

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

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**SUBJECT:** Classified Assignment Order #21

**DATE:** June 17, 2021

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

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**RECOMMENDATION:**

The District Administration recommends the Board review and approve the Classified Assignment Order #21

**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.

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**NEW HIRE:**

Nestor Dantes, PGHS/CHS, Custodian I, 8 hrs./day, 12-month work calendar, Range 36 (includes shift differential), Step B, effective June 7, 2021 (replaces transferee Andrew Terry)

Thomas DeBruin, RDE/FGE, Custodian I, 8 hrs./day, 12-month work calendar, Range 36 (includes shift differential), Step B, effective June 7, 2021 (replaces transferee Danilo Mamaclay)

**Luciana Morgan, CHS, Administrative Assistant II, part-time, 5 hrs./day, 10.5 month work calendar, Range 35, Step A, effective July 20, 2021 (replaces Desiree Babas)**

**TRANSFERS:**

John Intaglita, Custodian I, transfers from RDE to PGHS and remains at 8 hrs./day, 12-month work calendar, Range 36 (includes shift differential), Step D, effective June 7, 2021 (replaces retiree Elsa Rugama)

Andrew Terry, Custodian I, transfers from PGHS/CHS to RDE, and remains at 8 hrs./day, 12-month work calendar Range 36 (includes shift differential), Step C, effective June 7, 2021 (replaces transferee John Intaglita)

Damilo Mamaclay, Custodian I, transfers from RDE/FGE to FGE and remains at 8 hrs./day, 12-month work calendar Range 36 (includes shift differential), Step D, effective June 7, 2021 (replaces Senen Baguio)

**CHANGE OF ASSIGNMENT/PROMOTION:**

Melissa Gibson, promotes from RDE Instructional Assistant 3 hrs./day, 180 day work calendar, Range 30, Step E to PGMS Clerk III, 7 hrs./day, 10.5 month work calendar, Range 33, Step E, effective July 19, 2021 (replaces Apelila Atofau)

**ADDITIONAL ASSIGNMENT/HOURS:**

Norma Barakat, RDE, Noon Duty, 1 hour per day, 180 day work calendar, Range 30, Step F, effective August 5, 2021 (replaces retiree Adrienne Taylor)

Marie Faile, DO, Accounts Payable, additional hours for increased workload to process payments for invoices funded through the bond, from 6 hrs./day, to 8 hrs./day, effective July 1, 2021

Ben Bahena, Summer Adult Transition Program, 4.25 hrs./day, Range 37, Step D, effective June 2, 2021 through June 30, 2021

**Nancy DaSilva and Carey O’Sullivan, Clerk III, additional 3 days each, 5 hrs./day, paid per time sheet at regular rate of pay, effective July 22, 2021 for Synergy training**

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**ADDITIONAL ASSIGNMENT/HOURS, continued:**

**Jodi Bitter, Library Media Tech II, additional 3 days, 6 hrs./day, paid per time sheet at regular rate of pay, effective June 3, 2021 for Textbook and Chromebook returns**

**PROMOTION/CHANGE OF ASSIGNMENT:**

**Marie Faile, District Office, Account Clerk III, Range 39, Step C, 6 hrs./day (8 hrs. effective 7/1/21), 12 month work calendar, promotes to Confidential Payroll Benefits Specialist, Step A, 8 hrs./day, 12 month work calendar, effective July 1, 2021, cross training hours prior to July 1, 2021 will be paid per time sheet at the Payroll Benefits Specialist amount**

**PROFESSIONAL GROWTH INCREMENT:**

**Classified employees receiving 5% professional growth increment to their pay rate effective July 1, 2021**

Marie Faile, Angela Lippert, Cliff Houston, Dianna Gamecho, Rodrigo Ilagan, Natalie Montgomery

**PAY RATE ADJUSTMENT:**

Angela Rodriguez, District Office, Confidential Fiscal Officer 8 hours/day/12 months, Conf Range, Fiscal Officer, increase from Step C to Step D, (maintains a minimum of 5% increase as per CSEA Bargaining Agreement) effective July 1, 2021 (replaces retiree Nancy Bernahl). Cross Training hours, currently planned at 10 days prior to July 1, 2021 will be paid per time sheet and at the Fiscal Officer Step D amount

**SUBSTITUTE:**

Randy Cooper, District Office, Fiscal Officer, part time up to \$65 per hour, and not to exceed 100 hours, effective July 1, 2021 and not to exceed December 31, 2021. (Training and Support for Fiscal Officer and Payroll transition)

Rachel Croft