



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, July 13, 2022 - 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 may for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

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

I. STUDY SESSION

A. Oral Examination (QAI)

II. PRELIMINARY BUSINESS

ACTION

- A. Approve Minutes of Regular Meeting – June 14, 2022
B. Approve Minutes of Special Meeting – June 29, 2022

1-22/23
2-22/23

III. PUBLIC COMMENTS

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

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.

IV. CONSENT AGENDA

- A. Approve Consent Agenda
1. Ratification of Eligibility Lists
(Substitute, Open, Promotional Recruitments)
2. Nullification of Eligibility Lists
3. Ratification of Transfer

ACTION
3-22/23

V. NEW BUSINESS

ACTION

- A. Approve Essential Functions Position Analysis
Benefits/Payroll Clerk

4-22/23

VI. INFORMATION/COMMENTS

- A. Classified Update
B. Comments from Director
C. Comments from Commissioners

VII. 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

VIII. RECONVENE TO OPEN SESSION

IX. 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

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: August 10, 2022 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of June 14, 2022 Rescheduled Regular Meeting

CALL TO ORDER Commissioner Speights, Chairperson, called the meeting to order at 10:30 AM, followed by the Pledge of Allegiance led by Commissioner Thompson.

MEMBERS PRESENT Mr. Dale Speights, Chairperson
Mrs. Kathleen Duren, Vice Chairperson
Mrs. Deneese Thompson, Member

STAFF PRESENT Ms. Mary Theus, Director, Personnel Commission

PRELIMINARY BUSINESS

APPROVAL OF MEETING MINUTES Commissioner Duren motioned to approve the minutes recorded for the May 11, 2022 Regular Meeting, with Commissioner Thompson providing a second. The motion carried by unanimous vote.
Duren-aye; Speights-aye; Thompson-aye.

PUBLIC COMMENTS AGENDA ITEMS Ryan Beardsley, Assistant Superintendent of Human Resources, thanked the Commission for considering the items referencing increased compensation for unrepresented classes, Noon Duty/Campus Assistant, Occupational Therapist, and especially Social Emotional Learning Specialist for competitive balance. He also mentioned forthcoming negotiation with CSEA.

PUBLIC COMMENTS NON-AGENDA ITEMS There were no comments.

CONSENT AGENDA Commissioner Duren motioned to approve the Consent Agenda as presented, with Commissioner Thompson providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

NEW BUSINESS

MEETING CALENDAR **Approve 2022-2023 Personnel Commission Regular Meeting Calendar**
Commissioner Thompson motioned to approve the calendar as presented, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

CONTRACT RENEWAL **Approve 2022-2023 Contract Agreement with Shreds Unlimited**
Commissioner Duren motioned to approve the contract renewal as presented, with Commissioner Thompson providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**COMPENSATION
UNREPRESENTED CLASSES**

**Approve Salary Schedule Increase and Off-Schedule Payment
Noon Duty/Campus Assistant**

Commissioner Duren motioned to approve the proposed salary increase to \$15.50 per hour and off-schedule one-time payment (3.25%) effective July 1, 2022. Commissioner Thompson provided a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approve Salary Schedule Increase and Off-Schedule Payment
Occupational Therapist**

Commissioner Thompson motioned to approve the proposed salary schedule increase (3.25%) and off-schedule one-time payment (3.25%) effective July 1, 2022. Commissioner Duren provided a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approve Salary Schedule Increase and Off-Schedule Payment
Social Emotional Learning Specialist**

Commissioner Duren motioned to approve the proposed salary schedule increase (3.25%) and off-schedule one-time payment (3.25%) effective July 1, 2022. Commissioner Thompson provided a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

INFORMATION/COMMENTS

CLASSIFIED UPDATE

Ms. Theus distributed the Classified Update and noted current recruitments. She shared that applicant response has increased; however, there is no change in employment declinations.

**COMMENTS FROM
COMMISSIONERS**

Commissioner Duren and Commissioner Speights shared their attendance at the Legal Update Workshop and Luncheon hosted by PCASC on June 10, 2022. The presentation was very informative and valuable.

RECESS TO CLOSED SESSION

Recessed from open session to closed session at 10:39 AM

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
1. Confidential/Personnel Matters
 2. Public Employee Employment: Chief Business Officer
 3. Public Employee Performance Evaluation
Director, Personnel Commission

RECONVENE TO OPEN SESSION

Reconvened to open session from closed session at 11:44 AM

- B. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
1. Confidential/Personnel Matters
 2. Public Employee Employment: Chief Business Officer
 3. Public Employee Performance Evaluation
Director, Personnel Commission

**REPORT OUT ACTION TAKEN IN
CLOSED SESSION**

There was no action taken to report out.

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled July 13, 2022 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Duren and second by Commissioner Thompson, with Commissioner Speights voting yes, the meeting adjourned at 11:45 AM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Dale Speights, Chairperson

Kathleen Duren, Vice Chairperson

Deneese Thompson, Commissioner

Classified Update for June 14, 2022

Testing Status:

Attendance Clerk	Performance/written exams 7/5, 7/6, 7/7/2022
Bilingual/ECE Teacher Assistant	Written exam 5/12, 5/19/2022, QAI 5/20/2022
Bilingual Instructional Assistant	Written exam 6/9/2022
Bilingual Typist Clerk	Performance/written exam 6/29/2022
Crossing Guard	Written exam 6/16/2022
Custodian I	Written exam 6/17/2022
Custodian II	Written exam 6/24/2022
Health Assistant – LVN	QAI 6/9/2022
Paraeducator Moderate to Severe	Written exam 5/5, 5/13/2022; QAI 5/18/2022
Parent/Community Liaison	Performance/written exam 5/25/2022; QAI 6/1/2022
Personnel Administrative Clerk	Performance/written exam 5/26, 5/27, 5/31/2022; QAI 6/8/2022
Reprographics Technician	Written exam 6/1/2022; QAI pending
Special Education Instructional Assistant I	Written exam 5/13/2022; QAI 5/18/2022
Technology Support Liaison	Practical/written exam 6/30/2022

Postings:

AVID Tutor	Continuous
Bilingual ECE Teacher Assistant	Continuous

Campus Security Assistant	Closes 6/30/2022
Child Nutrition Assistant I	Closes 6/30/2022
Crossing Guard	Continuous
ECE Teacher Assistant	Continuous
Health Assistant – LVN	Continuous
Library Aide	Closes 6/24/2022
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator – LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Social Emotional Learning Specialist	Closes 6/30/2022
Special Education Instructional Assistant	Continuous

Personnel Commission Meeting
of the
Palmdale School District

Minutes of June 29, 2022 Special Meeting

CALL TO ORDER Commissioner Speights, Chairperson, called the meeting to order at 1:00 PM, followed by the Pledge of Allegiance.

MEMBERS PRESENT Mr. Dale Speights, Chairperson
Mrs. Deneese Thompson, Commissioners

MEMBERS ABSENT Mrs. Kathleen Duren, Vice-Chairperson

STAFF PRESENT Ms. Mary Theus, Director, Personnel Commission

NEW BUSINESS

APPROVAL OF JOB DESCRIPTION REVISION **Early Childhood Education Fiscal Officer**
Commissioner Thomson motioned to approve the proposed job description revision, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye*

APPROVAL OF SALARY PLACEMENT **Early Childhood Education Nutrition Facilitator**
Commissioner Thompson motioned to approve the initial salary placement recommendation at Step 2 of the Leadership Team Schedule for candidate #44854908. Commissioner Speights provided a second, and the motion carried by unanimous vote. *Speights-aye; Thompson-aye*

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled July 13, 2022 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Thompson and second by Commissioner Speights, the meeting adjourned at 1:05 PM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Dale Speights, Chairperson

Deneese Thompson, Commissioner

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	July 13, 2022	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
July 13, 2022**

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 Paraeducator Translator (DHH)	05/12/2022	Continuous	06/24/2022	2	1	0	1	N/A	N/A	N/A	N/A

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

Mary Theus
Director, Personnel Commission
July 7, 2022

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	July 13, 2022	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

July 13, 2022

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	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
Crossing Guard	11/23/2021	06/30/2022	06/16/2022	N/A	78	50	19	31	N/A	17	N/A	17	06/23/22	06/22/23	*Yes	10
Custodian I	05/19/2022	06/02/2022	06/17/2022	N/A	296	36	36	10	N/A	23	N/A	23	06/22/22	06/21/23	*Yes	11

*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.

Mary Theus
Director, Personnel Commission
July 7, 2022

DATE	July 13, 2022		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	NULLIFICATION OF ELIGIBILITY LIST(S)		

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

Job Classification	Effective Date	Expiration Date
Crossing Guard	05/16/2022	05/15/2023
Custodian I	07/19/2021	07/18/2022

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	July 13, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

STATUS

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

Transfers and Reassignments

7/13/2022

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Holt, Keefe	06/06/2021	From Custodian II (YN) to Grounds/Utility Maintenance Worker II (M&O) 8.0 hrs/12 mo.	Promotion Replacement for Lincoln Williams
b.	Lee, Raymond A.	06/13/2021	From Custodian I (DW) to Custodian II (TA) 8.0 hrs/12 mo.	Promotion Replacement for Vince Marzett
c.	Lopez, Janet G.	07/01/2022	Bilingual Attendance Clerk (ECE) from 5.75 hrs/12 mo., to 8.0 hrs/12 mo.	Increase by seniority Growth position
d.	Navarro Cuevas, Genaro	6/13/2022	From Custodian I (ECE) to Maintenance Worker II (M&O) 8.0 hrs/12 mo.	Promotion Replacement for Daniel Stevenson
e.	Sandoval, Jose M.	05/27/2022	From Administrative Clerk I (TW) 5.75 hrs/10 mo., to Administrative Clerk II (Ed Svcs) 8.0 hrs/12 mo.	Promotion Growth position

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	July 13, 2022	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE ESSENTIAL FUNCTIONS POSITION ANALYSIS BENEFITS/PAYROLL CLERK	

BACKGROUND

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in a recommended format.

STATUS

Shaw HR Consulting, an independent contractor providing services to the District, developed an Essential Functions Position Analysis ("EFPA") for the Benefits/Payroll Clerk classification.

EFPA's are developed to assist the District with disability interactive process management and reasonable accommodation facilitation as well as to support classified employees. As the current ADA Compliant Job Analysis document on record for Benefits/Payroll Clerk is outdated, the comprehensive version created by Shaw HR Consulting will replace the existing version.

RECOMMENDATION

It is recommended that the Personnel Commission approve the EFPA for Benefits/Payroll Clerk as presented.

PALMDALE SCHOOL DISTRICT
39139 NORTH 10TH STREET EAST, PALMDALE, CALIFORNIA 93550
ESSENTIAL FUNCTIONS POSITION ANALYSIS®

Introduction

An Essential Functions Position Analysis (EFPA®) describes the classification/position and not the work of an individual employee. It is a critical tool to use when determining if or how a candidate's or employee's work restrictions may impact the traditional physical/mental/emotional demands of the position. The EFPA assists the parties to determine where discussions relating to reasonable accommodation need to begin. It is intended to be a straightforward document providing the reader with the following: 1) core purpose for the position, 2) essential functions which are critical or fundamental to the successful performance of the position, 3) work environment and conditions where the essential functions are performed, 4) listing of skills and abilities that an individual must possess to perform the essential functions, and 5) the mental and emotional demands required to successfully perform the essential functions. EFPAs are also key documents to provide to physicians to ensure that they understand the position and can identify specific work restrictions or activities that may not be safe for an individual to perform.

POSITION TITLE	DEPARTMENT / DIVISION
Benefits Payroll Clerk	Business Services / Payroll

I. Classification/Position Summary:

To perform a variety of responsible clerical accounting duties and responsibilities involved in the preparation, processing and maintenance of the District's payrolls; and to prepare and maintain appropriate accounts involving posting and balancing. To perform a variety of responsible clerical accounting duties and responsibilities involving the District's benefits programs including insurance and voluntary deductions; and to prepare and maintain appropriate accounts involving posting and balancing.

Position Details	Full time; hourly
Work Hours / Hours per Week	Shifts are typically 8:00 a.m. to 4:30 p.m.; 5 days per week; 8 hours per day; 40 hours per week
Days of the Week	Monday through Friday
Overtime /Holidays Required	Yes, as needed and assigned
Paid / Unpaid Breaks	Two 15-minute breaks and one 30-minute unpaid meal break taken at assigned times
Position represented by a Collective Bargaining Agreement?	Yes, CSEA (California School Employees Association, Chapter 296)

NOTES: N/A

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

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ESSENTIAL FUNCTIONS POSITION ANALYSIS®

II. Essential Functions of Classification/Position:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The following functions have been determined to be essential only after carefully evaluating them and determining: the function is the primary reason for which the position was established; removing the function would fundamentally change the position, or eliminate the need for the position; there is a lack of qualified employees available to perform such a function; and for some functions, there are severe consequences if the position is not required to perform the function and the function requires specialized expertise. Essential Functions will be reviewed for each incumbent and the above criteria will be evaluated to ensure that a particular function remains essential for a particular candidate or employee in need of accommodation.

Essential Functions

Actual assignment hours may vary. This document is based on an 8-hour day and 40 hour per week schedule.

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
1	<p>EMPLOYEE RECORDS / DATA MANAGEMENT: Maintain employee payroll files; update employee salary, time worked, time missed, and location in District on computer; submit changes in employee status to county; terminate and purge files for former employees; maintain records of individual earnings, sick leave, vacations, and other allowances and their use; compute sick leave allowances; process and verify employee attendance and time worked reports; verify employment both in writing and by phone; update employee records involving voluntary insurance deductions; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent processes and records new and existing employee payroll paperwork / documents, including but not limited to New Employee Authorization Transmittals, retirement forms, direct deposit forms, tax forms, and attendance cards for distribution to all outside agencies; prepares and maintains employee file folders, and enters employee numbers into appropriate databases and tracking spreadsheets; maintains and enters all employee modifications, including voluntary deductions, name, errors in step, PERS/STRS thresholds, cell phone stipends, contract pay increases, anniversary step increases, approved cost of living adjustments, federal and state withholdings, direct deposit information, position, pay frequency and budget code changes for all regular positions and any extra duty assignments including special projects; other payroll records that require manual data entry or verifications for proper budget allocations; may maintain worksite information, accurate salary history records and seniority lists depending upon assignment; maintains complete and accurate confidential attendance records in compliance with District Risk Management, State and Federal guidelines, including the calculation of leaves earned and used; prepares and maintains accurate records for all approved workers' compensation absences and payments and may assist with fraud investigations.</p> <p>It was further clarified in interview that incumbent prepares checks for employment separations, lost / incorrect pay checks, etc.; prepares and issues invoices to responsible parties for off duty assignments; may audit time cards for proper coding and budget allocation; maintains knowledge of memoranda of understanding for premiums; may assist Human Resources to ensure data is accurate and processed to meet payroll processing deadlines.</p>	Up to 94% of the shift, concurrent with essential functions #2,3,4,5,6,7

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

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ESSENTIAL FUNCTIONS POSITION ANALYSIS®

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
2	<p>PAYROLL PROCESSING: Calculate and process payroll for classified regular staff and substitutes; receive, check and process timecards and time sheets; prepare, check and balance time reports; prepare supplemental time reports; compute salary rates and payroll adjustments; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent prepares, calculates and codes all pay documents, including teaching assignments, stipends, differential pay and timesheets; prepares, assesses and validates employee payroll data for outside agencies; assesses, evaluates and confirms payroll balancing for all certificated, classified, confidential and student employees, adhering to schedules and timelines established by the District; enters payroll data into the District's payroll software systems to generate payroll warrants and requires reports; enters data for employee's paycheck stub; prepares adjusting entries for W-4s; tracks, records and prepares prior year liabilities for year-end processing including vacation and compensatory time and all hours / days worked prior to June 30th for payment beyond July 1st.</p>	Up to 94% of the shift, concurrent with essential functions #1,3,4,5,6,7
3	<p>BOOKKEEPING: Process all vendor payments; perform technical accounting procedures involved in the issuance and reconciliation of vendor payments; compute billings and verify the accuracy of all vendor payments; transfer substitute charges to the proper school accounts; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent performs a variety of bookkeeping and financial record-keeping duties for assigned work groups and programs; reconciles all financial data and activities; prepares journal entries of debits and credits; processes payments to accounts and forwards to appropriate department if necessary; serves as point of contact for payroll -related questions of internal assigned departments as well as auditors; identifies discrepancies on accounts; determines errors and prepares journal entry adjustments; makes adjustments and corrections to accounts; performs yearly reconciliations on assigned accounts; utilizes spreadsheets software programs as required to ensure accurate data maintenance; maintains a variety of records, files, lists, logs related to payroll departments' financial activities; audits receipts of financial transactions for various departments.</p>	Up to 50% of the shift, concurrent with essential functions #1,2,4,5,6,7
4	<p>REPORTS / RECORDS / DATABASES: Perform a wide variety of general clerical duties; type correspondence, letters, memoranda, reports, and other materials; receive and verify payroll warrants by amount, name and pay locations; coordinate and maintain the list of staff for each school for warrant distribution; coordinate distribution of pay warrants; update salary projections used for budget projections and negotiations; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent prepares various reports for internal and external agencies, including but not limited to the Public Employee Retirement System and State Teachers Retirement System; prepare worksite reports, labor distribution reports, hours / days tracking, leave load bank summaries; utilizes a variety of financial systems, software, databases and tools to conduct work and operates a variety of standard office equipment.</p>	Up to 50% of the shift, concurrent with essential functions #1,2,3,5,6,7,8

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ESSENTIAL FUNCTIONS POSITION ANALYSIS®

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
5	<p>COMMUNICATION / CUSTOMER SERVICE: Provide information and assistance to new employees; provide employees with necessary forms; answer questions regarding payroll and personnel procedures, programs and changes in status; provide information and assistance to employees regarding benefit coverage, claims, and related procedures; serve as District liaison to employees and insurance company representatives and agents; remain current on vendor and legislature policy changes; organize and maintain information, procedures and forms regarding insurance benefit programs provided by the District for all employees; distribute insurance company brochures to employees; inform, explain, and answer questions to current and retired or terminated District employees regarding the selection of contribution and benefits; resolve complaints and expedite employee claim processing; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent communicates, collaborates and coordinates with coworkers assigned to payroll and other District departments to ensure sharing of best practices, lessons learned and to ensure consistency where necessary in application; explains and provides details for the method of pay and payroll forms to new and existing District employees; answers phone calls or emails regarding employees' payroll information and requests for data; maintains a friendly, supportive atmosphere for staff, faculty and the public; responds to questions or complaints from departments regarding interpretation of financial laws, rules, regulations and other governing procedures; provides direction, counsel and support to assigned departments to ensure free flow of information, resulting in the best financial decisions being made.</p>	Up to 50% of the shift, concurrent with essential functions #1,2,3,4,6,7,8,9
6	<p>RESEARCH / PROBLEM RESOLUTION: Ability to respond to requests and inquiries from District employees; perform related duties as assigned.</p> <p>It was clarified in interview that incumbents will receive, process and document payroll errors or concerns from employees and departments; requiring evaluation of data, calculation checks and researching past payroll processes.</p>	Up to 50% of the shift, concurrent with essential functions #1,2,3,4,5,7,9
7	<p>OFFICE EQUIPMENT OPERATION / MAINTENANCE: Operate office machines including typewriters, photocopiers, telephones, calculating machines, word processing equipment, and basic payroll procedures; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent will operate a variety of standard modern office equipment including but not limited to copiers, scanners, shredders, fax machines, printers, etc.; operates multi-line telephone systems and headsets; assure proper filing and maintenance of payroll records and reports; photocopy materials, use general office equipment such as printers, copiers, and personal computers; utilizes small office supplies such as pens / pencils, staple remover, post-its, etc.; calculators, 10-keys; spreadsheet applications and District and state-provided software and / or templates.</p> <p>Clarification was provided that incumbent may perform light maintenance of said equipment such as cleaning scanner glass, loading paper, changing ink, toner, clearing paper jams, etc. but is not responsible for the regular maintenance.</p>	Up to 50% of the shift, concurrent with essential functions #1,2,3,4,5,6,8,9

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

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ESSENTIAL FUNCTIONS POSITION ANALYSIS®

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
8	MEETINGS / TRAININGS: It was clarified in interview that incumbent attends training on new software, equipment, and policies or procedures as needed; attends District-sponsored trainings as required (i.e., sexual harassment, customer service, workplace safety, etc.); attends regularly scheduled department meetings; may attend industry-specific trainings relative to payroll work.	3-4 hours per quarter
9	GENERAL DEPARTMENT ASSISTANCE: Assist in other areas at times of reduced office staff or peak periods including in the areas of mail, purchasing and data processing; perform related duties as assigned. It was clarified that although incumbents may be primarily assigned to support a specific function of the Payroll Department, but they can rarely perform duties across District Business Services Department and may partner on large projects and perform work, as needed, in Human Resources and Risk Management on a temporary basis.	As needed

III. No Non-Essential Functions:

IV. Physical Requirements:

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Weight Bearing Activities				
Weight Bearing (standing & walking)	Seldom to Occasional	5 minutes	1,2,3,4,5,6,7,8,9	Filing; faxing and copying; retrieving supplies; troubleshooting office equipment; speaking with vendors, customers or co-workers; meeting with walk in customers; accessing file room; around work space; moving file boxes; retrieving items from printer; delivering mail; collecting mail.
Standing	Seldom to Occasional	10 minutes	1,2,4,5,6,7,9	Filing; faxing and copying; retrieving supplies; troubleshooting office equipment; speaking with co-workers; accessing files to locate information; accessing file room.
Walking	Seldom to Occasional	5 minutes	1,2,4,5,6,7,8,9	Retrieving files from file room; walking around building; visiting other departments; moving to and from vehicle; providing files and information to others; delivering mail.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Walking <i>on uneven terrain</i>	Infrequent to Seldom	3 minutes	8,9	Retrieving files from file room; walking around assigned building moving to and from vehicle; walking to police department; providing files and information to others. Outdoor surfaces could consist of uneven pavement, tree roots, curbing, ramps, grass, etc.
Running	Never	N/A	N/A	*Emergency situations only
Jumping	Never	N/A	N/A	N/A
Climbing <i>ladder, stairs, stools</i>	Infrequent to Seldom	1 minute	2,4,8,9	Climbing stairs between floors at multi-story buildings; using step stool to access high shelving, cabinets, supplies, files, etc.
Balancing <i>above ground</i>	Infrequent to Seldom	3 minutes	2,4,8,9	Using step stool to reach high items; using step stool to access high shelving or cabinets; using a step stool to access and files documents
Bending <i>at the waist</i>	Occasional	Seconds repetitively and up to 3 minutes at one time non-repetitively	1,2,3,4,5,6,7,8,9	Storing and retrieving supplies and files located on floor or from lower storage cabinet; changing toner in printer and troubleshooting office equipment; filing; plugging in office equipment; packing boxes of files; reaching for materials on or around desk; picking up dropped items; accessing items in file room.
Twisting at waist <i>side to side</i>	Seldom to Occasional	Seconds repetitively	1,2,3,4,5,6,7,8,9	Retrieving supplies; speaking with others while seated; retrieving paperwork and supplies from various parts of work area; operating office equipment (i.e., fax machine, copier, etc.); looking between reference materials and computer screen; retrieving file boxes; utilizing multiple computer screens.
Stooping <i>slight bend at knees</i>	Infrequent to Seldom	Less than 1 minute	1,4,7	Storing and retrieving supplies, files and reference materials located on floor or from lower storage cabinet; filing; troubleshooting office equipment; changing toner in printer and troubleshooting office equipment; accessing items in file room.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Squatting	Infrequent to Seldom	2 minutes	1,4,7	Storing and retrieving supplies, files and reference materials located on floor or from lower storage cabinet; filing; troubleshooting office equipment; plugging in office equipment; packing file boxes; organizing files and lower shelving.
Other / Sedentary / Non-Weight Bearing				
Sitting	Continuous	Up to 3 hours	1,2,3,4,5,6,7,8,9	Completing paperwork; computer usage; majority of data input and analysis activities; meeting attendance; performing all computer and paperwork at desk; phone calls; sorting and collating forms and documents; filing in lower cabinets and drawers while seated; collaborating with coworkers; interpreting data.
Driving	Infrequent to Seldom	10 Minutes	8,9	Attending offsite meetings or professional development training.
Kneeling <i>one or both knees</i>	Infrequent to Seldom	3 minutes	1,4,7	Storing and retrieving supplies, files and reference materials located on floor or from lower storage cabinet; filing; troubleshooting office equipment; plugging in office equipment; turning on computer located under desk; packing boxes of files; organizing files and lower shelving.
Crawling <i>on hands and knees</i>	Never	N/A	N/A	N/A
Lying Down <i>back, side or stomach</i>	Never	N/A	N/A	N/A
Upper Extremity / Arm Movement				
Pushing	Seldom to Occasional	Up to 5 minutes	1,2,3,4,5,6,7,8,9	Closing file drawers and supply cabinets; re-positioning computer tray; utilizing cart to transport files, materials or boxes of supplies; using office equipment; closing doors; moving desk chairs; opening file room door.
Pulling	Seldom to Occasional	2 minutes	1,2,3,4,5,6,7,8,9	Opening file drawers and supply cabinets; re-positioning computer tray; utilizing cart to transport files, materials and boxes of supplies; using office equipment; opening doors; moving desk chairs; opening file room door.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Reaching – above shoulder level	Seldom to Occasional	2 minutes	2,3,6,7,9	Retrieving supplies from higher shelves / cabinets; storing or retrieving files; filing in higher drawers or shelves; accessing binders or books on high shelves.
Reaching – at shoulder level	Seldom to Occasional	3 minutes	1,2,3,4,5,6,7,8,9	Retrieving supplies; storing or retrieving files; filing; accessing binders or books in workspace; writing on whiteboard; putting supplies away on shelves.
Reaching – below shoulder level	Frequent to Continuous	3 hours	1,2,3,4,5,6,7,8,9	Performing desk and clerical duties which include using telephone, 10-key, calculator and other office equipment; inputting data; using computer; reconciling reports; interpreting data off spreadsheets or other reports; handwriting; preparing reports; troubleshooting office equipment; filing; packing boxes of files; completing paperwork or reports; retrieving supplies; picking up dropped items.
Steering	Infrequent to Seldom	10 minutes	8,9	Driving to attend offsite meetings or trainings; using cart to move files or supplies
Cervical Spine / Neck Movement				
Extension of the neck <i>looking upward</i>	Seldom to Occasional	3 minutes	1,2,3,4,5,6,7,8,9	Retrieving supplies located overhead; referencing materials posted overhead; speaking with a standing person when seated; looking at clock on the wall; looking between reference materials and computer screen; filing on high shelves; locating files on high shelves.
Flexion of the neck <i>looking downward</i>	Frequent to Continuous	3 hours	1,2,3,4,5,6,7,8,9	Taking notes; most computer work; conducting research; various keyboarding duties; referencing paperwork at desk; using office equipment; filing; looking down at a seated co-worker while in a standing position; packing boxes of files; performing paper auditing or reconciling paperwork.
Twisting of the neck <i>side to side</i>	Occasional to Frequent	Seconds repetitively	1,2,3,4,5,6,7,8,9	Referencing paperwork; entering data into the computer from referenced paperwork; data verification; filing; retrieving paperwork and supplies from file room; operating office equipment; having conversations with 2 parties to share information.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed	
Upper Extremity / Hand Activities					
Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Fine Manipulation	Occasional to Frequent	Occasional	15 minutes intermittently	1,2,3,4,5,6,7,8 9	Taking notes; completing forms and paperwork; stamping packets of paper; dialing telephone; sorting and sifting through paperwork and mail; removing staples; using calculator and 10-key; writing reports / logs; completing supply requisition forms; texting.
Keyboarding / Typing	Occasional to Continuous	Occasional to Continuous	3 hours intermittently	1,2,3,4,5,6,7,8 9	Using computer, 10-key, calculator and typewriter to generate reports; typing on computer; entering data to databases; producing all financial reports; drafting presentations; using email; clerical duties as required; texting. It was clarified in interview with incumbent that highest frequencies occur during data entry where incumbent will type for up to three hours with micro breaks.
Simple Grasp	Occasional to Frequent	Seldom to Occasional	30 minutes	1,2,3,4,5,6,7,8 9	Using and manipulating files, paperwork and office supplies; handwriting; using office equipment; grasping telephone receiver; filing; handling documents and materials; using standard office supplies such as pens / pencils, staplers, etc.; utilizing computer mouse; stamping paperwork; mouse work; stapling paperwork
Up & Down Flexion of Wrist	Seldom to Occasional	Seldom to Occasional	Seconds repetitively	1,2,3,4,5,6,7,8 9	Using office equipment such as a printer and fax machine; collating and reviewing documents and files; filing; writing; moving hand between mouse and keyboard; repetitive and constant typing; handwriting when taking notes; driving; stamping documents; stapling; using key card.

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Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Side to Side Motion of Wrist	Seldom to Occasional	Seldom to Occasional	Seconds repetitively	1,2,3,4,5,6,7,8 9	Utilizing mouse during computer work; dialing telephone; moving smaller office supplies; sorting files and papers; filing; writing on whiteboards; wiping off tables, desks and other surfaces; handwriting; moving supplies across desk surface; repetitive and constant typing; driving; utilizing computer mouse; using key card.
Turning / Rotation of Wrist or Hand	Seldom	Seldom	Seconds repetitively	1,2,3,4,5,6,7,8 9	Using keys to unlock file cabinets; opening doors; operating office equipment; filing; driving / steering; using combination lock; opening file room door.
Gross Manipulation	Infrequent to Seldom	Infrequent to Seldom	30 seconds	2,4,7	Moving files and boxes of files; lifting binders or reference materials; rearranging small office equipment; loading paper into copiers; cash deposits envelopes; mail tote; opening file room door.
Powerful Grasp/ Tight Grasp	Infrequent to Seldom	Infrequent to Seldom	30 seconds	2,4,7	Moving boxes of files or equipment; manipulating cart with supplies or equipment; grasping larger references binders; loading paper into copier; carrying large files; carrying mail tote; opening file room door

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V. Lift/Carry Weight Requirements:

Weight Lifted / Carried (lbs.)	Frequency	Max. Height Lifted	Distance Carried	Examples of How Activity is Performed	Occurs in Essential Function(s)
1 to 10	Seldom to Frequent	Above shoulder	50 yards	Reference binders; general office supplies; paperwork and files; ream of paper; books, printer and copier supplies such as toner and staple packs; cell phone; telephone receiver	1,2,3,4,5,6,7,8,9
11 to 25	Infrequent to Seldom	To Shoulder	5 Yards	Heavier reference binders; boxes of supplies / files; stacks of files / paperwork; coin bag; multiple deposit bags	2,4,7
26 to 50	Infrequent to Seldom	To Shoulder	5 Yards	File boxes (up to 30#)	2,4,7
51 to 75	Never	N/A	N/A	N/A	N/A
75 plus	Never	N/A	N/A	N/A	N/A
NOTES: The maximum amount lifted without assistance is 30 pounds.					

VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Work Day Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Work Day Usage/Operation
10-Key Calculator	Seldom to Continuous	Computer / Laptop	Occasional to Continuous
Calculator	Seldom to Occasional	Scanner/Copier/Printer	Seldom to Occasional
Electric / manual time stamps	Seldom	Fax Machine	Infrequent to Seldom
Typewriter	Infrequent to Occasional	Cart	Infrequent to Seldom
Office Supplies (stapler, scissors, hole punch, etc.)	Seldom to Occasional	N/A	N/A

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VII. Work Environment:

Summary / Overview of Environmental Conditions: Job is performed primarily indoors in an office building that is climate-controlled, utilizing standard modern office equipment. Flooring of work environment may consist primarily of carpet, linoleum and tile. Work is performed in work space with open cubicles or walled offices and incumbents are subject to constant ambient noise and frequent interruptions. Incumbent may walk outdoors to and from the vehicle, to visit other departments and attending offsite meetings; when walking outdoors incumbent may encounter asphalt, concrete, slopes, uneven pavement and grass.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Continuous	Majority to all of workday is performed in cubicles and offices; police department; other District departments
Outdoors	Infrequent to Seldom	Walking to and from vehicle; attending offsite meetings and / or trainings; emergency drills; outside storage.
Customer / Public Contact	Continuous	Co-workers; general public; office managers; District personnel; Section 8 housing customers; auditors. It was clarified that incumbent works in a general work space with cubicles and open work spaces.
Fragrances / Scents / Odors	Seldom to Frequent	Perfume / cologne; bodily odors; lunches in the workplace; cleaning materials used to disinfect and maintain facilities; trees, grass and plant life outside; white board markers.
Traffic	Infrequent to Seldom	Driving to attend meetings or trainings; to other departments
Humid / Wet / Extreme Heat	Infrequent to Seldom	Buildings are climate-controlled with certain offices receiving more or less air conditioning depending on location; seasonal weather when walking outdoors or in open air spaces; seasonal weather in Palmdale, California can reach in excess of 100 degrees
Chemicals / Cleaners / Fumes / Vapors	Infrequent to Seldom	May be exposed to exhaust from cars when in parking lot; office cleaning supplies; pesticides.
Excessive Noise / Decibels	Infrequent to Seldom	Incumbent could be exposed to emergency alarm system; fire alarm; custodial equipment operation; grounds maintenance equipment outdoors; ambient office noise; copier.
Working Above Ground	Infrequent to Seldom	Using a step stool to access high shelves, file cabinets / drawers or supplies.
Lighting / Lumen	Continuous	Fluorescent / LED lighting indoors; direct, natural or indirect sunlight outdoors.
Bloodborne Pathogen Exposure / Working with Biohazards	Never	N/A
Dust, Fine Particles, Allergens	Infrequent to Seldom	Office dust; old file boxes; participating in record destruction or research; may be exposed to weather and seasonal wind. High frequency of dust occurs when accessing older records typically not for than once per month.
Vibration	Never	Pushing cart or chair over door jams
Corrosives / Toxic Substances	Never	N/A
Low / High Voltage	Never	Unplugging / plugging equipment, fans, shredder
Dangerous / Explosive Hazards	Never	N/A

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Confined Spaces	Never	N/A
Machinery	Never	N/A
Exposure to / Operation of Heavy Machinery	Never	N/A
Other	N/A	N/A

VIII. Communication Abilities / Sensory Functioning:

Sensory Demand / Method	Frequency	Performed in Functions	Notes / Examples
Smell: <i>Distinguish odors, able to smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals, etc.</i>	5,7,8	Infrequent to Seldom	Emergency situations; to be able to smell fire or foreign substance to alert other personnel.
Sight: <i>Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.</i>	1,2,3,4,5,6,7,8,9	Continuous	See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment safely; data analysis and interpretation; constant exposure to computer screens.
Hearing: <i>Comprehend oral language and sounds and react appropriately.</i>	1,2,3,4,5,6,7,8,9	Frequent to Continuous	Hear in the normal audio range with or without correction; exposure to ambient noise; use of telephones; listening to coworkers and District employees.
Speaking: <i>Orally communicate information and ideas with comprehension</i>	1,2,3,4,5,6,7,8,9	Seldom to Frequent	To assist co-workers; respond to phone calls; visitors' needs; speaking to coworkers, vendors and District employees.
Reading: <i>Comprehend the written word</i>	1,2,3,4,5,6,7,8,9	Frequent to Continuous	Printed material, computer data, forms, emails and handwritten notes and messages; phone texts; variety of reports; memorandum of understanding; payroll documents and timecards.

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Writing: <i>Composing communications in writing</i>	1,2,3,4,5,6,7,8,9	Occasional to Frequent	Handwriting; taking notes; computer data entry; memorandums; completing logs.
Math: <i>Compute a series of numeric variables, measurements,</i>	1,2,3,4,5,6,7,8,9	Frequent to Continuous	Simple and complex calculations; reconciliation and verification for accuracy; data interpretation; data tracking.

IX. Personal Protective Equipment / Safety Training and Devices:

Personal Protective Equipment and Safety Training and Devices: It was clarified in interview that face masks and hand sanitizer is available when needed and upon request and approval. Additionally, first aid kits and fire extinguishers are readily available at work site.

X. Position Qualifications:

Education/Training/Experience:	Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Two years of increasingly responsible experience in financial record keeping. Equivalent to the completion of the twelfth grade supplemented by coursework in bookkeeping, accounting, or a related field.
Knowledge Of:	Pertinent federal, state, and local laws, codes, and regulations; principles and procedures of financial record keeping and reporting; modern office procedures, methods, and computer equipment; principles, practices, and procedures of bookkeeping; basic mathematical principles used in bookkeeping and financial record keeping.
Ability To:	Understand, interpret and apply principles, laws and procedures related to payroll and benefit preparation and processing; accurately maintain records and files, and prepare reports; perform machine posting and arithmetic computations rapidly and accurately; operate a variety of office equipment including a typewriter, computer, and calculating machine; type at a speed necessary for successful job performance; respond to requests and inquiries from District employees; work independently in the absence of supervision; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.
Supervision Received and Exercised:	Receives general supervision from the Assistant Superintendent of Business Services.
Licenses / Certifications:	N/A
Other:	N/A

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XI. Mental and Psychological Demands of Position:


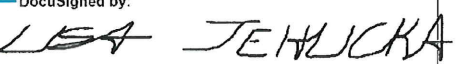
Mental / Psychological Demand	Required (Yes / No)	Occurs in Essential Functions	Notes / Examples
UNDERSTAND AND FOLLOW DIRECTIONS – with little or no direction	YES	1,2,3,4,5,6,7,8,9	Ability to understand written or oral instructions and follow directions with little or no additional direction or supervision; ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.
MEMORY	YES	1,2,3,4,5,6,7,8,9	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6,7,8,9	Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and / or work week and perform at a consistent pace to meet productivity expectations.
PROBLEM SOLVING	YES	1,2,3,4,5,6,7,8,9	Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information
ABILITY TO PERFORM COMPLEX AND VARIED TASKS	YES	1,2,3,4,5,6,7,8,9	Ability to synthesize, coordinate and analyze data; ability to perform jobs requiring precise attainment of set limits, tolerances or standards; ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS	YES	1,2,3,4,5,6,7,8,9	Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism.
SUPERVISE/LEAD AND INFLUENCE OTHERS	NO	N/A	Ability to negotiate with, instruct / supervise people; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading.

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XII. Persons Interviewed:

The following persons were interviewed as subject matter experts on the classification/position. Their signatures signify their agreement that to their best knowledge the document represents the current and traditional physical, mental and emotional demands of the classification/position and not of any one particular assignment or incumbent.

Name	Position Title	Signature	Date
Elizabeth De La Cruz	Benefits Payroll Clerk	DocuSigned by:  ACC8AF95F75A4A6	1/12/2022
*Lisa Jehlicka	Fiscal Services Administrator	DocuSigned by:  083F3F0B5AD2411	1/24/2022

*Participated in document editing process only.

XIII. Sources:

Observed Position Performance: Yes, December 9, 2021	Job Description Utilized for Document Creation: Yes, July 27, 2021	Interviewed Participants: Yes, December 9, 2021
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In order to develop this Essential Functions Position Analysis, the Consultant utilized information which was provided by the above employer participants. It is the employers and participants noted above whom are ultimately responsible for confirming the accuracy of all information outlined in this report. Any changes made to this document will require the organization to obtain new signatures to again confirm changes are correct across the classification. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

Consultant Completing EFPA: Matthew McSorley, Consultant Essential Functions Position Analysis Development Shaw HR Consulting, Inc. 107 N. Reino Road # 414 Newbury Park, CA 91320 Phone: 805.498.9400 Fax: 805.464.3535 matthew@shawhrconsulting.com

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