

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

Education Center - Fifth Floor Board Room
10331 Stanford Avenue, Garden Grove, CA
January 4, 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 DECEMBER 7, 2016***
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 – 12/13/16
7. **APPROVAL OF CLASSIFICATION ACTIONS***
 - 7.1 New Positions – Instructional Aide – Bilingual Spanish (2 positions – Russell)
8. **ORDERING OF EXAMINATIONS***

8.1 Food Service Manager	Promotional
8.2 Lead Custodian	Promotional
8.3 Lead Technology Assistant	Promotional
8.4 School Testing Assistant	Open
9. **RATIFICATION OF ELIGIBILITY LISTS***

9.1 HVAC Technician II	Open
9.2 Programmer Analyst	Open
9.3 Translator/Interpreter – Bilingual Spanish	Open
9.4 Translator/Interpreter – Bilingual Vietnamese	Open
10. **OTHER BUSINESS**
 - 10.1 Commissioners
 - 10.2 Next Personnel Commission Meeting
11. **ADJOURNMENT OF REGULAR MEETING**

***DENOTES ACTION TO BE TAKEN**

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

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

GARDEN GROVE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING
10331 Stanford Avenue
Garden Grove, CA

MINUTES

of the Meeting of
December 7, 2016

CALL TO ORDER

Commissioner Tortolano called the meeting of December 7, 2016 to order at 5:10 p.m. Commissioner Franks led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

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

STAFF MEMBERS PRESENT

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

ADMINISTRATION AND POLICY

3.1 Re-appointment and Oath of Allegiance – Personnel Commissioner Jim Franks

Assistant Superintendent Armitage administered the oath of allegiance to Commissioner Franks, who was re-appointed by CSEA to the Personnel Commission.

3.2 Annual Reorganization of the Personnel Commission

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to select Commissioner Tortolano as Chairperson, effective December 7, 2016. The motion passed 3-0.

It was moved by Commissioner Flatebo, seconded by Commissioner Tortolano to select Commissioner Franks as Vice-Chairperson, effective December 7, 2016. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to select Director Seymour as the Secretary to the Personnel Commission for the coming year, effective December 7, 2016. The motion passed 3-0.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to establish the first Wednesday of each month at 5:10 p.m. as the regular meeting schedule for the following year, effective December 7, 2016. The motion passed 3-0.

3.3 Director's Report

Director Seymour thanked the commissioners for the holiday snacks they provided to staff. Director Seymour commended Assistant Director Collison for coordinating another successful Employee Recognition Program this year with Personnel Secretary, Maribel Cantoran, coordinating all the tasks. While there was a location change, limited parking and having a different school host the event, Assistant Director Collison coordinated another special Employee Recognition Program where many employees and district staff members attended. Director Seymour expressed her gratitude to all three commissioners for also attending this year's Employee Recognition Program and having the Personnel Commission very publically represented.

Assistant Director Collison thanked Maribel, who does the lion's share of the work, for her assistance with the Employee Recognition Program.

Director Seymour stated that although the Employee Recognition event has passed, the work of sending out recognition pins to employees is on-going. There are many employees who were unable to attend who request their pins be sent to their school sites.

Director Seymour stated that the district contracted with School Services of California (SSC) to do a comprehensive study of our Information Technology Program and Department. This organization conducted the Maintenance, Operations and Transportation study a few years ago. The results of the study have been received and shared with the Board of Education. The study covered all aspects of the Information Technology Department such as short and long term planning, organization, staffing and efficiency. Additionally there are components that have to do with the structure, organization and staffing of the department. Staff is working closely with the district on the people aspect of the study, which will include some classification work. Assistant Director Smith has already begun holding employee meetings on this subject since the study outlined 58 recommendations. The Superintendent will work with the Board of Education to prioritize the work suggested by the study. The suggested and accepted changes will be implemented over a period of several years.

Commissioner Tortolano inquired as to whether there are Information Technology staff at all the schools. Additionally, Commissioner Tortolano commented that Information Technology is ever evolving and that systems will always need to be reviewed.

Director Seymour stated that the programming and networking side of the department is centralized at the District Education Center, but that Technology Assistants and Lead Technology Assistants are located at the school sites.

Director Seymour provided an update on the Supervising Personnel Analyst recruitment. The application filing period has now closed after being extended due to other competing recruitments in the area. There are now enough qualified applicants to move forward with the testing process. Testing is being scheduled for January.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the November 2, 2016 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

The audience was given the opportunity to discuss items not on the agenda. Assistant Superintendent Armitage also thanked the commissioners for the holiday treats they so generously provided to staff.

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 11/15/16
- CSEA Newsletter
- CSPCA Proposed By-Laws Changes

Director Seymour stated that the CSEA newsletter included in this month's correspondence was prepared by employee Cathrin Sargent. Director Seymour commended Ms. Sargent for a job well done.

Director Seymour stated that she and Commissioner Flatebo will be voting on the proposed CSPCA By-Law changes at the upcoming state conference. The suggested revisions contain mostly clean up language. Director Seymour wanted to provide the proposed changes to the commissioners for their review and input before voting takes place.

Employee Jana McIver pointed out that the proposed By-Law changes already have a revised date of January 21, 2017. Director Seymour stated that changes may still be made and are not confirmed until

voting takes place.

APPROVAL OF CLASSIFICATION ACTIONS

7.1 New Positions – Intensive Behavioral Instruction Assistant (6 positions – Office of Special Education)

7.2 New Positions – Special Education Assistant (2 positions – Mark Twain)

Commissioner Franks inquired as to whether Mark Twain remains a Special Education site. Director Seymour confirmed that Mark Twain is a Special Education site and is in fact called the Special Education Center at Mark Twain. Additionally, the adult transition special education site is referred to as the Adult Transition Program at Jordan or Jordan ATP.

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the classification of the new positions as listed above, effective December 7, 2016. The motion passed 3-0.

ORDERING OF EXAMINATIONS

- | | | |
|-----|--|------|
| 8.1 | Assistant Director of Transportation | Open |
| 8.2 | Food Service Worker I | Open |
| 8.3 | Lead Food Service Worker | Open |
| 8.4 | School Community Liaison Worker – Bilingual Spanish | Open |
| 8.5 | School Community Liaison Worker – Bilingual Vietnamese | Open |

Commissioner Franks inquired as to the circumstances behind having to recruit for an Assistant Director of Transportation. Director Seymour stated that the current Assistant Director of Transportation, Joy Crow, will be retiring after working for the district for nearly two years. Assistant Director Smith added that the recruitment for Assistant Director of Transportation will not be opened until January 3, 2017 to allow for a wider pool of applicants. Past practices show that applicants don't typically search or submit job applications during the holiday period. Waiting until after the holiday period will also be a better use of district advertising funds.

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 | Bus and Truck Mechanic | Promotional |
| 9.2 | Instructional Aide II – Special Education | Open |
| 9.3 | School Bus Driver Instructor | Open |
| 9.4 | Vocational Specialist | Open |

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective December 7, 2016. The motion passed 3-0.

OTHER BUSINESS

10.1 Commissioners

Commissioner Flatebo commented that the Employee Recognition Program was organized and fabulous. She was quite impressed with the venue and said it was great to see so many employees.

Commissioner Franks commented that he liked the Garden Grove Community Meeting Center as the venue and would like to see the Employee Recognition Program be held there each year. Commissioner Franks was impressed by the work that the City of Garden Grove has done in remodeling this venue. Additionally, while the Employee Recognition is a small gesture of recognition on the district's part, it

means so much to the employees. Commissioner Franks also commended the presenters who did such a great job at reading all of the employee names and on being able to process 300 employees in an hour.

Commissioner Tortolano stated that many employees expressed to her that they love working for the district.

10.2 New Personnel Commission Meeting

The date of the next regular meeting of the Personnel Commission will be Wednesday, January 4, 2017 at 5:10 p.m. in the 5th floor Board Room of the Education Center.

ADJOURNMENT

The meeting was adjourned at 5:27 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran

AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS

CORRESPONDENCE AND COMMUNICATIONS

⇒ Classified Personnel Report – 12/13/16

Report No. 12/13/16-2
Action Taken ✓
As Recommended ✓
With Revisions _____
With Addendum _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 12/13/16-2

EMPLOY

Employee Contractors
Noon Duty Supervisors
Regular
Substitutes
Temporary

LEAVES

Requests

CHANGE IN ASSIGNMENT

Demotions
Increase/Decrease
Promotions
Working Out of Class

MISCELLANEOUS

Probationary Release

It is recommended that the Board approve actions as listed in Board Report No. 12/13/16-2.

On motion of Trustee Harden, seconded by Trustee Rocco, and
unanimously carried, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 12/13/16-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

12/13/2016

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

Employee Contractors

Tran, Kinh D	Employee Contractor		\$15.00	Bolsa Grande	HOURLY - Music specialist/percussion instruction for marching band; not to exceed 80 hours.	09/01/16	06/30/17
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Noon Duty Supervisors

Aldana, Stephanie D	Noon Duty Supervisor		\$13.09	Russell		09/01/16	
Alvidrez, Sarah L	Noon Duty Supervisor		\$13.09	Peters 4-6		09/01/16	
Bacilio, Alma	Noon Duty Supervisor		\$13.09	Bryant		09/01/16	
Benson, Tesie A	Noon Duty Supervisor		\$13.09	Stanley		09/01/16	
Chatterton, Trent S	Noon Duty Supervisor		\$13.09	Murdy		10/17/16	
Contreras, Araceli	Noon Duty Supervisor		\$13.09	Crosby		09/06/16	
Duarte, Laura M	Noon Duty Supervisor		\$13.09	Woodbury		09/01/16	
Duarte, Laura M	Noon Duty Supervisor		\$13.09	Woodbury		09/01/16	
Estrada, Susana M	Noon Duty Supervisor		\$13.09	Hazard		09/06/16	
Fremgen, Dana R	Noon Duty Supervisor		\$13.09	Barker		09/19/16	
Garcia Estrada, Arely	Noon Duty Supervisor		\$13.09	Russell		09/01/16	
Hernandez, Diana D	Noon Duty Supervisor		\$13.09	Russell		09/01/16	
Hernandez, Marisela	Noon Duty Supervisor		\$13.09	Bryant		09/01/16	
Hinojosa Gonzalez, Judith	Noon Duty Supervisor		\$13.09	Northcutt		09/01/16	
Lara, Eduardo	Noon Duty Supervisor		\$13.09	Mitchell		10/04/16	
Loertsher, Jennifer M	Noon Duty Supervisor		\$13.09	Barker		09/19/16	
Marin, Amanda T	Noon Duty Supervisor		\$13.09	McGarvin		11/16/16	
Martinez, Marina S	Noon Duty Supervisor		\$13.09	Mitchell		09/01/16	
Matanane, Clara A	Noon Duty Supervisor		\$13.09	Bryant		09/01/16	
Murray, Kathleen	Noon Duty Supervisor		\$13.09	Stanley		09/01/16	
Ngo, Anh K	Noon Duty Supervisor/CL		\$13.09	Faylane		09/01/16	
Perdomo, Laura C	Noon Duty Supervisor		\$13.09	Peters 4-6		09/01/16	
Polanco, Sara	Noon Duty Supervisor		\$13.09	Excelsior		09/01/16	
Ramos, Estela	Noon Duty Supervisor		\$13.09	Stanley		09/01/16	

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

12/13/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Tsugawa, Keri A	Noon Duty Supervisor		\$13.09	Bryant		09/01/16
Vazquez, Maria A	Noon Duty Supervisor		\$13.09	Peters 4-6		09/01/16
Vinje, Lisa A	Noon Duty Supervisor		\$13.09	Marshall		09/12/16
Vu, Trang H	Noon Duty Supervisor		\$13.09	Marshall		09/12/16
<u>Regular</u>						
Alderete, Richard	Electrician	37/4	\$5,930.00	District Maintenance Center		11/21/16
Anderson, Christy L	Instructional Aide II - Special Ed.	19/2	\$19.88	Lincoln Education Center		11/16/16
Barrera, Cindy G	Health Assistant	18/1	\$18.46	Monroe		11/29/16
Brannen, Winifred A	Food Service Worker I	13/2	\$17.13	Warren		10/28/16
Brayton, Megan M	Instructional Aide II - Special Ed.	19/2	\$19.88	Enders		11/07/16
Cavender, Daniel W	Instructional Aide II - Special Ed.	19/2	\$19.88	Bolsa Grande		11/09/16
Delgado, Raul	Custodian - Swing	25/1	\$3,802.00	Wakeham		11/01/16
Eastin, Anita D	Food Service Worker I	13/2	\$17.13	Mark Twain		10/28/16
Garcia, Andrea	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Lawrence		10/26/16
Guerrero, Hector J	Custodian - Swing	25/1	\$3,802.00	Rancho Alamitos		11/28/16
Hart, Syreeta O	Instructional Aide II - Special Ed.	19/2	\$19.88	Rancho Alamitos		11/28/16
Julian, Richard L	Instructional Aide II - Special Ed.	19/2	\$19.88	Walton		11/14/16
Kaiser, Sonia Y	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Walton		11/01/16
Koide, Russell M	Technology Assistant	18/1	\$18.46	Morningside		11/07/16
Le, Callie T	Instructional Aide II - Special Ed.	19/2	\$19.88	Heritage		11/28/16
Le, David H	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Allen		11/14/16
Lilio, Teresa L	Instructional Aide II - Special Ed.	19/2	\$19.88	Carver ECEC		11/10/16
Martinez, Manuel	Technology Assistant	18/1	\$18.46	La Quinta		11/16/16
Mugica, Sabrina T	Breakfast Worker	16/2	\$18.46	Hazard		11/10/16
Muneton, Walter	Board Member		\$843.00	District Education Center		12/13/16
Nguyen, Annie N	Breakfast Worker	16/2	\$18.46	Violette		11/17/16
Nguyen, Cherie Q	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Faylane		11/07/16
Nguyen, Dina L	Board Member		\$843.00	District Education Center		12/13/16
Nguyen, Uyen P	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education		11/07/16
Petty, Julie A	Instructional Aide II - Special Ed.	19/2	\$19.88	La Quinta		11/16/16
Ramich, Carolee J	Accounting Technician I	29/1	\$4,197.00	Business Office		12/05/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

12/13/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Rojo, Nalleli	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Doig		11/28/16
Sharma, Vinod	Technology Assistant	18/1	\$18.46	Alamitos		11/14/16
Skeith, Renee M	Instructional Aide II - Special Ed.	19/2	\$19.88	Parkview		11/14/16
Truong, Lanh T	Sch-Comm Liaison Wkr-Bil Viet	21/1	\$19.88	Lincoln Education Center		11/07/16
Ubl, David C	Ld Intensive Behav. Inst. Asst.	26/2	\$4,094.00	Special Education		12/01/16
Youn, Andrew	Accounting Technician I	29/1	\$4,197.00	Business Office		11/28/16
<u>Substitutes</u>						
Nguyen, Duy Viet T	Sub Bus Driver		\$18.82	Transportation		11/09/16
Wyman, Nicole G	Sub Food Service Worker		\$13.65	Varies		11/29/16
<u>Temporary</u>						
Calderon, Marbella	Student Worker - Trainee		\$8.50	Pacifica		11/01/16
Canova, Genesis G	Tutor		\$14.00	K-12 Educational Services		11/17/16
Do, Thien P	Tutor		\$14.00	K-12 Educational Services		11/17/16
Dramatinos, Savina M	Sch-Comm Liaison Wkr-Bil Span	21/5	\$24.56	Post	Temporary additional assignment	09/01/16
Nguyen, Christy	Tutor		\$14.00	La Quinta		09/20/16
Nguyen, Hang M	Student Worker		\$10.00	Garden Grove		11/16/16
Ramirez, Jennifer	Tutor		\$14.00	K-12 Educational Services		11/15/16
Rodriguez, John K	Student Worker - Trainee		\$8.50	Rancho Alamitos		10/27/16
Sigala, Alyssa R	Tutor		\$14.00	K-12 Educational Services		11/14/16
Welle, Kenneth A	Auditorium Attendant		\$22.48	Garden Grove		11/16/16
<u>LEAVES</u>						
<u>Requests</u>						
Ash, Shellese	Lead Food Service Worker			Food Service Department	Unpaid Leave	09/22/16 01/02/17
Calderon, Sayla	Intensive Behavioral Instr. Asst.			Carver ECEC	Extend paid medical leave	10/31/16 12/11/16
Curdo, Nancy	Lead Food Service Worker			Simmons	Paid medical leave	10/03/16 11/14/16
Dutton, Connie M	School Office Clerk I			Barker	Extend paid medical leave	11/14/16 02/07/17
Earhart, Lori	Instructional Aide II - Special Ed.			Brookhurst	Extend paid medical leave	11/07/16 01/08/17
Fagel, Veronica	School Office Clerk II			Garden Grove	Paid medical leave	10/03/16 10/18/16
Garcia, Martin P	Head Custodian I			Hill	Extend paid medical leave	11/02/16 11/15/16
Gutierrez, Jacqueline	Intensive Behavioral Instr. Asst.			Special Education	Extend pregnancy disability leave	10/22/16 11/14/16

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

12/13/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Hutcherson, Caitlin	Instructional Aide II - Special Ed.			Jordan ATP	Pregnancy disability leave	10/26/16 12/12/16
Marquez, Diane	Food Service Worker I			Bell	Paid medical leave	11/01/16 11/28/16
Nelson, Debra	Lead Food Service Worker			Crosby	Extend paid medical leave	11/14/16 12/14/16
Packing, Rhea E	Instructional Aide II - Special Ed.			Rancho Alamitos	Pregnancy disability leave	11/28/16 02/19/17
Ramirez, Stephanie	Sch-Comm Liaison Wkr-Bil Span			Brookhurst	Paid medical leave	11/01/16 11/15/16
Rivera, Manuela	Sch-Comm Liaison Wkr-Bil Span			Eisenhower	Paid medical leave	11/03/16 12/04/16
Robles, Brittany	Intensive Behavioral Instr. Asst.			Special Education	Paid medical leave	10/21/16 11/08/16
Zuerneman, Meaghan	Intensive Behavioral Instr. Asst.			Irvine	Pregnancy disability leave	11/07/16 01/16/17

CHANGE IN ASSIGNMENT

Demotions

Emrick, Michael S	Groundskeeper/Gardener	26/5	\$5,241.00	District Maintenance Center	Voluntary demotion from Head Custodian I	11/21/16
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Increase/Decrease

Beltran, Bertha	Noon Duty Supervisor		\$13.09	Excelsior	Increase from 2 to 2.17 hours per week.	09/01/16
Boydston, Michelle D	Intensive Behavioral Instr. Asst.	23/3	\$23.05	Special Education	Increase from 25 to 40 hours per week.	11/16/16
Cousins, Natasha D	Noon Duty Supervisor		\$13.09	Garden Park	Increase from 5 to 10 hours per week.	09/02/16
Flores, Maria D	Noon Duty Supervisor		\$13.09	Hazard	Increase from 6.25 to 13.75 hours per week.	09/01/16
Gonzalez, Ofelia I	Noon Duty Supervisor		\$13.09	Hazard	Increase from 6.25 to 13.75 hours per week.	09/06/16
Jones, Casey A	Intensive Behavioral Instr. Asst.	23/5	\$25.44	Special Education	Decrease from 32.5 to 17.5 hours per week.	11/03/16
Koch, Sherry M	Noon Duty Supervisor		\$13.09	Zeyen	Decrease from 12.5 to 6.67 hours per week.	09/01/16
Momand, Jamilah	Noon Duty Supervisor		\$13.09	Northcutt	Increase from 7.5 to 13.75 hours per week.	09/01/16
Oregel, Mary C	Noon Duty Supervisor		\$13.09	Hazard	Increase from 4.58 to 13.75 hours per week.	09/01/16
Palomino, Leticia A	Noon Duty Supervisor		\$13.09	Northcutt	Increase from 10 to 13.75 hours per week.	09/01/16
Vu, Linh T	Noon Duty Supervisor		\$13.09	Peters 4-6	Increase from 1.67 to 2.08 hours per week.	09/01/16

Promotions

Duron, Brent C	Warehouse Supervisor	46/1	\$6,386.00	Warehouse	From Stock Clerk II	11/02/16
Lawson, Melissa B	Intensive Behavioral Instr. Asst.	23/2	\$21.94	Special Education	From Instructional Aide II - Special Education	11/09/16
Montoya, Raul	Custodian - Swing	25/1	\$3,802.00	Garden Grove	From Breakfast Worker	11/02/16

Working Out of Class

Anis, Almas	Lead Food Service Worker	17/4	\$20.88	Lake	From Food Service Worker I	10/17/16
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Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

12/13/2016

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Bui, Kim Dung T	Lead Food Service Worker	17/4	\$22.48	Morningside	From Food Service Worker I	09/12/16
Esparza, Brenda E	Lead Food Service Worker	17/2	\$18.92	Enders	From Food Service Worker I	10/17/16
Mecham-Franco, Jeanne M	Administrative Secretary	38/1	\$5,241.00	Special Education	From Secretary III	09/19/16
Navarro, Mayra	School Office Clerk II	23/4	\$24.21	Pacifica	From School Community Liaison Worker - Bilingual Spanish	10/31/16
Nguyen, Doan V	Head Custodian I	27/5	\$5,372.00	Crosby	From Custodian - Swing	01/01/16
Santacruz, Clara M	Secretary I	26/5	\$4,748.00	Pacifica	From School Office Clerk II	10/31/16
<u>MISCELLANEOUS</u>						
<u>Probationary Release</u>						
Shihadeh, Dunia	Library Media Technician I			Murdy		11/07/16
Ton, Hoang	Instructional Aide - Bil Viet			Carrillo		10/27/16

AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS

7.1 New Positions – Instructional Aide – Bilingual Spanish (2 positions – Russell)

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 Food Service Manager | Promotional |
| 8.2 Lead Custodian | Promotional |
| 8.3 Lead Technology Assistant | Promotional |
| 8.4 School Testing 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

**** NOW AVAILABLE ONLINE ****
Fill-in Application Forms
www.ggusd.us
Click on Employment, click on
Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

FOOD SERVICE MANAGER

PROMOTIONAL RECRUITMENT
OPEN TO DISTRICT EMPLOYEES ONLY

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

SALARY: \$4748 per month with four annual step increases to \$5785 per month (15-16 Rate)

POSTING DATE: JANUARY 9, 2017

LAST DAY TO FILE: JANUARY 30, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions work 8 hours per day, school session. Under direction, plans, directs, and supervises the acquisition, preparation, serving, transporting, and selling of foods at their assigned school site and satellite kitchens, ensuring federal and state Child Nutrition Rules and Regulations including the National School Lunch and Breakfast program for nutrition, health, safety, sanitation, and cost standards are met; and performs related work as required.

BASIC FUNCTION: Plans, assigns, trains, coordinates, supervises, and evaluates a large staff of food service and student workers at a high school, intermediate school, or central kitchen in the preparation, cooking and apportioning of foods to ensure federal and state standards for nutritional health, safety, sanitation, and costs are met; coordinates and supervises the preparation of food carts for timely daily delivery to satellite school kitchens, checking food temperatures to assure they are within appropriate food-safety ranges prior to transport; coordinates, oversees, and participates in catering events, including food preparation and attractive presentation; inspects foods for consistency, taste and appearance; supervises and participates in the preparation of food, including making accommodations for various special dietary needs of students by following the special meal guidelines; trains and instructs personnel in methods and procedures; orders produce, dairy, bakery goods, snack items, frozen goods, supplies, and any related items as needed for the operations; checks quantities and condition of foods purchased upon arrival; supervises the taking of inventories of food and supplies in the kitchen; sets up, operates, and stores computerized point-of-sale equipment securely; maintains effective relationships with faculty, administrators, kitchen staff, maintenance staff, and vendors; oversees preparations and provides work direction for student and staff lunches, barbecues, breakfasts, and special occasions; maintains a wide variety records, including daily breakfast and lunch receipts, time cards, and other personnel records, kitchen equipment, inventory, menus, production, calendars, employees' and students' schedules; and prepares related computerized reports.

❖ 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, supplemented by courses in menu planning, quantity cooking, safety, and sanitation in food service preparation; three years of experience equivalent to full-time work in quantity food preparation and serving; and at least six months of experience equivalent to full-time work in a lead or supervisory capacity are required. Part-time experience will be considered and adjusted appropriately. An associate's degree or certificate in quantity food service preparation/management is highly desirable. Any other combination of training and experience which would likely provide the required skills, knowledge and abilities may be considered.

LICENSE AND CERTIFICATE: Must possess and maintain a valid Class C California Driver License and remain insurable at the standard insurance market rate. Must possess and maintain a valid California Food Safety Certificate. New appointees must obtain the required certificate within 90 days following appointment.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Proper methods and safety standards for food preparation, cooking, serving, equipment operation, and kitchen maintenance; proper nutrition principles and standards, components, substitutions and serving sizes for various student grade levels as stated in the federal and state Child Nutrition Rules and Regulations; effective techniques for managing and supervising a large school food service program; proper standards and methods for food storage and stock rotation and methods of computing food quantities required for weekly and monthly menus.

Ability to: Evaluate taste, appearance, and quality of all food items; train, coordinate, evaluate, and supervise a large staff in the preparation, presentation, sanitation, and storage of large quantities of food and the proper operation of institutional kitchen equipment; comprehend the procedures to effectively requisition and order all food and supplies; maintain accurate records and prepare reports; operate a computer effectively; work effectively with food service staff, students, administrators, and others and communicate, be understood, give and carry out instructions spoken and written in English.

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.

For more information on current job openings, call (714) 663-6456 or visit our website at www.ggusd.us



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CLASSIFIED EMPLOYMENT OPPORTUNITY

LEAD CUSTODIAN

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: JANUARY 9, 2017

LAST DAY TO FILE: JANUARY 30, 2017 BY 5:00 P.M.

This is a promotional job opportunity that is ONLY available to current GGUSD employees and/or persons who have satisfactorily performed paid service for the school district for at least 132 working days during the immediately preceding year and who meet the prescribed qualifications for the classification.

ABOUT THE JOB: Persons in these positions work 8 hours per day, 12 months per year, on the swing shift (2:30 – 11:00 p.m.). Under general supervision, leads the work of a custodial crew and participates in providing building custodial services for a school plant or district building. Incumbents in this classification are mainly responsible for carrying out plans and directions issued by a plant supervisor who is not on the same shift. Incumbents, therefore, must provide custodial services including emergency or special services required that are not of a routine nature such as answering emergency requests for lighting, special equipment, access to rooms and providing building and equipment security; and performs related work as required.

BASIC FUNCTION: Plans, delegates, leads and participates in custodial cleaning; oversees and participates in sweeping, mopping, refinishing and waxing floors; dusts, cleans, and polishes furniture; washes windows and walls; shampoos and extracts carpets; performs minor painting activities to cover graffiti and badly soiled areas; disposes of rubbish and cleans grounds areas; cleans toilets, urinals, showers, basins, and mirrors; picks up litter, pressure washes concrete, and sweeps sidewalks and blacktop areas; performs minor building maintenance work and reports need for major repairs; stops plumbing leaks and frees drains of stoppages; assists in school and district activities by setting up, breaking down, and cleaning up for meetings and events; trains new and substitute custodians; performs daily classroom, office, and restroom inspections to ensure proper and thorough cleaning and safety; assists with monthly safety inspections; locks doors and windows and inspects school plant for proper maintenance, health and safety conditions; maintains an inventory of custodial supplies; checks inventory weekly and reports any needed materials or supplies to the plant supervisor; inspects custodial equipment such as carpet extractors, floor machines, etc. to ensure proper maintenance of the equipment is being conducted and may need to respond to emergency calls at the site outside of regularly scheduled work hours.

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

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and two years of experience equivalent to full-time work in school custodial work. Lead or supervisory 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.

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Methods, materials and equipment used in school custodial work

Ability to: Perform simple building maintenance and repair work; follow oral and written instruction; keep simple records; keep an inventory of supplies and materials and report the need for supplies and equipment; handle frequent interruptions and accommodate changing needs; lead the work of others; work as a team; train new and substitute custodians and establish and maintain effective working relationships with plant supervisor, staff, students, and the public.

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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CLASSIFIED EMPLOYMENT OPPORTUNITY

LEAD TECHNOLOGY ASSISTANT

PROMOTIONAL RECRUITMENT

OPEN TO DISTRICT EMPLOYEES ONLY

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

SALARY: \$3445 per month with four annual step increases to \$4197 per month (15-16 Rate)

POSTING DATE: JANUARY 9, 2017

LAST DAY TO FILE: JANUARY 30, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in this position work 8 hours per day; 9 months per school session. Under general supervision of a high school site administrator, provides technical support to staff and students in maintaining and utilizing technology, including computers, associated peripherals, other technology equipment, software applications and multimedia instructional materials. Serves as a technical resource to Technology Assistants at designated school sites. Troubleshoots basic problems with computer and network systems. Works with a variety of operating systems and network devices to provide technical support.

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; provides information and training to individual users on a wide variety of software applications and technology; serves as a technical resource and leads the work of Technology Assistants at designated school sites; facilitates and leads meetings with Technology Assistants to provide ongoing feedback and training on new technology used at the school sites; assists in implementing the district's technology plan; sets up and configures computers, printers, and peripheral devices in the classrooms, computer labs, and offices; 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; analyzes technology equipment malfunctions and system processing failures of a less complex nature and take corrective action; assists in setting up computer connectivity; backs up network data; 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 Technology Department and contacts vendors, as directed 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 graduation or equivalent; and two years equivalent to full-time work in the installation, maintenance and support of computers, peripherals, and related equipment, and two years equivalent to full-time work troubleshooting problems with computer and network systems and working with end-users is required. Basic knowledge of network systems is required; knowledge of Apple and Windows operating systems is required; knowledge of Google operating systems is desired. Part-time experience will be considered and adjusted appropriately. 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; new trends and developments in computer technology; 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: Lead the work of others; learn new skills to keep current with technology changes; 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; maintain accurate records and files; prioritize workload and coordinate time schedules; communicate technical information to a non-technical audience; speak clearly and communicate effectively and work with limited supervision.

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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CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL TESTING ASSISTANT

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 four annual step increases to \$24.21 per hour (15-16 Rate)

POSTING DATE: JANUARY 6, 2017

APPLICATION FILING PERIOD: JANUARY 25, 2017 TO JANUARY 27, 2017 BY 5:00 P.M.

APPLICATIONS WILL ONLY BE ACCEPTED DURING THIS TIME

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

ABOUT THE JOB: Persons in these positions typically work 3.5 hours per day, 10.5 months per year. Under the supervision of the principal, or designee, and the direction of the Assessment & Registration Center, works with school personnel to schedule and perform student skills testing at schools; and performs related work as required.

BASIC FUNCTION:

Administers California English Language Development Tests, including listening, speaking, reading, and writing assessments of students; inputs, retrieves, and compiles student testing data using district student information system, mainframe, and database programs; coordinates and schedules testing dates and room locations for all required tests with various school site personnel in order to meet required deadlines; develops, with guidance from school administration, school testing schedule for make-up testing within district guidelines. For 7-12 students, reviews each student's class schedule and prepares call slips for releasing students from the classroom; verifies completion, accuracy, and documentation of school-site testing; sends out forms for school/district use and parent notification; explains language assessment program or testing to parents/guardians; maintains inventories of materials and equipment used in testing, assembles and transports testing materials, and files test documents at schools and the ARC and performs office clerical 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 graduation or equivalent, and some experience working in an office/clerical setting and computer/record keeping experience. Test administration experience and/or experience working in an education 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: Required student testing procedures and practices; office practices, procedures, and equipment, including knowledge of computer keyboard; telephone techniques and etiquette and simple record keeping techniques.

Ability to: Speak clearly and distinctly; perform clerical work with speed and accuracy; accurately maintain student testing records and reports; compare names and numbers rapidly and accurately; work cooperatively and effectively with students, school personnel, and co-workers; provide information in an understandable manner and give direction to others; organize work to meet schedules and deadlines; work independently and learn new computer programs.

SPECIAL NOTE: Incumbent must be willing to furnish car and drive in the performance of duties.

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.

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 | HVAC Technician II | Open |
| 9.2 | Programmer Analyst | Open |
| 9.3 | Translator/Interpreter – Bilingual Spanish | Open |
| 9.4 | Translator/Interpreter – Bilingual Vietnamese | 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: H.V.A.C. Technician II

Recruitment: 16/16.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 10/05/2016
Recruitment Opened: 09/20/2016
Recruitment Closed: 10/10/2016
Commission Approved Eligibility Lists: 01/04/2017
Eligibility List Effective Date: 12/15/2016
Eligibility List Expiration Date: 12/14/2017

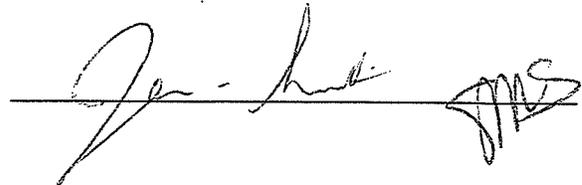
Test #: 1	Application Screening	
Applications Total: 57		Test Weight: 0%
Passed: 35		
Failed: 22		

Test #: 2	Multiple Choice Exam	
Applications Total: 35		Test Weight: 40%
Passed: 17	No Show: 6	Test Date: 11/01/2016
Failed: 12		

Test #: 3	Oral Rating Exam	
Applications Total: 17		Test Weight: 60%
Passed: 13	No Show: 1	Test Date: 12/12/2016
Failed: 3		

Test #: 4	Performance Exam	
Applications Total: 13	No Show: 0	Test Weight: 0%
Passed: 9		Test Date: 12/12/2016
Failed: 4		

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: H.V.A.C. Technician II

Recruitment # 16/16.0

Eligibility List Effective Date: 12/15/2016

Eligibility List Expiration Date: 12/14/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	29842010	96
2	14083760	94 *
3	30036190	93
3	29987463	93
3	9187302	93
4	25669164	92
5	29949739	91
6	4288976	90
7	27226591	83

* Seniority Points

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

Classification Title: Programmer Analyst

Recruitment: 16/19.0

Recruitment Type: Open

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

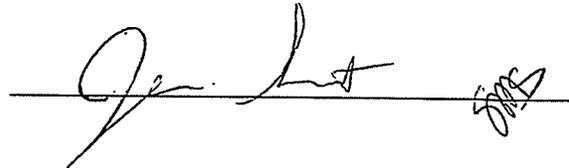
Commission Ordered Recruitment: 11/02/2016
Recruitment Opened: 10/24/2016
Recruitment Closed: 11/14/2016
Commission Approved Eligibility Lists: 01/04/2017
Eligibility List Effective Date: 12/14/2016
Eligibility List Expiration Date: 12/13/2017

Test #: 1	Application Screening	
Applications Total: 65		Test Weight: 0%
Passed: 37		
Failed: 28		

Test #: 2	Performance Examination	
Applications Total: 37		Test Weight: 0%
Passed: 17	No Show: 12	Test Date: 11/29/2016
Failed: 8		

Test #: 3	Oral Rating Examination	
Applications Total: 17		Test Weight: 100%
Passed: 11	No Show: 1	Test Date: 12/08/2016
Failed: 5		

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: Programmer Analyst

Recruitment # 16/19.0

Eligibility List Effective Date: 12/14/2016

Eligibility List Expiration Date: 12/13/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	12861102	100
1	4454646	100
2	30309097	95
3	13858570	88
4	30207304	85
5	30385482	83
5	5779867	83
6	23214784	80
6	1306866	80
6	30189527	80
7	30202271	70

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

Classification Title: Translator-Interpreter/Bilingual Spanish **Recruitment:** 16/10.0

Recruitment Type: Open

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

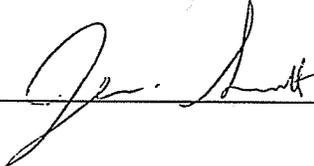
Commission Ordered Recruitment: 11/02/2016
Recruitment Opened: 10/26/2016
Recruitment Closed: 11/16/2016
Commission Approved Eligibility Lists: 01/04/2017
Eligibility List Effective Date: 12/19/2016
Eligibility List Expiration Date: 12/18/2017

Test #: 1	Application Screening		
Applications Total:	135		Test Weight: 0%
Passed:	30		
Failed:	105		

Test #: 2	Performance Examination		
Applications Total:	30		Test Weight: 0%
Passed:	6	No Show: 9	Test Date: 12/02/2016
Failed:	15		

Test #: 3	Oral Rating Examination		
Applications Total:	6		Test Weight: 100%
Passed:	5	No Show: 0	Test Date: 12/16/2016
Failed:	1		

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





Recruitment: Translator/Interpreter/^{Bilingual}Spanish

Recruitment # 16/10.0

Eligibility List Effective Date: 12/19/2016

Eligibility List Expiration Date: 12/18/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	9556318	97
2	14480010	93 *
3	14295975	90
4	11231084	88
5	30288370	87

* Seniority Points

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

Classification Title: Translator/Interpreter Vietnamese

Recruitment: 16/11.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 11/02/2016

Recruitment Opened: 10/26/2016

Recruitment Closed: 11/16/2016

Commission Approved Eligibility Lists: 01/04/2017

Eligibility List Effective Date: 12/16/2016

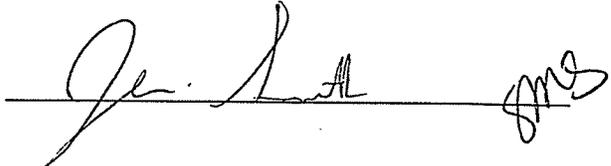
Eligibility List Expiration Date: 12/15/2017

Test #: 1	Application Screening		
Applications Total:	63		Test Weight: 0%
Passed:	11		
Failed:	52		

Test #: 2	Performance Examination		
Applications Total:	11		Test Weight: 0%
Passed:	2	No Show: 4	Test Date: 12/02/2016
Failed:	5		

Test #: 3	Oral Rating Examination		
Applications Total:	2		Test Weight: 100%
Passed:	1	No Show: 0	Test Date: 12/15/2016
Failed:	1		

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



Recruitment: Translator/Interpreter Vietnamese

Recruitment # 16/11.0

Eligibility List Effective Date: 12/16/2016

Eligibility List Expiration Date: 12/15/2017

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	15931825	105 *

* Seniority Points