



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, January 10, 2024 - 5:30 P.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL: Mrs. Deneese Thompson, Chairperson
Mr. Dale Speights, Vice Chairperson
Mrs. Kathleen Duren, Member

I. PRELIMINARY BUSINESS

- A. Approve Minutes of December 13, 2023, Regular Meeting

Action

34-23/24

II. PUBLIC COMMENTS

- A. Comments Referencing Items on the Agenda
B. Comments Referencing Non-Agenda Items

III. CONSENT AGENDA

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

- A. Approve Consent Agenda

Action

1. Ratification of Eligibility Lists
(Open, Substitute, Promotional Recruitments)
2. Nullification of Eligibility Lists

35-23/24

IV. NEW BUSINESS

- A. Approve Eligibility List with Fewer Than Three Ranks
Bilingual ECE Teacher Assistant and ECE Teacher Assistant
B. Approve to Modify Salary Structure for
Classified Supervisor Leadership Team

Action

36-23/24

37-23/24

V. INFORMATION/COMMENTS

- A. Recruitment/Staffing Updates
B. Commissioner Comments

VI. RECESS TO CLOSED SESSION

A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.

1. Confidential/Personnel Matters

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.

1. Confidential/Personnel Matters

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: February 14, 2024 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission
Palmdale School District
MINUTES OF DECEMBER 13, 2023, REGULAR MEETING

37230 37th Street East, Room 125
Palmdale, CA 93550

The Personnel Commission Chairperson called the meeting of the Personnel Commission to order at 5:30 P.M., followed by the Pledge of Allegiance led by Commissioner Speights.

ROLL CALL:

Member(s) Present: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mr. Dale Speights, Member

Staff Present: Ms. Mary Theus, Personnel Commission Director
Mrs. Esthefany Iraheta, Administrative Secretary

PRESENTATION/TRAINING

- A. Ms. Cassie McCraw, Assistant Director, Payroll/Accounting, presented information on the new Electronic Time and Attendance Collection (ETAC) software system that will replace paper time cards and time sheets for all employees and the Commission. She mentioned the implementation date of January 1, 2024, and demonstrated how persons should enter time and absences, and the approval process for supervisors. She showed examples, explained the Commission's responsibility for approving the Director's time and/or absences, trained them on the procedure, and answered any questions the Commissioners had.

PRELIMINARY BUSINESS

- A. The Personnel Commission took action to reappoint Mrs. Kathleen Duren to the Personnel Commission as the Board Appointee for a three-year term. The item passed unanimously.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

- B. Oath of Office - The swearing-in of Kathleen Duren was administered by Deneese Thompson.

- C. Organizational Procedure - The Personnel Commission took action to consider nominations and approve the appointment of Deneese Thompson as Chairperson for the 2024 year.

Motion:	Kathleen Duren	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye

The Personnel Commission took action to consider nominations and approve the appointment of Dale Speights as Vice-Chairperson for the 2024 year.

Motion:	Kathleen Duren	Vote:	Kathleen Duren	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

The newly appointed officers took their seats.

- D. The Personnel Commission took action to approve the minutes recorded at the November 8, 2023, regular meeting. The item passed unanimously.

Motion:	Kathleen Duren	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

PUBLIC COMMENTS

A. **Referencing Agenda Items**

There were no comments.

B. **Referencing Non-Agenda Items**

Jolyn Shreves, Student Engagement Advocate (“SEA”), shared her concerns regarding her position duties. She explained what her duties and responsibilities are currently for persons in her classification, and how some of the duties performed are functions within the department administrator’s responsibilities, yet employees in the SEA class are assigned such tasks. She outlined the significant number of SARB and other attendance-related meetings that a SEA must handle within a two-week period, safety concerns when conducting home visits, and the pressure to do more with limited staff, time and resources. She reminded the Commission of their efforts to share the concerns with CSEA and the District, but the concerns have not been fully addressed. Therefore, she is hoping the Commission can review their job description and compare it with duties currently performed.

CONSENT AGENDA

- A. The Personnel Commission took action to approve the Consent Agenda to ratify, extend, and nullify eligibility lists, and ratify transfers. The item passed unanimously.

Motion:	Kathleen Duren	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

NEW BUSINESS

A. **Approval of the Revision of a Leadership Job Description**

Warehouse/Purchasing Supervisor

The Personnel Commission took action to approve the proposed revision of the leadership job description. The item passed unanimously.

Motion:	Kathleen Duren	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

B. **Approval of ADA Compliant Job Analysis**

Warehouse/Purchasing Supervisor

The Personnel Commission took action to approve the ADA Compliant Job Analysis for Warehouse/Purchasing Supervisor. The item passed unanimously.

Motion:	Dale Speights	Vote:	Kathleen Duren	Aye
Second:	Kathleen Duren		Dale Speights	Aye
			Deneese Thompson	Aye

**C. Approval of Provisional Appointment
Warehouse/Purchasing Supervisor**

The Personnel Commission took action to approve the appointment of Paul Herrera to serve provisionally as Warehouse/Purchasing Supervisor commencing December 14, 2023. The item passed unanimously.

Motion:	Kathleen Duren	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye
			Deneese Thompson	Aye

**D. Approval of the Eligibility List with Fewer Than Three Ranks
Paraeducator/LVN**

The Personnel Commission took action to approve the eligibility list with fewer than three ranks for Paraeducator/LVN. The item passed unanimously.

Motion:	Dale Speights	Vote:	Kathleen Duren	Aye
Second:	Kathleen Duren		Dale Speights	Aye
			Deneese Thompson	Aye

INFORMATION/STAFF COMMENTS

A. RECRUITMENT/STAFFING UPDATES

Ms. Theus outlined staff recruitment and testing activities. A copy is included as part of the official minutes. She shared staffing details for the period of November 9, 2023, through December 08, 2023, noting the following: 37 new hires; 3 promotions; 5 substitutes processed for regular employment.

B. COMMISSIONER COMMENTS

Commissioner Duren congratulated Commissioner Thompson on her appointment as chairperson. She also mentioned that the Commission and its Director will further review the concerns brought forth by Jolyn Shreves, Student Engagement Advocate.

Commissioner Speights shared his recent visit to a school site and noted how good the classrooms looked. He also mentioned that students in one classroom performed an interesting song during the visit which was great to hear.

RECESS TO CLOSED SESSION

Pursuant to Government Code Section 54957, the Commission recessed to a Closed Session at 6:17 p.m. and reconvened to Open Session at 7:31 p.m. There was no action taken to report out.

DATE OF NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled January 10, 2024, at 5:30 p.m., Site 18 location; 37230 37th Street East, Room 125, Palmdale CA 93550.

ADJOURNMENT

On a motion by Commissioner Speights and second by Commissioner Duren, the meeting adjourned at 7:31 p.m.

Deneese Thompson
Chairperson

Dale Speights
Vice - Chairperson

Kathleen Duren
Member

Mary Theus
Director, Personnel Commission

REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

RECRUITMENT UPDATE

OPEN RECRUITMENTS

Bilingual ECE Teacher Assistant	Continuous
Certified Occupational Therapy Assistant	Continuous
ECE Teacher Assistant	Continuous
Instructional Assistant I	Continuous
Mental Health Intensive Case Manager	Continuous
Occupational Therapist	Continuous
Paraeducator Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant I	Continuous

EXAMINATION

Accounting Clerk II	12/1/23; 12/6/23 (oral)
Campus Security Assistant	11/28/23; 12/8/23 (oral)
Family Health Provider	12/8/23 (oral)
Family Services Advocate	12/21/23 (oral)
Health Assistant/LVN	12/11/23; 12/15/23 (oral)
Instructional Assistant I	12/1, 12/7/23
Inventory/Procurement Specialist	1/08/23 (oral)
Library Aide	12/18/23; 12/21/23 (oral)
Paraeducator Moderate to Severe	11/15/23 (oral); 11/29, 12/6; 12/14/23 (oral)
Personnel Administrative Clerk II	12/11/23
Special Education Instructional Assistant	11/15/23 (oral); 11/29, 12/6; 12/14/23 (oral)
Specialty Trip Driver	12/12/23
Student Interventionist	12/18/23 (oral)

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 10, 2024	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF SUBSTITUTE LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Substitute/Casual Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
January 10, 2024**

SUBSTITUTE/CASUAL RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Number on Referral List	Sent Referral List to Human Resources
Substitute ECE Teacher Assistant	11/16/2023	Cont.	12/20/2023	12	5	3	2	N/A	3	3	12/21/2023

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Director, Personnel Commission
January 10, 2024

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 10, 2024	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF ELIGIBILITY LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

Palmdale School District
Personnel Commission

January 10, 2024

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Performance/ Written Exam Date(s)	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Campus Security Assistant	10/25/2023	11/15/2023	11/28/2023	12/08/2023	85	18	11	7	N/A	9	8	8	12/11/2023	12/10/2024	*Yes	10
Health Assistant/LVN	11/07/2023	12/01/2023	12/06/23 (P); 12/11/23 (W)	12/15/2023	18	3	2	1	2	2	2	2	12/15/2023	12/14/2024	*Yes	5
Instructional Assistant I	11/16/2023	Cont.	12/01/2023 12/07/2023	N/A	51	49	23	26	N/A	14	N/ A	14	12/13/2023	12/11/2023	*Yes	9
Instructional Assistant I	11/16/2023	Cont.	12/20/2023	N/A	31	29	16	13	N/A	12	N/ A	12	12/21/2023	12/20/2024	*Yes	10
Library Aide	11/14/2023	12/06/2023	12/10/23 (P); 12/18/23 (W)	12/21/2023	73	19	15	4	12	6	5	5	12/21/2023	12/20/2024	*Yes	7
Paraeducator Moderate-Severe	05/17/2023	Cont.	11/29/2023 12/06/2023	12/14/2023	22	7	4	3	N/A	3	1	1	12/14/2023	12/13/2024	*Yes	6
Special Education Instructional Asst.	05/22/2023	Cont.	11/29/2023 12/06/2023	12/14/2023	25	23	7	16	N/A	2	1	1	12/14/2023	12/13/2024	*Yes	15

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Director, Personnel Commission
January 10, 2024

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE January 10, 2024 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Bilingual ECE Teacher Assistant	10/25/2023	10/24/2024
Campus Security Assistant	08/29/2023	08/28/2024
Health Assistant/LVN	04/18/2023	04/17/2024
Instructional Assistant I	09/15/2023	09/14/2024
Instructional Assistant I	12/13/2023	12/12/2024
Library Aide	07/31/2023	07/30/2024
Paraeducator Moderate-Severe	11/16/2023	11/15/2024
Special Education Instructional Assistant	11/19/2023	11/15/2024

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be nullified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	January 10, 2024		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LISTS WTH LESS THAN A RANK OF THREE: BILINGUAL EARLY CHILDHOOD EDUCATION TEACHER ASSISTANT AND EARLY CHILDHOOD EDUCATION TEACHER ASSISTANT		

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the Bilingual Early Childhood Education Teacher Assistant and Early Childhood Education Teacher Assistant classification is challenging. Each classification is posted continuously with positions difficult to fill because of the stringent minimum qualifications. There is one rank (one eligible) for each classification that met all minimum qualifications and successfully completed the competitive examination process.

To support the Early Childhood Education needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified. Candidates will be merged with current ranks on the existing lists.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility lists with one rank for Bilingual Early Childhood Education Teacher Assistant and Early Childhood Education Teacher Assistant as presented.

Palmdale School District
Personnel Commission

January 10, 2024

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Performance/ Written Exam Date(s)	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Bilingual ECE Teacher Assistant	07/05/2023	Cont.	12/20/2023	N/A	39	2	2	0	N/A	2	N/A	2	12/21/2023	12/20/2024	*Yes	2
ECE Teacher Assistant	07/05/2023	Cont.	12/20/2023	N/A	81	2	1	1	N/A	1	N/A	1	12/21/2023	12/20/2024	No	1

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.
The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Director, Personnel Commission
January 10, 2024

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: January 10, 2024 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE PROPOSED SALARY RANGE MODIFICATION FOR THE
CLASSIFIED SUPERVISOR LEADERSHIP TEAM

BACKGROUND

The District submitted a formal request concerning the current salary range of the Classified Supervisor Leadership Team and desire for a modification to a higher salary range. This item was presented for discussion at the October 11, 2023, regular meeting of the Personnel Commission, and is being brought back for further discussion, consideration and action.

STATUS

The formal request from Ryan Beardsley, Assistant Superintendent of Human Resources, is presented. The District requests the Commission to consider modifying the Leadership Team Salary Schedule for the Classified Supervisor Team by increasing its salary range structure to a level commensurate with that of the Classified Assistant Directors or to align with the Executive Assistant to the Superintendent.

The current and proposed salary ranges for the Classified Supervisor Team, that presently include Benefits Analyst, Student Information Services Supervisor, and Transportation Field Supervisor, are as follows:

Current Salary Range (6-step LT schedule)	Proposed Salary Range (6-step LT schedule)	
\$70,385.00 - \$89,831.00/annually	\$96,741.00 - \$123,469.00/annually \$84,109.00 - \$107,347.00/annually	Classified Assistant Director Level
	OR	
	\$78,627.00 - \$100,350.00/annually	Executive Assistant to the Supt. Level

SALARY ANALYSIS

The following displays internal salary comparisons previously referenced to support the District's request:

Agency	Classification	Salary Range	Annual Salary (5-step schedule-CSEA)
Palmdale SD	Senior Payroll Clerk	39 (CSEA)*	\$61,090.68 - \$74,257.56
Palmdale SD	Executive Assistant Non-Confidential	38 (CSEA)*	\$59,609.64 - \$72,453.24
Palmdale SD	Executive Assistant - Confidential	LT Schedule (Confidential Team - Exempt)	\$70,385.00 - \$89,831.00 (6-step schedule)
Palmdale SD	Executive Assistant to the Supt.	LT Schedule (Confidential Team - Exempt)	\$78,627.00 - \$100,350.00 (6-step schedule)

**Eligible for overtime*

The following is an external salary comparison of similar positions:

Agency	Classification	Salary Range	Annual Salary (5-step schedule) (6-step schedule*)
Compton USD	Attendance Systems Analyst	28 (CL Mgmt Schedule)	\$73,644.00 - \$89,496.00
Compton USD	Benefits & Workers' Comp Analyst	28 (CL Mgmt Schedule)	\$73,644.00 - \$89,496.00
Kern County SOS	Manager - Health Benefits	20 (CL Mgmt Schedule)	\$98,640.00 - \$125,544.00*
Pasadena USD	Transportation Supervisor	41 (Supv. Schedule)	\$65,184.00 - \$76,224.00*
Pasadena USD	Transportation Scheduling Coord.	45 (Supv. Schedule)	\$71,844.00 - \$84,048.00*
Stockton USD	Transportation Operations Supervisor	33 (Supv. Schedule)	\$67,184.00 - \$76,224.00
Exempt from Overtime			Average \$75,024.00 - \$90,172.00

RECOMMENDATION


It is recommended that the Personnel Commission consider approving the following:

1. Modify the salary range structure of the Classified Supervisor Team from its current annual rate of \$70,385 to \$89,831 of the Leadership Team Salary Schedule, to align with the top of the Confidential Team salary range at \$78,627 to \$100,350 of the same schedule.
2. Establish the effective date of the salary range adjustment as February 1, 2024.
3. Establish step placement to represent at least a five-percent (5%) increase or top step of the new range if less than five-percent (5%).

MEMORANDUM

DATE: October 4, 2023

TO: Mary Theus, Director, Personnel Commission

FROM: Ryan Beardsley, Assistant Superintendent, Human Resources 

SUBJECT: Classified Management Supervisor Ranges and Occupational Therapist Update

Please allow this to serve as a formal request for the Personnel Commission to consider a reclassification of the range for the Classified Supervisor Leadership Team Classification. In reviewing the scope of responsibilities of the three current supervisor positions which include Benefits Analyst, Transportation Field Supervisor, and Student Information Services Supervisor, I would formally request for the Personnel Commission to consider increasing the current salary range to a level commensurate with that of the Classified Assistant Directors. These Supervisor positions are currently compensated at the same level as Executive Assistant – Confidential. This places them in a position where their compensation is at a lower level than the upper ranges of the CSEA salary schedule. Given the scope of responsibility, supervisory and evaluative responsibilities, coupled with the need for stability in these important roles, I feel the increase is appropriate.

If the Personnel Commission feels that a separation between the Classified Assistant Director and Supervisor positions is still warranted, I would then advocate to consider moving the Supervisors to top of the Confidential Range which places them at the same range as the Executive Assistant to the Superintendent.

With regard to the status of the Occupational Therapist recruitment and retention efforts, the Palmdale School District Board of Trustees voted to approve a \$10,000 retention bonus to the three incumbents currently holding the position. The board also indicated they were in favor of increasing the signing bonus for newly hired Occupational Therapists to \$10,000. The district believes it is within the purview of the Personnel Commission to approve this increase without a formal action from the school board if they are in agreement.