

SUBJECT: REVISED Classified Assignment Order #1

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

RECOMMENDATION:

The administration recommends adoption of Classified Assignment Order #1

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Classified Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ORDER NO. 1
August 24, 2017**

REVISED 8-24-17

NEW HIRE:

Lena Moore, FGE, Instructional Assistant (Title 1 Program), 3.75 hrs./day, 3 days/week, 180 day work year calendar, Range 31, Step F, effective August 9, 2017 (replaces Theresa McDaniel)

Alexandria Arguilez, RDE, Instructional Assistant, 2.5 hrs./day, 5 days/week, 180 day work year calendar, Range 30, Step B, effective August 9, 2017 (replaces Gigi O'Brien)

Cheri Diehl, PGMS, Instructional Assistant (Special Education), 6 hrs./day, 5 days/week, 180 day work year calendar, Range 31, Step F, effective August 9, 2017 (replaces Margaret Rice)

Victor Diaz, PGMS, Instructional Assistant (P.E.), 5 hrs./day, 5 days/week (GF), 50 mins./day, 5 days/week (Site Discretionary), 180 day work year calendar, Range 30, Step C, effective August 9, 2017 (replaces Jaime Jorn)

Lori Aiello, PGHS, Campus Supervisor, 6 hrs/day, 5 days/week, 180 day work year calendar, Range 29, Step E, effective August 9, 2017 (replaces retiree Stacy Himenes)

Kristen Rianda, PGAE, Instructional Assistant (Parent Ed Program), 3 hrs./day/5 days/week, 180 day work year calendar, Range 30, Step A, effective August 9, 2017 (partial replacement Michelle Mahaney)

Marlene Mejia, PGAE, Instructional Assistant (Parent Ed Program), 3 hrs./day/5 days/week, 180 day work year calendar, Range 30, Step D, effective August 9, 2017 (replaces CeCe Caro)

April Gabriel, District, Paraprofessional (Special Education Preschool Inclusion Program), 29.5 hrs./week, 180 day work year calendar, Range 37, Step D, effective August 23, 2017 (~~new position~~) **(REPLACES HEATHER DIAZ)**

Jill Houston, District BASRP, Recreation Coordinator/Leader, 8 hrs./day/10 month work year calendar, Range 37, Step D, effective August 1, 2017 (replaces retiree Henrietta Rivera)

ADDITIONAL ASSIGNMENT:

Desiree Babas, PGAE, Instructional Assistant (Parent Ed Program), 3 hrs./day/5 days/week, 180 day work year calendar, Range 30, Step B, effective August 9, 2017 (replaces Ariana Macias Rivera)

Tanya Fadem, PGAE, Instructional Assistant (Parent Ed Program), 3 hrs./day/5 days/week, 180 day work year calendar, Range 30, Step F, effective August 9, 2017 (partial replacement Michelle Mahaney)

Victor Diaz, PGMS, Noon Duty, 1 hr./day, 5 days/week, 180 day work schedule, Range 30, Step C, effective August 16, 2017 (replaces Julie Galvin)

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Revised 8-24-17

TRANSFER/INCREASE DECREASE IN ASSIGNMENT:

Renee Lozano, Instructional Assistant (Special Education) voluntarily transfers from ~~RDE~~ **FGE** to PGHS, effective August 9, 2017 (replaces retiree Chris Conneau)

Jordan Gasperson, PGHS, Instructional Assistant, increase from 5.2 hrs./day/180 days to 6.75 hrs./day/180 day work calendar, effective August 9, 2017

Wendi Hammand-Roland, PGMS Instructional Assistant (PE), voluntary reduction of hours from 5.9 hrs./day to 5 hrs./day, 5 days per week, 180 day work schedule effective August 9, 2017

SUBSTITUTE:

Kelly Ray, Instructional Assistant

MARIA RIVERA, CUSTODIAN AND FOOD SERVICE