and courtesy; appropriate hygiene standards; and health and safety regulations as related to the position.

Ability to: Gain the confidence of students; use patience and tact in working with students; adapt basic teaching techniques and methods to support the teacher; lift and move students who may wear heavy braces, use wheelchairs, and other assistive devices; assist students with personal care such as dressing, eating, and toileting; establish and maintain effective working relationships; maintain confidentiality of sensitive and privileged information; understand and follow oral and written directions; and communicate effectively in the English language, both in oral and written form.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INTENSIVE BEHAVIORAL INTERVENTION ASSISTANT

OPEN RECRUITMENT

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

SALARY: \$21.94 per hour with three annual step increases to \$25.44 per hour (15-16 Rate)

POSTING DATE: NOVEMBER 13, 2017

LAST DAY TO FILE: DECEMBER 6, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: This eligibility list will be used to fill substitute and regular assignments. Persons in these positions work 3.5 hours per day, Monday – Friday, during the school session. There may be opportunities for increased hours in the future. Under the general direction, provides intensive behavioral intervention to students who have severe behavioral disorders; and performs related duties as assigned.

BASIC FUNCTION: Provides intensive behavioral intervention to designated students who exhibit behaviors such as biting, kicking, hitting, throwing, running, spitting, verbal aggression, pulling, and pushing in a variety of educational settings, including classroom and community settings, as directed by supervisor or other specialist; follows documented therapy plans for intensive behavioral treatment; confers with instructional personnel and provides input regarding student progress; documents student progress and behavioral data, and assists with informal documentation; assists instructional personnel with development of behavioral and reinforcement strategies; utilizes approved district restraint training to assist with restraining students as appropriate; utilizes Applied Behavior Analysis (ABA) strategies as directed; assists in supervision of students; assists in training students in personal hygiene and developing self-sufficiency.; assists students with toileting; may visit student homes to provide services; and performs related duties 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 one year of experience equivalent to full-time working with students with intensive behavior disorders is required. 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. **You are required to bring a copy of your high school diploma or GED at the time of the multiple choice test.**

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

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Special needs and requirements of students with intensive behavioral disorders; Applied Behavior Analysis (ABA) techniques and strategies; appropriate restraint procedures using district training techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; recordkeeping and report preparation techniques; appropriate hygiene standards; and health and safety regulations as related to the position.

Ability to: Provide intensive behavioral intervention to students; maintain accurate records and data; demonstrate a patient, receptive and understanding attitude toward students; work independently with little direction; maintain confidentiality of sensitive and privileged information; determine appropriate action within clearly defined guidelines; complete tasks in a timely manner; establish and maintain effective working relationships; use good judgment in making independent decisions to respond to student requests and needs; assist students with personal care such as dressing and toileting; follow education and behavior plans for students; and communicate effectively in English.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

For more information on current job openings, call (714) 663-6512 or visit our website at www.ggusd.us



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

**** NOW AVAILABLE ONLINE ****

Fill-in Application Forms

www.ggusd.us

Click on Employment, click on
Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

VOCATIONAL SPECIALIST

OPEN RECRUITMENT

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

SALARY: \$21.94 per hour with three annual step increases to \$25.44 per hour (15-16 Rate)

POSTING DATE: DECEMBER 1, 2017

LAST DAY TO FILE: DECEMBER 21, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Person in these positions work 3.5 hours per day, during school session. Under supervision, coordinates administration of the WorkAbility I program with the schools; performs vocational testing of students with disabilities; develops job sites for students with disabilities; maintains accurate student and WorkAbility I records; and performs related duties as assigned.

BASIC FUNCTION: Administers written and oral tests to students and prepares assessment reports; contacts teachers and parents regarding student testing and progress in the work setting; advises students and explains options regarding vocational issues; counsels students on appropriate attitude and dress for a job interview as well as preparation for work readiness; maintains and updates testing and evaluation records; tracks student placements; follows up on post-graduate WorkAbility I students; presents the WorkAbility I program to all special education students and teachers at the high schools; distributes, screens, and follows up on all student applications; develops off-campus job sites; sets up interviews between students and employers; establishes employer contacts and maintains effective working relationships; visits job sites for the purpose of job coaching and on-site observations; assists students in completing forms and paperwork; assists with student payroll and paycheck distribution; transports students between schools and work sites for initial job interviews; and assists with youth summer job placements within the WIA program and private sector.

MARGINAL DUTIES: May attend WorkAbility I conferences; and may attend IEP meetings.

❖ 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, one year of experience equivalent to full-time working with adults or students with disabilities (mild to severe), including or supplemented by one year of clerical experience are required. Testing or assessment experience is 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 a valid Class C California Driver License and remain insurable at the standard insurance market rate. Incumbent must be willing to furnish car and drive in the performance of duties. **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: Vocational programs and agencies; basic computer skills; various types of mild to severe disabilities; and record keeping techniques.

Ability to: Speak/write clearly; provide information in an understandable manner and give direction to others; organize work to meet schedules and deadlines; work independently while at schools and job sites; maintain effective working relationships with teachers, parents, staff, and community, county, and state agency representatives; and maintain accurate documentation.

The Garden Grove Unified School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family, or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics.

For more information on current job openings, call (714) 663-6512 or visit our website at www.ggusd.us

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 | Construction Maintenance Supervisor | Open |
| 9.2 | Director of Business Services | Promotional |
| 9.3 | Food Service Manager (Extend Expiration Date) | Promotional |
| 9.4 | Head Custodian I | Promotional |
| 9.5 | Instructional Aide – Arabic Speaking | Open |
| 9.6 | Manager of Facilities | Open |
| 9.7 | School Community Liaison – Bilingual Spanish | 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: Construction Maintenance Supervisor

Recruitment: 17/09.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 10/04/2017

Recruitment Opened: 09/11/2017

Recruitment Closed: 09/29/2017

Commission Approved Eligibility Lists: 12/06/2017

Eligibility List Effective Date: 11/16/2017

Eligibility List Expiration Date: 11/15/2018

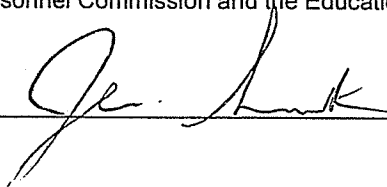
| Test #: 1 | Application Screening | | |
|---------------------|-----------------------|--|-----------------|
| Applications Total: | 84 | | Test Weight: 0% |
| Passed: | 64 | | |
| Failed: | 20 | | |

| Test #: 2 | Multiple Choice Exam | | |
|---------------------|----------------------|-------------|------------------------|
| Applications Total: | 64 | | Test Weight: 40% |
| Passed: | 20 | No Show: 10 | Test Dates: 10/20/2017 |
| Failed: | 34 | | |

| Test #: 3 | Performance Exam | | |
|---------------------|------------------|------------|------------------------|
| Applications Total: | 20 | | Test Weight: 0% |
| Passed: | 16 | No Show: 1 | Test Dates: 11/01/2017 |
| Failed: | 3 | | |

| Test #: 4 | Oral Rating Exam | | |
|---------------------|------------------|------------|------------------------|
| Applications Total: | 16 | | Test Weight: 60% |
| Passed: | 13 | No Show: 1 | Test Dates: 11/13/2017 |
| 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: Construction Maintenance Supervisor

Recruitment # 17/09.0

Eligibility List Effective Date: 11/16/2017

Eligibility List Expiration Date: 11/15/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 17815537 | 98 * |
| 1 | 18877129 | 98 * |
| 2 | 19171488 | 97 * |
| 3 | 5876734 | 96 |
| 3 | 32240805 | 96 |
| 4 | 20070618 | 93 * |
| 5 | 13766710 | 90 * |
| 6 | 33945658 | 89 |
| 7 | 1521996 | 87 |
| 7 | 20734011 | 87 |
| 8 | 21928562 | 86 |
| 9 | 33848980 | 85 |
| 9 | 33978094 | 85 * |

* Seniority Points

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

Classification Title: Director of Business Services

Recruitment: 17/17.0

Recruitment Type: Promotional

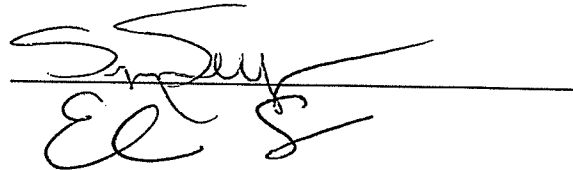
Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin

Commission Ordered Recruitment: 11/01/2017
Recruitment Opened: 10/19/2017
Recruitment Closed: 11/08/2017
Commission Approved Eligibility Lists: 12/06/2017
Eligibility List Effective Date: 11/29/2017
Eligibility List Expiration Date: 11/28/2018

| Test #: 1 | | Application Screening | |
|---------------------|---|-----------------------|-----------------|
| Applications Total: | 8 | | Test Weight: 0% |
| Passed: | 3 | | |
| Failed: | 5 | | |

| Test #: 2 | | Supplemental Questionnaire | |
|---------------------|---|----------------------------|-----------------------|
| Applications Total: | 3 | | Test Weight: 100% |
| Passed: | 3 | No Show: 0 | Test Date: 11/27/2017 |
| 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.



EES

Recruitment: Director of Business Services

Recruitment # 17/17.0

Eligibility List Effective Date: 11/29/2017

Eligibility List Expiration Date: 11/28/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 452144 | 100 |
| 1 | 15293442 | 100 |
| 1 | 17659037 | 100 |

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

Classification Title: Food Service Manager

Recruitment: 16/26.0

Recruitment Type: Promotional

Advertising: Employment
Bulletin, GGUSD Website,
Governmentjobs.com

Commission Ordered Recruitment: 01/04/2017

Recruitment Opened: 01/09/2017

Recruitment Closed: 01/30/2017

Commission Approved Eligibility Lists: 04/19/2017

Eligibility List Effective Date: 03/02/2017

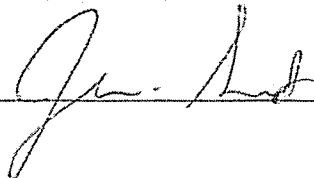

Eligibility List Expiration Date: ~~03/04/2018~~ 09/01/2018

| | | | |
|---------------------|------------------------------|------------|-----------------|
| Test #: 1 | Application Screening | | |
| Applications Total: | 23 | | Test Weight: 0% |
| Passed: | 15 | No Show: 0 | |
| Failed: | 8 | | |

| | | | |
|---------------------|------------------------|------------|-----------------------|
| Test #: 2 | Multiple Choice | | |
| Applications Total: | 15 | | Test Weight: 40% |
| Passed: | 14 | No Show: 0 | Test Date: 02/15/2017 |
| Failed: | 1 | | |

| | | | |
|---------------------|-------------------------|------------|-----------------------|
| Test #: 3 | Oral Rating Exam | | |
| Applications Total: | 14 | | Test Weight: 60% |
| Passed: | 11 | No Show: 0 | Test Date: 02/28/2017 |
| Failed: | 3 | | |
| Merged: | 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: Food Service Manager

Recruitment # 16/26.0

Eligibility List Effective Date: 03/02/2017

Eligibility List Expiration Date: ~~03/01/2018~~ 09/01/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 31039692 | 95 |
| 2 | 21830104 | 94 |
| 3 | 15874408 | 93 |
| 4 | 26134705 | 90 |
| 5 | 30945433 | 89 |
| 6 | 31030975 | 87 |
| 7 | 15929165 | 86 |
| 7 | 2741282 | 86 |
| 8 | 28557071 | 83 |
| 9 | 30985961 | 82 |
| 9 | 31139780 | 82 |

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

Classification Title: Head Custodian I

Recruitment: 17/10.0

Recruitment Type: Promotional

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin

Commission Ordered Recruitment: 10/04/2017

Recruitment Opened: 09/25/2017

Recruitment Closed: 10/13/2017

Commission Approved Eligibility Lists: 12/06/2017

Eligibility List Effective Date: 11/16/2017

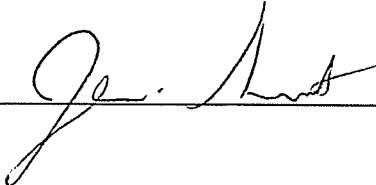
Eligibility List Expiration Date: 11/15/2018

| | | | |
|---------------------|------------------------------|--|-----------------|
| Test #: 1 | Application Screening | | |
| Applications Total: | 64 | | Test Weight: 0% |
| Passed: | 45 | | |
| Failed: | 19 | | |

| | | | |
|---------------------|------------------------------------|------------|-----------------------|
| Test #: 2 | Multiple Choice Examination | | |
| Applications Total: | 45 | | Test Weight: 40% |
| Passed: | 31 | No Show: 0 | Test Date: 11/02/2017 |
| Failed: | 14 | | |

| | | | |
|---------------------|--------------------------------|------------|-----------------------|
| Test #: 3 | Oral Rating Examination | | |
| Applications Total: | 31 | | Test Weight: 60% |
| Passed: | 27 | No Show: 1 | Test Date: 11/14/2017 |
| Failed: | 3 | | |

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: Head Custodian I

Recruitment # 17/10.0

Eligibility List Effective Date: 11/16/2017

Eligibility List Expiration Date: 11/15/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 22006189 | 96 |
| 2 | 7736416 | 95 |
| 2 | 21282748 | 95 |
| 3 | 28966998 | 94 |
| 3 | 11328525 | 94 |
| 4 | 14185502 | 91 |
| 5 | 17036536 | 90 |
| 6 | 8744093 | 89 |
| 6 | 27812282 | 89 |
| 6 | 27815584 | 89 |
| 7 | 17046713 | 88 |
| 8 | 34080552 | 87 |
| 9 | 18153463 | 86 |
| 10 | 13129447 | 85 |
| 10 | 34080150 | 85 |
| 11 | 16924311 | 84 |
| 11 | 34063714 | 84 |
| 11 | 14135948 | 84 |
| 11 | 27924284 | 84 |
| 12 | 11876933 | 83 |
| 12 | 6750351 | 83 |
| 13 | 34137175 | 82 |
| 13 | 18515334 | 82 |
| 14 | 156229 | 81 |
| 15 | 11450770 | 80 |
| 16 | 20396461 | 76 |
| 16 | 17065359 | 76 |

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

Classification Title: Instructional Aide – Arabic Speaking

Recruitment: 17/11.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 10/04/2017

Recruitment Opened: 09/25/2017

Recruitment Closed: 10/13/2017

Commission Approved Eligibility Lists: 12/06/2017

Eligibility List Effective Date: 11/09/2017

Eligibility List Expiration Date: 11/08/2018

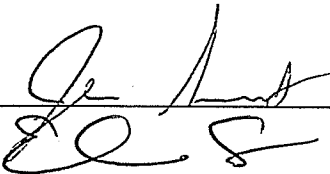
| Test #: | 1 | Application Screening | |
|---------------------|----|-----------------------|-----------------|
| Applications Total: | 92 | | Test Weight: 0% |
| Passed: | 53 | | |
| Failed: | 39 | | |

| Test #: | 2 | ESSA Exam | |
|------------------|----|-------------|-----------------------|
| Applicant Total: | 53 | | Test Weight: 40% |
| Passed: | 13 | No Show: 25 | Test Date: 10/26/2017 |
| Failed: | 15 | | |

| Test #: | 3 | Verbal Interpretation Exam | |
|------------------|----|----------------------------|-----------------------|
| Applicant Total: | 13 | | Test Weight: 0% |
| Passed: | 12 | No Show: 0 | Test Date: 11/08/2017 |
| Failed: | 1 | | |

| Test #: | 4 | Oral Rating Exam | |
|------------------|----|------------------|-----------------------|
| Applicant Total: | 12 | | Test Weight: 60% |
| Passed: | 12 | No Show: 0 | Test Date: 11/08/2017 |
| 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: Instructional Aide - Arabic Speaking

Recruitment # 17/11.0

Eligibility List Effective Date: 11/09/2017

Eligibility List Expiration Date: 11/08/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 34031463 | 98 |
| 2 | 33282374 | 97 |
| 3 | 32988999 | 95 |
| 4 | 33977737 | 92 |
| 4 | 33980342 | 92 |
| 5 | 15475235 | 91 |
| 6 | 33981313 | 89 |
| 7 | 29033896 | 87 |
| 8 | 26119438 | 84 |
| 9 | 21021779 | 83 |
| 10 | 27629968 | 80 |
| 11 | 34002589 | 79 |

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

Classification Title: Manager of Facilities

Recruitment: 17/06.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 09/06/2017

Recruitment Opened: 08/22/2017

Recruitment Closed: 09/12/2017

Commission Approved Eligibility Lists: 12/06/2017

Eligibility List Effective Date: 11/09/2017

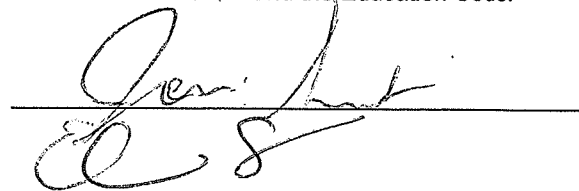
Eligibility List Expiration Date: 11/08/2018

| Test #: | Application Screening | |
|---------------------|-----------------------|-----------------|
| 1 | | |
| Applications Total: | 84 | Test Weight: 0% |
| Passed: | 9 | |
| Failed: | 75 | |

| Test #: | Performance Examination | |
|---------------------|-------------------------|-----------------------|
| 2 | | |
| Applications Total: | 9 | Test Weight: 0% |
| Passed: | 5 | No Show: 3 |
| Failed: | 1 | Test Date: 10/27/2017 |

| Test #: | Oral Rating Examination | |
|---------------------|-------------------------|-----------------------|
| 3 | | |
| Applications Total: | 5 | Test Weight: 100% |
| Passed: | 4 | No Show: 1 |
| Failed: | 0 | Test Date: 11/07/2017 |

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: Manager of Facilities

Recruitment # 17/06.0

Eligibility List Effective Date: 11/09/2017

Eligibility List Expiration Date: 11/08/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 15509557 | 100 |
| 2 | 32388300 | 88 |
| 3 | 5244263 | 78 |
| 3 | 15395116 | 78 |

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

Classification Title: School Community Liaison - Bilingual Spanish **Recruitment:** 17/12.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 10/04/2017
Recruitment Opened: 09/25/2017
Recruitment Closed: 10/13/2017
Commission Approved Eligibility Lists: 12/06/2017
Eligibility List Effective Date: 11/17/2017
Eligibility List Expiration Date: 11/16/2018

| | | |
|-------------------------|------------------------------|-----------------|
| Test #: 1 | Application Screening | |
| Applications Total: 167 | | Test Weight: 0% |
| Passed: 108 | | |
| Failed: 59 | | |

| | | |
|----------------------|-----------------------------|-----------------------|
| Test #: 2 | Multiple Choice Exam | |
| Applicant Total: 108 | | Test Weight: 40% |
| Passed: 57 | No Show: 33 | Test Date: 10/25/2017 |
| Failed: 18 | | |

| | | |
|---------------------|---------------------------------|-----------------------|
| Test #: 3 | Written Translation Exam | |
| Applicant Total: 57 | | Test Weight: 0% |
| Passed: 26 | No Show: 9 | Test Date: 11/03/2017 |
| Failed: 22 | | |

| | | |
|---------------------|-------------------------------------|-----------------------|
| Test #: 4 | Performance/Oral Rating Exam | |
| Applicant Total: 26 | | Test Weight: 60% |
| Passed: 21 | No Show: 5 | Test Date: 11/16/2017 |
| 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: School Community Liaison - Bilingual Spanish

Recruitment # 17/12.0

Eligibility List Effective Date: 11/17/2017

Eligibility List Expiration Date: 11/16/2018

| <u>Rank</u> | <u>Person ID</u> | <u>Score</u> |
|-------------|------------------|--------------|
| 1 | 34098649 | 100 |
| 2 | 29248843 | 99 * |
| 3 | 26485820 | 98 |
| 3 | 34067316 | 98 |
| 3 | 29117489 | 98 |
| 3 | 24784847 | 98 |
| 4 | 10961729 | 96 |
| 5 | 32856748 | 95 |
| 5 | 28317435 | 95 |
| 6 | 24671212 | 94 |
| 6 | 33114665 | 94 |
| 7 | 32250163 | 93 |
| 7 | 21201189 | 93 |
| 7 | 16129819 | 93 |
| 7 | 17918731 | 93 |
| 8 | 30947521 | 87 |
| 9 | 29450740 | 85 |
| 10 | 13378884 | 84 |
| 10 | 30044678 | 84 |
| 11 | 33921407 | 83 |
| 12 | 21131432 | 76 |

* Seniority Points