

GARDEN GROVE UNIFIED SCHOOL DISTRICT
Personnel Commission Meeting

Education Center - Fifth Floor Board Room
10331 Stanford Avenue, Garden Grove, CA
July 5, 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 JUNE 7, 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 – 06/06/17
 - ⇒ Classified Personnel Report – 06/27/17
7. **APPROVAL OF CLASSIFICATION ACTIONS***
 - 7.1 New Classification – Instructional Aide – Bilingual Arabic
 - 7.2 New Classification – School Community Liaison Worker – Bilingual Arabic
 - 7.3 New Position – School Testing Assistant – (Monroe)
 - 7.4 New Position – Translator/Interpreter – Bilingual Vietnamese (Assessment and Registration Center)
8. **ORDERING OF EXAMINATIONS***
 - 8.1 Central/School Office Clerk I Open
 - 8.2 Instructional Aide – Bilingual Spanish Open
9. **RATIFICATION OF ELIGIBILITY LISTS***
 - 9.1 Buyer Open
 - 9.2 Clerical Specialist I Open
 - 9.3 Cook/Baker Promotional
 - 9.4 Elementary/Intermediate School Secretary Open
 - 9.5 Instructional Aide II – Special Education Open
 - 9.6 Manager, Maintenance & Operations Open
 - 9.7 Network Analyst Open
 - 9.8 Testing Clerk – Bilingual Spanish Open
 - 9.9 Testing Clerk – 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

June 7, 2017

CALL TO ORDER

Commissioner Tortolano called the meeting of June 7, 2017 to order at 5:10 p.m. Director Seymour led the audience in the Pledge of Allegiance.

COMMISSIONERS PRESENT

Ms. Bernice Flatebo

Mr. Jim Franks

Ms. Marilyn Tortolano

STAFF MEMBERS PRESENT

Ms. Joli Armitage

Mr. Pat Collison

Ms. Suzy Seymour

Ms. Jenni Smith

ADMINISTRATION AND POLICY

3.1 Director's Report

Director Seymour stated that bargaining with the classified employee groups is still in progress.

Director Seymour stated that a few years ago, the district hired an outside consulting group, School Services of California, to conduct a comprehensive Maintenance, Operations and Transportation study. For the last few years the district has been implementing the recommendations from that study. Earlier this year the district once again contracted with School Services of California to conduct a study of the district's Information Technology Department. Part of the Information Technology study recommendations center around classification work, some of which coincides with work that Assistant Director Smith had begun work on with the department. Staff is hoping that, in next couple of months, the commission will start to see pieces of this classification work coming through. Assistant Director Smith has been conducting comprehensive work on the Information Technology department and is collaborating with CSEA, incumbents and administrators in the department to do classification work including job description updates, reclassifications and salary re-allocations.

Commissioner Tortolano commented that studying the Information Technology Department is a good place to start considering that it's a constantly evolving field with all kinds of variables.

Director Seymour added that while Assistant Director Smith is working on the IT classification work, she is concurrently conducting a comprehensive classification study on School Community Liaison Workers. Recently, Assistant Director Smith held numerous focus group meetings with the incumbents, administrators and related departments, such as Community Outreach. Although Assistant Director Smith is getting closer to concluding this study she will also be working on a couple of outlier positions that have duties that don't fit with the other Liaison Workers, that will entail more study. Assistant Director Smith will review such duties to determine if they are similar enough that they will still fill in with the School Community Liaison Worker classification or whether those positions should really be classified differently.

3.2 2017-18 Proposed Personnel Commission Budget – Public Hearing, Second Reading and Adoption

A public hearing was held concerning the 2016-17 proposed Personnel Commission budget. After receiving no public comments and discussing the proposed budget which contained no revisions since the first reading, it was moved by Commissioner Franks, seconded by Commissioner Flatebo to adopt the 2016-17 proposed budget as presented. The motion passed 3-0.

Commissioner Franks commented that there were quite a bit of increases to the budget overall. Director Seymour stated that the CalPERS costs have increased significantly. The Personnel Commission budget also reflects a salary line increase with the newly added Assistant Director position. However, there was also a period of time before the Personnel Analyst position was backfilled, subsequently leading to a salary line decrease. Another budget line increase reflects the \$3,600 increase for services provided by the applicant testing and tracking software services from NeoGov.

APPROVAL OF MINUTES

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the minutes of the May 17, 2017 Personnel Commission meeting. The motion passed 3-0.

AUDIENCE

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

CORRESPONDENCE AND COMMUNICATIONS

- Classified Personnel Report – 05/16/17

APPROVAL OF CLASSIFICATION ACTIONS

7.1 New Positions – Instructional Aide II – Special Education (3 positions – Bolsa Grande)

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to approve the new positions as listed above, effective June 7, 2017. The motion passed 3-0.

ORDERING OF EXAMINATIONS

8.1	Accounting Technician I	Open
8.2	Central/School Office Clerk II	Promotional
8.3	Grounds Equipment Operator II	Open

Commissioner Franks commented on the Grounds Equipment Operator II classification being opened to the public. He inquired as to the possibility of having gone promotional on this recruitment.

Assistant Director Smith stated that the experience required for this classification is very trade specific where it is unknown as to how many of our current employees, if any, have this type of experience.

Commissioner Franks commented that when he worked in the Maintenance Department Groundskeeper/Gardeners were often given the opportunity to learn how to operate heavy grounds machinery in order to assist the Grounds Operators and/or also to assist in an emergency. Additionally, there may be employees that have had previous experience working with this type of grounds equipment prior to joining the district.

Assistant Director Smith commented that in the last six years there have been two previous Grounds Equipment Operator II recruitments where one was opened to the public and one was promotional. The previous recruitment was promotional which depleted the number of remaining qualified internal candidates, therefore the need to go open with this newest recruitment. Assistant Director Smith is aware that current Grounds Equipment Operators often times train the Groundskeeper/Gardeners but in order to qualify they must have at least six months of experience. Sporadic training or working out of class assignments often times does not equate to six months of experience.

Commissioner Tortolano inquired as to whether internal candidates have applied who possess the required experience.

Assistant Director Smith stated that staff has not yet had the opportunity to screen all of the applications. Staff will be working on screening these applications in the next few weeks.

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 Health Assistant

Open

It was moved by Commissioner Franks, seconded by Commissioner Flatebo to ratify the eligibility lists as listed above, effective June 7, 2017. The motion passed 3-0.

OTHER BUSINESS

10.1 Commissioners

Commissioners Franks and Flatebo stated they enjoyed attending the Personnel Commissioners Association of Southern California (PCASC) mini-conference on June 2, 2017 in Anaheim.

Commissioner Franks added that it was evident that the committee, in particular Committee Chairperson Director Seymour, put in a lot of time in organizing this excellent event. Additionally, Commissioner Franks commended Assistant Director Collison for answering all questions in the group roundtable portion of the event and represented his group very well.

Director Seymour stated that the PCASC committee collaborated on this year's theme of Building a Foundation for Merit. There were two concurrent tracks, one more technical and the other focused on soft skills. The two tracks allowed for various key staff members, such as analysts, directors, commissioners and related clerical support staff to have discussions and collaborate on various merit system topics.

Director Seymour added that holding this one day mini-conference in Anaheim makes it convenient for members to attend without the burden of traveling. The venue's staff was very helpful and the hotel will most likely be the location of future PCASC mini-conferences.

10.2 New Personnel Commission Meeting

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

ADJOURNMENT

The meeting was adjourned at 5:22 p.m.

Accepted by: Marilyn Tortolano, Chairperson

Minutes Recorded by: M. Cantoran

AGENDA ITEM #6: CORRESPONDENCE AND COMMUNICATIONS

CORRESPONDENCE AND COMMUNICATIONS

- ⇒ Classified Personnel Report – 06/06/17
- ⇒ Classified Personnel Report – 06/27/17

Report No. 06/06/17-2
Action Taken
As Recommended
With Revisions _____
With Addendum _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 06/06/17-2

EMPLOY

Employee Contractors
Noon Duty Supervisors
Regular
Reinstate/Reemploy
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Increase/Decrease
Promotions
Working Out of Class

MISCELLANEOUS

Disciplines
Separation

It is recommended that the Board approve actions as listed in Board Report No. 06/06/17-2.

On motion of Trustee Harden, seconded by Trustee Rocco, and unanimously carried, the Board of Education approved actions relating to classified personnel, as recommended in Report No. 06/06/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/6/2017

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

Employee Contractors

Bartz, Wendy	Employee Contractor		\$37.76	Personnel	HOURLY - To provide transcript auditing and advisement for classified employee teacher credentialing program candidates; increase from 200 to 300 hours.	02/16/17 06/30/17
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Noon Duty Supervisors

Arman, Rita F	Noon Duty Supervisor/CL		\$13.09	Peters 4-6		09/01/16
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Regular

Bourdaa, Adrian J	Technology Assistant	18/1	\$18.46	Rancho Alamitos		05/18/17
Do, Chau H	Instructional Aide - Bil Viet	15/2	\$18.01	Clinton Corner		05/22/17
Donato, Geraldine	School Office Clerk I	21/1	\$19.88	Barker		05/30/17
Duff, Nicola P	Instructional Aide II - Special Ed.	19/2	\$19.88	Stanford		05/15/17
Fong, Sze N	Technology Assistant	18/1	\$18.46	Peters K-3		05/10/17
Greenwood, Christopher P	Groundskeeper/Gardener	26/1	\$3,897.00	District Maintenance Center		05/22/17
Nguyen, Lana	Instructional Aide - Bil Viet	15/2	\$18.01	Clinton Corner		05/23/17
Phan, Trung N	Custodian - Swing	25/1	\$3,802.00	District Maintenance Center		05/05/17
Saldana, Susana	Library Media Technician I	18/2	\$19.39	Russell		05/22/17
Tran, Michael D	Instructional Aide II - Special Ed.	19/2	\$19.88	Rancho Alamitos		05/30/17
Vu, Ngoc Han T	Lead Food Service Worker	17/1	\$18.01	Paine		05/16/17
Woodall, Alex L	Technology Assistant	18/1	\$18.46	Russell		05/15/17

Reinstate/Reemploy

Vo, Kim L	Instructional Aide - Bil Viet	15/2	\$18.01	Clinton Corner		05/08/17
Youngblood, Haley D	Accounting Technician I	29/4	\$4,867.00	Business Office		05/15/17

Substitutes

Albrecht, Mary H	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		04/01/17
Arana, Gabriel	Sub Delivery Truck Driver		\$19.78	Varies		05/08/17
Diaz, Ricardo E	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		05/11/17
Dominguez, Gustavo	Sub Noon Duty Supervisor		\$13.09	Woodbury		05/16/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/6/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Flores, Elizabeth	Sub Clerk		\$15.44	Russell		03/01/17
Garcia Estrada, Arely	Sub Noon Duty Supervisor		\$13.09	Russell		04/17/17
Jenkins, Michelle C	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		05/08/17
Lacson, Robin Celestine	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		05/09/17
Martinez, Maria D	Sub Noon Duty Supervisor		\$13.09	Morningside		01/01/17
Mendoza, Desiree	Sub Noon Duty Supervisor		\$13.09	Bryant		05/08/17
Moran, Jessica V	Sub Inst. Aide II - Sp Ed		\$17.42	Special Education		05/15/17
Oliver, Ashley	Sub Custodian		\$17.91	Varies		05/05/17
Reyes, Yaritza	Sub Noon Duty Supervisor		\$13.09	Peters K-3		05/11/17
Santacruz, Victoria	Sub Noon Duty Supervisor		\$13.09	Clinton		04/17/17
<u>Temporary</u>						
Arnold, Kyle P	Auditorium Attendant		\$22.48	Garden Grove		04/24/17
Ayala, Austin	Student Worker		\$10.50	Rancho Alamitos		04/25/17
Briones, Yesenia	Student Worker - College		\$13.00	Business Office		04/20/17
Delgado, Tiffany	Student Worker		\$10.50	Garden Grove		05/16/17
Disler, Kayla V	Student Worker		\$10.50	Garden Grove		05/16/17
Do, Christine T	Student Worker		\$10.50	La Quinta		05/16/17
Do, Khanh	Student Worker		\$10.50	La Quinta		05/16/17
Flores-Ordonez, Kimberly	Student Worker - Trainee		\$8.95	Santiago		04/21/17
Galache, Deja	Student Worker		\$10.50	La Quinta		04/17/17
Glover, Sarah A	Student Worker		\$10.50	La Quinta		05/16/17
Gutierrez, Juan	Student Worker		\$10.50	Garden Grove		05/16/17
Ha, Andrew P	Student Worker		\$10.50	La Quinta		05/16/17
Hernandez, Angelina	Student Worker		\$10.50	Santiago		05/18/17
Hernandez, Luis	Student Worker		\$10.50	Garden Grove		05/16/17
Hernandez, Michael I	Student Worker		\$10.50	Pacifica		04/24/17
Hout, Judy	Student Worker		\$10.50	Santiago		04/23/17
Huynh, An V	Student Worker		\$10.50	Bolsa Grande		05/16/17
Jordan, Cassidy N	Student Worker - Trainee		\$8.95	Pacifica		04/20/17
Kim, Nahyeon	Student Worker		\$10.50	Pacifica		05/22/17
Kraushaar, Charlotte R	Student Worker		\$10.50	Pacifica		05/16/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/6/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Lam, Jay H	Student Worker		\$10.50	La Quinta		05/22/17
Lam, Jon H	Student Worker		\$10.50	La Quinta		05/22/17
Larson, Kathleen A	Auditorium Attendant		\$22.48	Garden Grove		04/24/17
Lee, Alicia D	Student Worker		\$10.50	Pacifica		05/16/17
Lind, Preston B	Student Worker		\$10.50	Pacifica		05/18/17
Martinez, Manuel	Technology Assistant	18/1	\$18.46	La Quinta	Temporary additional assignment	04/18/17
Murillo-Martinez, Elizabeth	Student Worker		\$10.50	Pacifica		05/16/17
Navarro, Cassandra O	Student Worker		\$10.50	Garden Grove		05/16/17
Nguyen, Kristy	Student Worker		\$10.50	Bolsa Grande		05/11/17
Nguyen, Queenly T	Student Worker		\$10.50	Garden Grove		05/16/17
Nguyen, Thinh H	Student Worker		\$10.50	Bolsa Grande		05/15/17
Noriega, Nayeli	Student Worker		\$10.50	Santiago		04/21/17
Olivares, Raquel	Student Worker		\$10.50	Los Amigos		05/22/17
Ortiz, Rosalie	Food Service Worker I	13/5	\$21.94	Enders	Temporary additional assignment	04/05/17
Perez, Karina	Student Worker - Trainee		\$8.95	Santiago		04/21/17
Pham, Ly Q	Student Worker		\$10.50	Bolsa Grande		05/16/17
Pham, Nhi H	Student Worker		\$10.50	Bolsa Grande		05/18/17
Pham, Thao P	Student Worker		\$10.50	Bolsa Grande		05/12/17
Phan, Jade H	Student Worker		\$10.50	La Quinta		05/16/17
Ramirez, Karina	Student Worker - Trainee		\$8.95	Bolsa Grande		04/21/17
Ruiz, Socorro M	Breakfast Worker	17/5	\$21.94	Murdy	Temporary additional assignment	03/23/17
Sandoval, Albert	Student Worker		\$10.50	Garden Grove		05/16/17
Santacruz, Kayla	Student Worker		\$10.50	Garden Grove		05/16/17
Solano, Daniela	Student Worker		\$10.50	La Quinta		05/16/17
Tran, Kelly P	Student Worker		\$10.50	La Quinta		05/16/17
Tran, Lyna P	Student Worker		\$10.50	La Quinta		05/16/17
Tran, Ngoc Bich K	Student Worker		\$10.50	Bolsa Grande		05/22/17
Tran, Oanh H	Student Worker		\$10.50	La Quinta		05/16/17
Tran, Tiffany U	Student Worker		\$10.50	La Quinta		05/16/17
Truong, Dan T	Student Worker		\$10.50	La Quinta		05/16/17
Valdez, Manuel	Student Worker		\$10.50	Garden Grove		05/22/17
Velazquez, Jocelyn S	Student Worker		\$10.50	Garden Grove		05/16/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/6/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Vriend, Chase M	Student Worker		\$10.50	Pacifica		05/16/17
Vu, Long N	Student Worker		\$10.50	Bolsa Grande		05/16/17
Welle, Kenneth A	Auditorium Attendant		\$22.48	Garden Grove		04/24/17
Wisberger, Morgan J	Student Worker - Trainee		\$8.95	Pacifica		04/19/17

LEAVES

Requests

Banuelos, Ililani	Intensive Behavioral Instr. Asst.			Special Education	Intermittent parental bonding leave	05/12/17	05/15/17
Brown, Rosalie	Food Service Worker I			Brookhurst	Extend paid medical leave	05/16/17	06/20/17
Cackowski, Carolyn	Health Assistant			Zeyen	Paid medical leave	04/20/17	11/06/17
Hart, Syreeta	Instructional Aide II - Special Ed.			Rancho Alamitos	Extend paid medical leave	05/16/17	06/13/17
Julian, Richard L	Instructional Aide II - Special Ed.			La Quinta	Extend paid medical leave	05/17/17	05/30/17
Kampa, Henry C	Instructional Aide II - Special Ed.			Santiago	Military leave	03/02/17	03/20/17
Lee-Paturzo, Sharon F	Clerical Specialist I			K-12 Educational Services	Intermittent family care leave	08/11/17	06/29/18
Mecham-Franco, Jeanne	Secretary III			Special Education	Paid medical leave	04/17/17	05/02/17
Nguyen, Jim	Campus Safety Assistant			Garden Grove	Unpaid leave	05/15/17	06/20/17
O'Neill, Cristina	School Office Clerk II			Los Amigos	Paid medical leave	04/21/17	05/09/17
Peterson, Jonathan	Network Technician			Information Technology	Intermittent parental bonding leave	05/02/17	06/22/17
Reagan, Nichole	Instructional Aide II - Special Ed.			Lake	Parental bonding leave	04/26/17	06/20/17
Reyes, Martha	Cook-Baker			Bolsa Grande	Extend paid medical leave	05/10/17	06/19/17
Rosales, Deanna L	Instructional Aide II - Special Ed.			Heritage	Pregnancy disability leave	05/22/17	06/20/17
Sengchanh, Bon	Custodian - Swing			Peters 4-6	Paid medical leave	04/17/17	05/07/17
Snyder, Nancy M	School Office Clerk I			Alamitos	Paid medical leave	04/06/17	05/21/17
Watkins, Rick	Pool Maintenance Worker			Santiago	Extend paid medical leave	05/12/17	06/08/17

RESIGNATIONS/RETIREMENTS

Resignations

Albarian, Daniel J	Instructional Aide II - Special Ed.			Bolsa Grande		05/31/17	
Flores, Stephanie R	Intensive Behavioral Instr. Asst.			Special Education		05/26/17	
Gallagher, Thomas	Technology Assistant			Peters 4-6		06/02/17	
Garcia, Jesse B	Special Education Assistant			Ralston		05/20/17	

AGENDA ITEM 7B

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/6/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Garza, Dahlia	Bus Driver			Transportation		06/20/17
Geertson, Micah D	Technology Assistant			Parkview		05/26/17
Ramirez, Noe	School Testing Assistant			Jordan	Shared with Cook	05/31/17
Simon, Kim Y	Intensive Behavioral Instr. Asst.			Northcutt		06/20/17
 <u>Retirements</u>						
Aviles, Marco	Custodian - Swing			Russell		05/01/17
 <u>CHANGE IN ASSIGNMENT</u>						
<u>Increase/Decrease</u>						
Altamirano, Carlos M	Custodian - Swing	25/1	\$3,802.00	Russell	Increase from 17.5 to 40 hours per week	05/11/17
Gutierrez, Julie	Intensive Behavioral Instr. Asst.	23/5	\$29.14	Special Education	Decrease from 40 to 32.5 hours per week	04/04/17
Ramos Salazar, Alejandra	Food Service Worker I	13/2	\$17.13	Rancho Alamitos	Increase from 10 to 17.5 hours per week	03/16/17
Ta, Emily Q	Intensive Behavioral Instr. Asst.	23/4	\$4,197.00	Special Education	Increase from 25 to 40 hours per week	05/15/17
 <u>Promotions</u>						
Moore, Patty J	Food Service Manager	34/1	\$4,867.00	Bell	From Food Service Worker II	05/16/17
 <u>Working Out of Class</u>						
Blachly, Alyse M	Cook-Baker	17/5	\$23.05	Fitz	From Lead Food Service Worker	04/18/17
Covey, Carla R	Lead Food Service Worker	17/4	\$21.40	Enders	From Food Service Worker I	04/05/17
Jimenez, Jr., Gildardo	Food Service Manager	34/1	\$28.78	Peters K-3	From Cook/Baker	04/17/17
Kokoruda, Rebecca A	Clerical Specialist I	25/4	\$25.79	K-12 Educational Services	From School Testing Assistant	04/20/17
Montoya, Jessica	Lead Food Service Worker	17/2	\$19.92	Northcutt	From Food Service Worker I	04/18/17
Rodarte, Lucia G	Cook-Baker	21/2	\$21.40	Bell	From Food Service Worker I	05/01/17
Rodriguez, Rosa M	Cook-Baker	21/2	\$23.05	Peters K-3	From Food Service Worker I	04/17/17
Ta, Chieu T	Lead Food Service Worker	17/4	\$21.40	Food Service Department	From Food Service Worker I	03/29/17
Venegas, Gabriela I	Lead Food Service Worker	17/3	\$19.88	Enders	From Breakfast Worker	03/29/17
 <u>MISCELLANEOUS</u>						
<u>Disciplines</u>						
5020	Intensive Behavioral Instr. Asst.			Special Education	Ten (10) day unpaid suspension	05/10/17 05/23/17

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/6/2017

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

McCreless, Francis V

Intensive Behavioral Instr. Asst.

Special Education

Exhaustion of all paid leaves

05/08/17

Rodriguez, Orlando

Custodian - Swing

Pacifica

Exhaustion of all paid leaves

05/05/17

Report No. 06/27/17-2
Action Taken ✓
As Recommended ✓
With Revisions _____
With Addendum _____

GARDEN GROVE UNIFIED SCHOOL DISTRICT
REGULAR BOARD MEETING AGENDA

7. PERSONNEL

Agenda Item 7-B: Approval of Classified Personnel Report
Report No. 06/27/17-2

EMPLOY

Employee Contractors
Noon Duty Supervisors
Regular
Substitutes
Temporary

LEAVES

Requests

RESIGNATIONS/RETIREMENTS

Resignations
Retirements

CHANGE IN ASSIGNMENT

Increase/Decrease
Promotions
Working Out of Class

MISCELLANEOUS

Separation

It is recommended that the Board approve actions as listed in Board Report No. 06/27/17-2.

On motion of Trustee Muneton, seconded by Trustee Rocco, and
Unanimously Carried, the Board of Education approved actions relating to
classified personnel, as recommended in Report No. 06/27/17-2.

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/27/2017

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

Employee Contractors

Young, Fara	Employee Contractor		\$47.16	Information Technology	HOURLY - Provide support and resolve issues on various Information Technology systems; not to exceed 500 hours.	07/01/17	06/30/18
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Noon Duty Supervisors

Duarte, Maria	Noon Duty Supervisor		\$13.09	Murdy		06/13/17	
Lonski, Nicole A	Noon Duty Supervisor/CL		\$13.09	Ralston		06/01/17	
Vargas-Hdz., Alexander	Noon Duty Supervisor		\$13.09	Marshall		05/08/17	

Regular

De La Cruz, Rolando I	Instructional Aide II - Special Ed.	19/2	\$19.88	Post		05/26/17	
Garcia, Roger E	Sch-Comm Liaison Wkr-Bil Span	21/1	\$19.88	Simmons		06/12/17	
Giang, Tony	Mechanic's Helper	32/1	\$4,520.00	Transportation	Swing shift	06/20/17	
Gomez, Eric M	Campus Safety Assistant	17/2	\$18.92	Los Amigos		05/31/17	
Lezo, Victor E	Instructional Aide II - Special Ed.	19/2	\$19.88	Bolsa Grande		06/01/17	
Mintz, Katherine M	Instructional Aide II - Special Ed.	19/2	\$19.88	Carver ECEC		05/26/17	
Sepulveda, Sandra	Campus Safety Assistant	17/2	\$18.92	Los Amigos		06/05/17	

Substitutes

Garcia, Kenia O	Sub Instructional Aide		\$13.99	Clinton Corner		06/08/17	
Hanna, Kresten	Sub Noon Duty Supervisor		\$13.09	Bell		03/24/17	
Hutton, Sheila S	Sub Int. Behavioral Instr. Asst.		\$20.18	Special Education		04/20/17	
Maldonado, Marisol	Sub Noon Duty Supervisor		\$13.09	Carrillo		05/22/17	
Mendez, Charlene Y	Sub Noon Duty Supervisor		\$13.09	Peters K-3		06/12/17	
Pham, Danthu	Sub Instructional Aide		\$13.99	Varies		06/07/17	
Ponce Cruz, Malaquias	Sub Custodian		\$17.91	Varies		05/18/17	
Ramirez, Ana P	Sub Noon Duty Supervisor		\$13.09	Peters K-3		05/31/17	
Rivera, Jr., Ignacio	Sub Custodian		\$17.91	Varies		05/26/17	
Saravia Carpio, Jason E	Sub Custodian		\$17.91	Varies		05/30/17	
Snyder, Andrea L	Sub Noon Duty Supervisor		\$13.09	Garden Park		05/31/17	

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/27/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Ybarra, Cori M	Sub Noon Duty Supervisor		\$13.09	Enders		06/02/17
<u>Temporary</u>						
Alvarez, Carlos M	Sch-Comm Liaison Wkr-Bil Span	21/5	\$24.21	Irvine	Temporary additional assignment	03/01/17
Andres, Rodrigo	Student Worker		\$10.50	Santiago		06/09/17
Awan, Wiyam M	Technology Assistant	18/2	\$19.39	Clinton	Temporary additional assignment	04/16/17
Charco, Leslie C	Student Worker		\$10.50	Santiago		06/15/17
Cid-Murillo, Vivian	Student Worker		\$10.50	Rancho Alamitos		06/12/17
Dinh, Kevin S	Student Worker		\$10.50	Rancho Alamitos		06/12/17
Gutierrez, Soyla C	Central Office Clerk I	21/5	\$26.78	District Education Center	Temporary additional assignment	04/22/17
Haro, Margarita	Student Worker		\$10.50	Rancho Alamitos		06/12/17
Hernandez, Victor T	Student Worker		\$10.50	Santiago		06/15/17
Navarro, Alejandra	Sch-Comm Liaison Wkr-Bil Span	21/5	\$24.82	Walton	Temporary additional assignment	04/17/17
Nguyen, Cherish H	Student Worker		\$10.50	La Quinta		06/09/17
Nguyen, Jacquelynn C	Student Worker		\$10.50	Bolsa Grande		06/01/17
Nguyen, Joseph M	Student Worker		\$10.50	Rancho Alamitos		06/12/17
Ortiz, Brandy L	Campus Safety Assistant	17/5	\$22.48	La Quinta	Temporary additional assignment	03/16/17
Ramos Salazar, Alejandra	Food Service Worker I	13/2	\$17.13	Rancho Alamitos	Temporary additional assignment	12/17/16
Scimeca, Andrew M	ASB Worker		\$10.00	Garden Grove		08/18/16
Wilson, Kent T	Stock Clerk II	28/5	\$5,113.00	Warehouse	Temporary additional assignment	04/01/17
Yanez, Leslye D	Student Worker		\$10.50	La Quinta		06/09/17

LEAVES

Requests

Arguelles, Crystal	Lead Food Service Worker	Hill	Unpaid leave	05/08/17	05/22/17
Brent-Whitcomb, Lisa	Bus Driver	Transportation	Intermittent family care leave	01/26/17	06/30/17
Campbell, Amy L	Intensive Behavioral Instr. Asst.	Heritage	Paid medical leave	05/18/17	06/21/17
Doan, Thanh	Instructional Aide	Clinton Corner	Extend paid medical leave	06/08/17	04/01/18
Fagel, Veronica	School Office Clerk II	Garden Grove	Unpaid leave	06/06/17	07/14/17
Gonzalez, Emily	Instructional Aide - Bil Spanish	Violette	Paid medical leave	04/24/17	05/09/17
Hernandez, Sherleen	Instructional Aide II - Special Ed.	Jordan	Parental bonding leave	05/22/17	06/20/17
Jimenez, Rafael	Custodian - Swing	Cook	Paid medical leave	06/15/17	01/09/18

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/27/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
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Morris, Virginia	Cook-Baker			Food Service Department	Extend paid medical leave	05/31/17 06/21/17
Ramirez, Adela	Instructional Aide			Clinton Corner	Extend paid medical leave	06/22/17 07/04/17
Rico, Shirley L	Breakfast Worker			Murdy	Extend paid medical leave	05/31/17 06/21/17

RESIGNATIONS/RETIREMENTS

Resignations

Aggen, Betty A	Instructional Aide I - Special Ed.			Patton		06/20/17
Boyd, Robyn	Instructional Aide II - Special Ed.			Hill		06/20/17
Esquivel Ortiz, Maria D	Instructional Aide II - Special Ed.			Gilbert		06/20/17
Garcia, Connie E	Instructional Aide - Bil Spanish			Hazard		06/20/17
Harris, Latrice	Intensive Behavioral Instr. Asst.			Special Education		06/20/17
Hernandez, Diana E	Instructional Aide - Bil Spanish			Doig		06/20/17
Ingram-Zito, Lynn M	Food Service Worker I			Pacifica		06/20/17
Manlimos, Jennifer S	Instructional Aide			Parkview		06/20/17
Navarro, Brittany L	Instructional Aide II - Special Ed.			Post		06/20/17
Obal, Amelia	Instructional Aide II - Special Ed.			Rancho Alamitos		06/20/17
Tran, Christopher	Instructional Aide II - Special Ed.			Morningside		06/20/17
Vicaldo, Nina K	Instructional Aide II - Special Ed.			Ralston		06/20/17

Retirements

Dam, Kim-Anh T	Instructional Aide - Bil Viet			McGarvin		06/20/17
Dam, Kim-Anh T	Noon Duty Supervisor/CL			McGarvin		06/20/17
Hogue, Diana	School Office Clerk I			Stanford		06/20/17
Jenkins, Miriam	Secretary I			La Quinta		06/26/17
Mirth, Linda R	Instructional Aide II - Special Ed.			Lawrence		06/20/17
Monzon, Sylvia R	Instructional Aide II - Special Ed.			Peters K-3		06/20/17
Sympson, Jennell T	Director of Business Services			Business Office		12/30/17

CHANGE IN ASSIGNMENT

Increase/Decrease

Casillas, Guadalupe P	Noon Duty Supervisor		\$13.09	Woodbury	Increase from 10 hours 25 minutes to 15 hours 50 minutes per week	04/03/17
Hung, La P	Custodian - Swing	25/5	\$4,867.00	Bryant	Increase from 17.5 to 40 hours per week	06/12/17

AGENDA ITEM 7B

PAGE 4 of 5

Garden Grove Unified School District

CLASSIFIED PERSONNEL REPORT

6/27/2017

EMPLOYEE	TITLE	RANGE/ STEP	SALARY RATE	SITE	ACTION REQUESTED	DATES EFFECTIVE ENDING
Palomino, Leticia A	Noon Duty Supervisor		\$13.09	Newhope	Increase from 13 hours 45 minutes to 17 hours 5 minutes per week	05/23/17
<u>Promotions</u>						
Stimmler, Thomas M	Stock Clerk II	28/2	\$4,302.00	Warehouse	From Custodian	06/05/17
Truong, Tracie M	Accountant	48/1	\$6,709.00	Business Office	From Accounting Technician I	06/01/17
<u>Working Out of Class</u>						
Bodozain, Nvard	Lead Food Service Worker	17/4	\$21.94	Hill	From Food Service Worker I	05/08/17
Eastin, Anita D	Lead Food Service Worker	17/1	\$18.01	Mark Twain	From Food Service Worker I	04/18/17
Jones, Michelle L	School Office Clerk II	23/5	\$26.73	Bolsa Grande	From School Office Clerk I	04/03/17
Martinez, Manuel	Lead Technology Assistant	21/1	\$19.88	Bolsa Grande	From Technology Assistant	04/03/17
Munoz, Lilia	Food Service Worker II	18/4	\$21.94	Bell	From Food Service Worker I	05/16/17
Radmer, Rita J	Elementary School Secretary	30/2	\$28.08	Warren	From School Office Clerk I	05/01/17
Rodriguez, Rosa M	Food Service Worker II	18/4	\$23.62	Peters K-3	From Food Service Worker I	05/09/17
Stimmler, Thomas M	Stock Clerk II	28/2	\$4,302.00	District Maintenance Center	From Custodian	03/29/17
Stimmler, Thomas M	Automotive Parts Clerk	31/1	\$4,409.00	Transportation	From Custodian	04/20/17
Yoshida, Jeannette	Breakfast Worker	16/5	\$22.48	Newhope	From Food Service Worker I	05/08/17
<u>MISCELLANEOUS</u>						
<u>Separation</u>						
Lawyer, James	Custodian - Swing			Garden Grove	Exhaustion of all paid leaves	06/22/17

**AGENDA ITEM #7.1: NEW CLASSIFICATION & NEW POSITION –
INSTRUCTIONAL AIDE – BILINGUAL ARABIC**
**AGENDA ITEM #7.2: NEW CLASSIFICATION & TWO NEW POSITIONS –
SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL ARABIC**

BACKGROUND

The district has seen an increase in the number of students for whom Arabic is their native language. Many of the students and their parents are refugees who are new to the country and school system, with little or no English language skills. In order to provide the needed support to the students and their families, the district is creating one new instructional aide position at La Quinta High School and two new School-Community Liaison Worker positions which will be assigned to the Community Outreach Department and be sent to the schools which have the greatest need.

CONCLUSIONS & RECOMMENDATIONS

Staff recommends the creation of a new classification of Instructional Aide – Bilingual Arabic and a new classification of School-Community Liaison Worker – Bilingual Arabic. Our existing Instructional Aide and School-Community Liaison Worker job classifications each share a class description, with the classification titles (showing the language designation) specified at the top. The class descriptions are attached, with the title of the new classification added.

Recommendation:

1. It is recommended that the Personnel Commission approve the creation of the new classification of Instructional Aide – Bilingual Arabic, assigned to salary range 15, and approve the classification of the new position as such, effective July 5, 2017.
2. It is recommended that the Personnel Commission approve the creation of the new classification of School-Community Liaison Worker – Bilingual Arabic, assigned to salary range 21, and approve the classification of two new positions as such, effective July 5, 2017.

INSTRUCTIONAL AIDE
INSTRUCTIONAL AIDE – BILINGUAL ARABIC
INSTRUCTIONAL AIDE – BILINGUAL KOREAN
INSTRUCTIONAL AIDE – BILINGUAL SPANISH
INSTRUCTIONAL AIDE – BILINGUAL VIETNAMESE

JOB SUMMARY

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.

ESSENTIAL DUTIES

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

MARGINAL DUTIES

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

EMPLOYMENT STANDARDS

Education and Experience: High school diploma and some experience working with young people are required. An associate's degree is highly desirable.

Aide Class: Must successfully complete the district instructional aide training course in order to receive an annual salary step increase.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic methods used in instruction.
- Correct English usage, including spelling, grammar, and punctuation, as well as reading and mathematics.

Ability to:

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

SPECIAL NOTE: Some positions require verbal fluency in a language other than English.

WORKING CONDITIONS: Works with students in a classroom at an elementary, intermediate, or high school site assisting a teacher or administrator to support the instructional program. May be subject to physical and/or emotional outbursts by students. Some positions may involve lifting up to 15 pounds. Work involves sitting, standing and walking indoors and outdoors.

ADOPTED: 7/1/75

REVISED: 3/90; 8/91; 10/94; 12/02; 12/10

SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL ARABIC
SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL KOREAN
SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL SPANISH
SCHOOL-COMMUNITY LIAISON WORKER – BILINGUAL VIETNAMESE

JOB SUMMARY

Under direction, provides bilingual liaison between the school, home and the community; provides assistance to school families who may be eligible for various community services; and performs related work as required.

ESSENTIAL DUTIES

- Contacts parents at their homes, in person, or by phone, to exchange information about students which will help teachers and provide information to the parents about the school and its policies and programs.
- Works closely with school principals and school nurses to resolve student-related problems.
- Informs parents of child progress and problems.
- Promotes better relations among home, school, and community.
- Makes referrals to community agencies for student and family needs, such as those relating to glasses, clothing, counseling, welfare, housing, employment, and medical care.
- Assists parents with applications for services and transportation to appointments, as appropriate.
- Encourages parents to attend and participate in various workshops, meetings, advisory committees and other special events at the school.
- Translates for teachers, administrators and non-English speaking parents.
- Maintains records of home visits and referrals made.
- Takes home children who become ill or for other reasons cannot remain at school.
- Attends a variety of meetings during and after working hours.
- May maintain immunization records and assist at clinics in translating for medical staff and non-English speaking parents or students.
- May perform a variety of related clerical and typing duties.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and any combination equivalent to one year of practical experience in working with community service organizations, preferably in a leadership role.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Correct English and designated foreign language usage, including spelling, punctuation and grammar.
- Basic telephone and office etiquette and procedures.

Ability to:

- Understand school programs and policies.
- Reassure parents and encourage them to participate in school activities.
- Learn about community services available and explain them to parents.
- Communicate effectively in the English language and the language of the community, both in oral and written form.
- Work cooperatively with students, parents, teachers, administrators and representatives of various community groups and agencies.
- Learn to use computers and other standard office equipment effectively.
- Establish and maintain office records

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

AGENDA ITEM #7: APPROVAL OF CLASSIFICATION ACTIONS

7.3 New Position – School Testing Assistant – (Monroe)

7.4 New Position – Translator/Interpreter – Bilingual Vietnamese (Assessment and Registration Center)

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 Central/School Office Clerk I | Open |
| 8.2 Instructional Aide – Bilingual Spanish | 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
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 Click on Employment, click on
 Classified Job Opportunities

CLASSIFIED EMPLOYMENT OPPORTUNITY

CENTRAL/SCHOOL OFFICE CLERK I

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: JULY 6, 2017

APPLICATION FILING PERIOD: JULY 24, 2017 TO JULY 26, 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 work from 3 to 3.5 hours per day, morning or afternoon shift, school session, 10, 11 or 12 months per year. Under supervision, performs a variety of receptionist, clerical, and keyboarding work involving specific routines and broadly defined policies and procedures; and performs related work as required.

BASIC FUNCTION: Performs a wide variety of receptionist, clerical, keyboarding, and mail distribution work; keeps accurate records of accounts; answers inquiries and provides information and assistance to schools and the public concerning standards, procedures, and programs; compiles data and information from various sources and keyboards on a variety of forms and other documents; reviews documents for accuracy, completeness, and conformity with established procedures; develops and maintains a variety of files; classifies and posts information and keeps a variety of records; orders, stores, and issues supplies; codes and inputs data using a computer and operates standard office equipment.

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

EMPLOYMENT STANDARDS

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

A SUCCESSFUL CANDIDATE REQUIRES THE FOLLOWING....

Knowledge of: Current office practices and procedures.

Ability to: Maintain clerical records and compile simple reports; learn and interpret rules, regulations, and instructions; spell correctly and use proper English grammar and punctuation; compare names and numbers rapidly and accurately; perform clerical work with speed and accuracy; operate a variety of office equipment including a computer and work cooperatively with others.

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) 663-6456 or visit our website at www.ggusd.us



GARDEN GROVE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
 10331 Stanford Ave., Garden Grove, CA 92840
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www.ggusd.us

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL AIDE

(SPANISH 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: JULY 6, 2017

LAST DAY TO FILE: JULY 26, 2017 BY 5:00 P.M.

WE ARE ONLY ACCEPTING ONLINE APPLICATIONS FOR THIS RECRUITMENT

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

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

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

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

EMPLOYMENT STANDARDS

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

SPECIAL NOTE: These positions require fluency in English/Spanish.

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.

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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	Buyer	Open
9.2	Clerical Specialist I	Open
9.3	Cook/Baker	Promotional
9.4	Elementary/Intermediate School Secretary	Open
9.5	Instructional Aide II – Special Education	Open
9.6	Manager, Maintenance & Operations	Open
9.7	Network Analyst	Open
9.8	Testing Clerk – Bilingual Spanish	Open
9.9	Testing Clerk – 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: Buyer

Recruitment: 16/34.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 04/19/2017
Recruitment Opened: 03/27/2017
Recruitment Closed: 04/17/2017
Commission Approved Eligibility Lists: 07/05/2017
Eligibility List Effective Date: 06/14/2017
Eligibility List Expiration Date: 06/13/2018

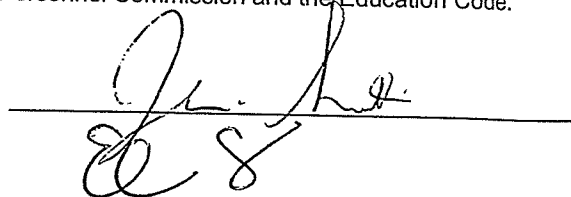
Test #: 1	Application Screening	
Applications Total: 346		Test Weight: 0%
Passed: 133		
Failed: 213		

Test #: 2	Multiple Choice Examination	
Applications Total: 133		Test Weight: 40%
Passed: 40	No Show: 43	Test Date: 05/12/2017
Failed: 50		

Test #: 3	Performance Examination	
Applications Total: 40		Test Weight: 0%
Passed: 17	No Show: 6	Test Date: 05/23/2017
Failed: 17		

Test #: 4	Oral Rating Examination	
Applications Total: 17		Test Weight: 60%
Passed: 13	No Show: 0	Test Date: 06/08/2017
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: Buyer

Recruitment # 16/34.0

Eligibility List Effective Date: 06/14/2017

Eligibility List Expiration Date: 06/13/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	21414170	97
2	31847972	96
3	5278809	95
4	32086269	93
5	24146871	92
6	32073875	91
6	31928093	91
7	30452626	89
8	32062055	88
9	26948578	84
9	31780435	84
10	18398745	82
11	31955079	81

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

Classification Title: Clerical Specialist I

Recruitment: 16/43.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 05/17/2017

Recruitment Opened: 04/24/2017

Recruitment Closed: 05/12/2017

Commission Approved Eligibility Lists: 07/05/2017

Eligibility List Effective Date: 06/28/2017

Eligibility List Expiration Date: 06/27/2018

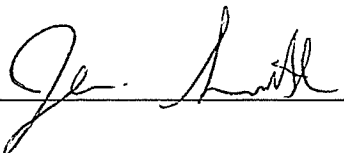
Test #: 1	Application Screening	
Applications Total: 623		Test Weight: 0%
Passed: 318		
Failed: 305		

Test #: 2	Multiple Choice Exam	
Applicant Total: 318		Test Weight: 40%
Passed: 54	No Show: 105	Test Date: 05/31/2017
Failed: 159		06/01/2017 & 06/02/2017

Test #: 3	Performance Exam	
Applicant Total: 54		Test Weight: 0%
Passed: 26	No Show: 8	Test Date: 06/16/2017
Failed: 20		

Test #: 4	Oral Rating Exam	
Applicant Total: 26		Test Weight: 60%
Passed: 22	No Show: 0	Test Date: 06/27/2017
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: Clerical Specialist I

Recruitment # 16/43.0

Eligibility List Effective Date: 06/28/2017

Eligibility List Expiration Date: 06/27/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	32392138	100
2	8798313	98
2	460862	98
3	14128051	97 *
4	1168974	96
5	314583	94 *
5	3134452	94 *
6	8928548	93
6	30965022	93
7	10725677	90
7	8447283	90
7	28138273	90
8	2170786	89
8	32329261	89
8	31599822	89
8	3876764	89
8	23572255	89
9	19977614	86
9	19782908	86
9	25022046	86
10	26514886	84
11	639398	82

* Seniority Points

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

Classification Title: Cook/Baker

Recruitment: 16/35.0

Recruitment Type: Promotional

Advertising: GGUSD Website,
Governmentjobs.com, Job Bulletin

Commission Ordered Recruitment: 04/19/2017
Recruitment Opened: 03/27/2017
Recruitment Closed: 04/21/2017
Commission Approved Eligibility Lists: 07/05/2017
Eligibility List Effective Date: 06/14/2017
Eligibility List Expiration Date: 06/13/2018

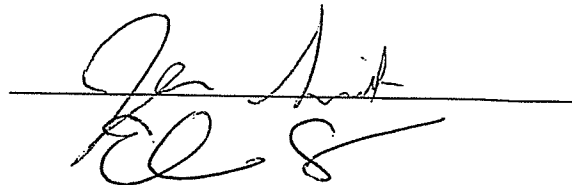
Test #:	Application Screening	Test Weight:
1	Applications Total: 36 Passed: 28 Failed: 8	0%

Test #:	Multiple Choice Examination	Test Weight:	Test Date:
2	Applications Total: 28 Passed: 14 Failed: 12 No Show: 2	40%	05/03/2017

Test #:	Oral Rating Examination	Test Weight:	Test Date:
3	Applications Total: 14 Passed: 11 Failed: 1 No Show: 2	60%	06/12/2017

Test #:	Performance Examination	Test Weight:	Test Date:
4	Applications Total: 11 Passed: 9 Failed: 2 No Show: 0	0%	06/12/2017

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: Cook/Baker

Recruitment # 16/35.0

Eligibility List Effective Date: 06/14/2017
Eligibility List Expiration Date: 06/13/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	11881838	98
2	21830104	97
3	15338722	92
3	10173853	92
4	18970069	91
5	31039692	90
6	27845493	87
7	12702727	86
8	22177494	85

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

Classification Title: Elementary/Intermediate School Secretary **Recruitment:** 16/42.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 05/17/2017
Recruitment Opened: 04/24/2017
Recruitment Closed: 05/12/2017
Commission Approved Eligibility Lists: 07/05/2017
Eligibility List Effective Date: 06/28/2017
Eligibility List Expiration Date: 06/27/2018

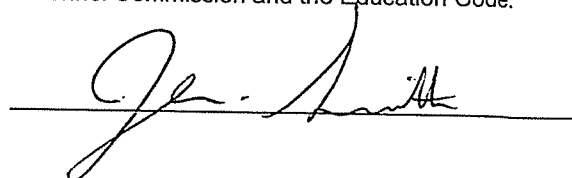
Test #: 1	Application Screening	
Applications Total: 476		Test Weight: 0%
Passed: 133		
Failed: 343		

Test #: 2	Multiple Choice Examination	
Applications Total: 133		Test Weight: 40%
Passed: 49	No Show: 42	Test Date: 05/25/2017
Failed: 42		

Test #: 3	Performance Examination	
Applications Total: 49		Test Weight: 0%
Passed: 23	No Show: 8	Test Date: 06/09/2017
Failed: 18		

Test #: 4	Oral Rating Examination	
Applications Total: 23		Test Weight: 60%
Passed: 20	No Show: 2	Test Date: 06/26/2017
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: Elementary/Intermediate School Secretary

Recruitment # 16/42.0

Eligibility List Effective Date: 06/28/2017

Eligibility List Expiration Date: 06/27/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	32345138	100 *
2	1866626	98 *
3	25731038	93 *
3	12890361	93 *
4	32329261	92
5	9545276	90 *
5	29705175	90
6	21050682	89
7	1505381	88
7	3341560	88
8	24576762	86
8	32316021	86
8	2093307	86
9	10725677	84
10	2170786	83
11	2602845	82
11	31886955	82
11	31599822	82
12	25022046	80
13	31438277	79

* Seniority Points

GARDEN GROVE UNIFIED SCHOOL DISTRICT PERSONNEL COMMISSION CLASSIFIED RECRUITMENT SUMMARY REPORT

Classification Title: Instructional Aide II – Special Education **Recruitment:** 16/18.2

Recruitment Type: Open

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

Commission Ordered Recruitment: 05/17/2017
Recruitment Opened: 05/04/2017
Recruitment Closed: 05/24/2017
Commission Approved Eligibility Lists: 07/05/2017
Eligibility List Effective Date: 06/27/2017
Eligibility List Expiration Date: 06/26/2018

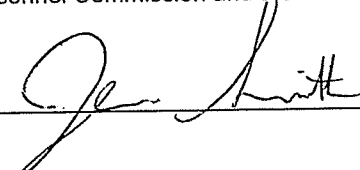
Test #: 1	Application Screening	
Applications Total: 272		Test Weight: 0%
Passed: 172		
Failed: 100		

Test #: 2	NCLB Exam	
Applicant Total: 157		Test Weight: 0%
Passed: 61	No Show: 76	Test Date: 06/06/2017 and 06/07/2017
Failed: 20		

Test #: 3	Multiple Choice Exam	
Applicant Total: 76		Test Weight: 40%
Passed: 67	No Show: 6	Test Date: 06/06/2017 and 06/07/2017
Failed: 3		

Test #: 4	Oral Rating Exam	
Applicant Total: 67		Test Weight: 60%
Passed: 60	No Show: 4	Test Date: 06/22/2017
Failed: 3		
Merged: 65		

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 II - Special Education

Recruitment # 16/18.2

Eligibility List Effective Date: 06/27/2017

Eligibility List Expiration Date: 06/26/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	16578821	96
2	31110432	95
2	15238621	95
2	10415591	95
3	26969127	92
3	30978072	92 *
3	24534481	92 *
3	8394848	92
3	29150214	92 *
4	30890969	91 *
4	30477017	91
5	28359503	90 *
5	32354397	90
5	19946924	90
5	30019997	90 *
6	31108830	89 *
6	24345832	89 *
6	29993023	89 *
7	29939230	88
7	30309367	88
7	31353376	88
7	26058403	88
7	12103804	88
8	20333265	87
8	30389880	87 *
8	24360076	87
8	27439080	87 *
8	29590188	87 *
8	32326029	87
8	19845610	87
8	26287859	87 *
8	24876580	87
8	30956832	87
9	18001735	86 *
9	32451861	86
9	16517822	86
9	21771222	86
9	18753452	86 *
10	14168648	85

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
10	14952577	85 *
10	31085435	85 *
11	19565321	84 *
11	19622667	84
11	29865518	84 *
11	26804822	84 *
11	31052150	84 *
12	30977434	83 *
12	30979178	83 *
12	30945390	83 *
12	28082350	83
13	31002591	82 *
13	32421750	82
13	30700615	82 *
13	32266263	82
13	19397166	82 *
13	10480749	82 *
13	14084731	82 *
13	30850644	82 *
14	28294266	81 *
14	30801491	81 *
14	28235695	81
14	28183688	81 *
14	32296216	81
14	32498632	81
14	18724203	81 *
14	21218766	81
14	23483124	81
15	27141982	80 *
15	30897119	80 *
15	24346904	80 *
15	32341235	80
15	23391845	80 *
15	32489322	80
15	32522350	80
15	25062304	80
15	21200487	80
15	25690886	80 *
15	7093635	80 *
16	13912866	79 *
16	31092147	79 *
16	28359802	79 *
16	30630886	79
16	23759547	79 *
16	32519339	79
16	32302431	79

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
16	29917674	79 *
16	21626070	79
16	13381443	79
17	29851293	78 *
17	15176435	78
17	29927665	78
17	25331025	78 *
17	29862980	78 *
17	11544018	78 *
17	32331263	78
17	24210750	78 *
18	29932794	77
18	24370859	77 *
18	31145037	77
18	31747051	77
18	31737214	77
18	32472924	77
18	22609525	77
18	31112850	77 *
18	25192739	77 *
18	28153718	77 *
18	29858030	77 *
18	32224445	77
18	22910026	77 *
19	4710112	76 *
19	30849475	76
19	31098113	76 *
19	32363826	76
19	30984047	76 *
20	30218373	75
20	30854958	75 *
20	20923232	75 *
21	29887139	74 *
21	32350224	74
21	31080699	74 *
22	21419199	73 *
22	32334564	73
23	23231355	72 *
23	32522505	72
23	32246567	72

* Merged Candidate

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

Classification Title: Manager, Maintenance & Operations **Recruitment:** 16/41.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 05/17/2017
Recruitment Opened: 04/24/2017
Recruitment Closed: 05/12/2017
Commission Approved Eligibility Lists: 07/05/2017
Eligibility List Effective Date: 06/14/2017
Eligibility List Expiration Date: 06/13/2018

Test #: 1	Application Screening	
Applications Total: 100		Test Weight: 0%
Passed: 16		
Failed: 84		

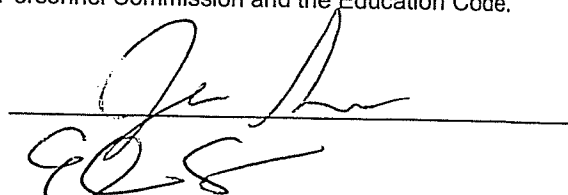
Test #: 2	Performance Project 1 Examination	
Applications Total: 16		Test Weight: 0%
Passed: 13	No Show: 1	Test Date: 05/31/2017
Failed: 2		

Test #: 3	Performance Project 2 Examination	
Applications Total: 13		Test Weight: 0%
Passed: 11	No Show: 0	Test Date: 05/31/2017
Failed: 2		

Test #: 4	Performance Blueprint Examination	
Applications Total: 11		Test Weight: 0%
Passed: 10	No Show: 0	Test Date: 05/31/2017
Failed: 1		

Test #: 5	Oral Rating Examination	
Applications Total: 10		Test Weight: 100%
Passed: 9	No Show: 1	Test Date: 06/13/2017
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: Manager, Maintenance & Operations

Recruitment # 16/41.0

Eligibility List Effective Date: 06/14/2017

Eligibility List Expiration Date: 06/13/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	10721198	105 *
2	19918820	100
2	15889151	100 *
3	20824055	95 *
4	24063075	90
4	32388300	90
4	15509557	90
4	474545	90 *
5	20806651	85 *

*Seniority Points

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

Classification Title: Network Analyst

Recruitment: 16/44.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 05/17/2017
Recruitment Opened: 04/27/2017
Recruitment Closed: 05/17/2017
Commission Approved Eligibility Lists: 07/05/2017
Eligibility List Effective Date: 06/27/2017
Eligibility List Expiration Date: 06/26/2018

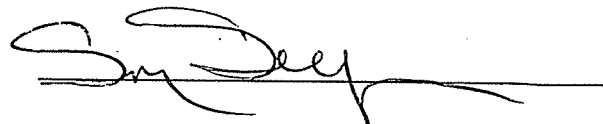
Test #:	Test Name	Applications Total:	Passed:	Failed:	No Show:	Test Weight:	Test Date:
1	Application Screening	99	56	43		0%	

Test #:	Test Name	Applications Total:	Passed:	Failed:	No Show:	Test Weight:	Test Date:
2	Multiple Choice Examination	56	25	15	16	40%	06/08/2017

Test #:	Test Name	Applications Total:	Passed:	Failed:	No Show:	Test Weight:	Test Date:
3	Oral Rating Examination	25	22	2	1	60%	06/23/2017

Test #:	Test Name	Applications Total:	Passed:	Failed:	No Show:	Test Weight:	Test Date:
4	Performance Examination	22	11	11	0	0%	06/23/2017

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: Network Analyst

Recruitment # 16/44.0

Eligibility List Effective Date: 06/27/2017

Eligibility List Expiration Date: 06/26/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	20077830	100 *
2	1765440	97 *
3	1950098	96 *
4	25138118	94 *
5	32213162	92
6	19915328	90 *
7	25487731	89 *
7	28824456	89
7	25759683	89
8	17093429	87
9	27972779	82

* Seniority Points

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

Classification Title: Testing Clerk – Bilingual Spanish

Recruitment: 16/37.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 04/19/2017

Recruitment Opened: 04/10/2017

Recruitment Closed: 05/01/2017

Commission Approved Eligibility Lists: 07/05/2017

Eligibility List Effective Date: 06/13/2017

Eligibility List Expiration Date: 06/12/2018

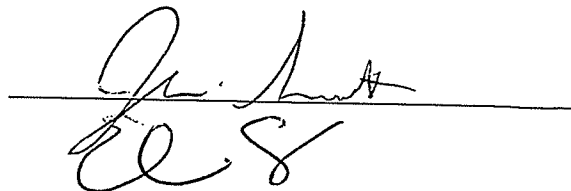
Test #: 1	Application Screening	
Applications Total: 307		Test Weight: 0%
Passed: 202		
Failed: 105		

Test #: 2	Multiple Choice Exam	
Applicant Total: 202		Test Weight: 40%
Passed: 29	No Show: 89	Test Date: 05/15/2017 and 05/16/2017
Failed: 84		

Test #: 3	Typing Exam	
Applicant Total: 29		Test Weight: 0%
Passed: 21	No Show: 4	Test Date: 05/24/2017
Failed: 4		

Test #: 4	Oral Rating Exam	
Applicant Total: 21		Test Weight: 60%
Passed: 18	No Show: 2	Test Date: 06/09/2017
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: Testing Clerk-Bilingual Spanish

Recruitment # 16/37.0

Eligibility List Effective Date: 06/13/2017

Eligibility List Expiration Date: 06/12/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	32043782	100
2	30890741	99
2	16663957	99
3	17734492	98
3	17858683	98
3	16359192	98
3	3935635	98
3	28690128	98
3	21579345	98
3	32020850	98
3	20373076	98
4	26108703	97
4	19252592	97
4	27448457	97
4	29580589	97
5	32147041	94
6	10810639	93
7	32042237	90

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

Classification Title: Testing Clerk – Bilingual Vietnamese **Recruitment:** 16/38.0

Recruitment Type: Open

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

Commission Ordered Recruitment: 04/19/2017
Recruitment Opened: 04/10/2017
Recruitment Closed: 05/01/2017
Commission Approved Eligibility Lists: 07/05/2017
Eligibility List Effective Date: 06/09/2017
Eligibility List Expiration Date: 06/08/2018

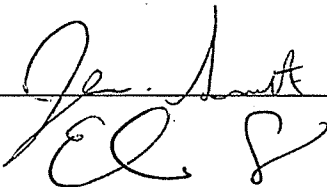
Test #: 1	Application Screening		
Applications Total:	96		Test Weight: 0%
Passed:	65	No Show: 0	
Failed:	31		

Test #: 2	Multiple Choice Exam		
Applications Total:	65		Test Weight: 40%
Passed:	19	No Show: 20	Test Date: 05/15/2017
Failed:	26		

Test #: 3	Typing Exam		
Applications Total:	19		Test Weight: 0%
Passed:	15	No Show: 1	Test Date: 05/24/2017
Failed:	3		

Test #: 4	Oral Rating Exam		
Applications Total:	15		Test Weight: 60%
Passed:	13	No Show: 2	Test Date: 06/05/2017
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: Testing Clerk - Bilingual Vietnamese

Recruitment # 16/38.0

Eligibility List Effective Date: 06/09/2017

Eligibility List Expiration Date: 06/08/2018

<u>Rank</u>	<u>Person ID</u>	<u>Score</u>
1	21125991	96
1	28834005	96
2	22903746	94 *
3	32006631	93
3	32237352	93
3	509046	93
4	19128453	89 *
5	12058360	87
6	23436556	86
7	28230112	84
7	32132203	84
8	23602586	81
8	29003515	81

* Seniority Points