



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, September 14, 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: Dale Speights, Chairperson
Mrs. Kathleen Duren, Vice Chairperson
Mrs. Deneese Thompson, Commissioner

I. PRELIMINARY BUSINESS

ACTION

A. Approve Minutes of Regular Meeting – August 10, 2022

10-22/23

II. 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.

III. CONSENT AGENDA

A. Approve Consent Agenda

ACTION

- 1. Ratification of Eligibility Lists
(Substitute, Open, Promotional Recruitments)
- 2. Extension of Eligibility Lists
- 3. Nullification of Eligibility Lists
- 4. Ratification of Transfer

11-22/23

- | IV. | NEW BUSINESS | <u>ACTION</u> |
|------------------|---|----------------------|
| | A. Approve New Class Description and Salary Schedule Placement
Purchasing Technician | 12-22/23 |
| | B. Approve ADA Compliant Job Analysis
Purchasing Technician | 13-22/23 |
| | C. Approve Job Description Revision
Occupational Therapy Assistant | 14-22/23 |
|
V. |
INFORMATION/COMMENTS | |
| | A. Classified Update | |
| | B. Comments from Director | |
| | C. Comments from Commissioners | |
|
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: October 12, 2022 at 5:30 P.M. | |

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of August 10, 2022 Regular Meeting

CALL TO ORDER Commissioner Duren, Vice-Chairperson, called the meeting to order at 5:31 PM, followed by the Pledge of Allegiance led by Commissioner Thompson.

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

ABSENT MEMBERS Mr. Dale Speights, Chairperson

STAFF PRESENT Ms. Mary Theus, Director, Personnel Commission

STUDY SESSION On a motion by Commissioner Duren and second by Commission Thompson, the Study Session referencing Oral Examination (Qualification Appraisal Interview) was removed from the agenda and postponed to address at a future regular meeting when all Commissioners are in attendance. Commissioner Duren thanked the Personnel Commission staff for their preparation and understanding. The motion carried by unanimous vote. *Duren-aye; Thompson-aye.*

PRELIMINARY BUSINESS

APPROVAL OF MEETING MINUTES Commissioner Thompson motioned to approve the minutes recorded for the July 13, 2022 Regular Meeting, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Thompson-aye.*

PUBLIC COMMENTS There was no testimony from the public referencing Agenda or Non-Agenda items.

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

NEW BUSINESS

APPROVE ESSENTIAL FUNCTIONS POSITION ANALYSIS **Grounds/Utility Maintenance Worker II**
Commissioner Thompson moved to approve the Essential Functions Position Analysis for Grounds/Utility Maintenance Worker II, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Thompson-aye.*

APPROVE INITIAL SALARY PLACEMENT **Social Emotional learning Specialist**
Commissioner Thompson moved to approve the Initial Salary Placement for Social Emotional Learning Specialist candidate #49995481, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Thompson-aye.*

**APPROVE ELIGIBILITY LIST
WITH FEWER THAN THREE
RANKS**

Bilingual Early Childhood Education Teacher Assistant

Commissioner Thompson moved to approve the Eligibility List as presented, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Thompson-aye.*

INFORMATION/COMMENTS

CLASSIFIED UPDATE

Ms. Theus distributed the Classified Update and outlined current recruitment activities and continuous postings.

**COMMENTS FROM
DIRECTOR**

Ms. Theus reported the outcome of the Annual Backpack Giveaway event and how well organized it was. The line of parents moved very quickly and everyone had a great time. Ms. Theus shared her experience volunteering on the first day of school at Cimarron and noted that student arrival was peaceful, and the staff was organized and ready to greet everyone. She also mentioned that she will be attending Back to School Night at Mesquite.

**COMMENTS FROM
COMMISSIONERS**

Commissioner Thompson shared that she attended David G. Millen the day before and the first day of school. They were very busy, and many 6th graders were excited and a little overwhelmed by the new environment. Overall, it was a smooth first day.

Commissioner Duren shared that she attended Palmdale Academy Charter School and unfortunately, it was a bit chaotic on the first day because they had no internet access for students and staff. Despite that, the staff did a great job and the students were excited to be back to school. She mentioned she is glad that everyone is back and healthy.

RECESS TO CLOSED SESSION

Recessed to a Closed Session at 6:01 PM

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
1. Confidential/Personnel Matters

RECONVENE TO OPEN SESSION

The Commission reconvened Open Session at 6:53 PM

REPORT OUT OF CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
2. Confidential/Personnel Matters

With no action taken, there is no report.

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled September 14, 2022 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Thompson and a second by Commissioner Duren, the meeting adjourned at 6:54 PM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Dale Speights, Chairperson

Kathleen Duren, Vice-Chairperson

Deneese Thompson, Commissioner

Classified Update for August 10, 2022

Testing Status:

Bilingual Administrative Secretary	Performance/written exam 7/26/2022; QAI date pending
Child Nutrition Assistant I	Written exam 8/17 – 8/19/2022
Noon Duty/Campus Assistant	Written exam 8/18 – 8/19/2022 (tentative)
Special Education Instructional Assistant	Written exam 8/16/2022

Postings:

Accounting Clerk II	Closes 8/16/2022
Accounting/Data Processing Technician	Closes 8/16/2022
Bilingual ECE Teacher Assistant	Continuous
Bilingual School Secretary	Closes 8/17/2022
ECE Fiscal Officer	Extended to close 8/12/2022
ECE Teacher Assistant	Continuous
Noon Duty/Campus Assistant	Closes 8/11/2022
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 14, 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
September 14, 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 Child Nutrition Worker	07/21/2022	08/11/2022	09/02/2022	100	78	37	41	N/A	37	37	08/26/2022 09/06/2022
Substitute Early Childhood Education Teacher Assistant	07/08/2022	Cont.	08/24/2022	28	13	7	6	N/A	7	7	08/25/2022

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 14, 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

September 14, 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
Bilingual Administrative Secretary	06/20/2022	07/08/2022	07/26/2022	08/18/2022	96	37	24	13	9	7	4	4	08/22/2022	08/21/2023	*Yes	7
Bilingual ECE Teacher Assistant	07/08/2022	Cont.	08/24/2022	NA	38	1	0	1	NA	0	NA	0	-	-	-	-
Child Nutrition Assistant I	07/22/2022	08/10/2022	08/17/2022 08/19/2022	NA	69	36	24	12	NA	21	NA	21	08/19/2022	08/18/2023	*Yes	14
ECE Teacher Assistant	07/08/2022	Cont.	08/24/2022	NA	50	3	0	3	NA	0	NA	0	-	-	-	-
Noon Duty/Campus Assistant	07/21/2022	08/11/2022	08/18/2022 08/19/2022 08/22/2022	NA	204	183	97	86	NA	80	NA	80	08/24/2022	08/23/2023	*Yes	12
Parent/Community Liaison	07/20/2022	08/10/2022	08/23/2022 08/24/2022	09/02/2022	85	42	22	20	14	13	12	12	09/02/2022	09/01/2023	*Yes	8

*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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE September 14, 2022 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Risk Management Specialist	10/07/2021	10/06/2022	04/06/2023

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be extended for a period of six months.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE September 14, 2022 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 Administrative Secretary	10/11/2021	10/10/2022
Child Nutrition Assistant I	07/19/2022	07/18/2023
Noon Duty/Campus Assistant	05/25/2022	05/24/2023
Parent/Community Liaison	06/01/2022	05/31/2023

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 14, 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

9/14/2022

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Ainsworth, Linda	07/27/2022	Project/Curriculum Center Clerk, from (IA) to (Educ. Svcs) 3.5 hrs/10 mo.	Change of work location
b.	Aviles Alfaro, Meylin E.	08/04/2022	Special Ed. Instructional Assistant I, from (SW) to (OT) 5.75 hrs/182 days	Reassignment; elimination of position Growth position
c.	Ayala Armenta, Ana L.	08/19/2022	Special Ed. Instructional Assistant I, from (TA) to (TA) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
d.	Beals, Cory L.	8/23/2022	Special Ed. Instructional Assistant I, from (GP) 5.75 hrs/182 days, to (JH) 6.5 hrs/182 days	Increase by seniority Replacement for Lisa Read
e.	Bertman, Lisa	08/24/2022	Special Ed. Instructional Assistant I, from (TW) to (LA) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
f.	Brown, Kara E.	08/04/2022	Special Education Instructional Assistant II, from (JH) to (DW) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
g.	Carnes Willes, Alyssa D.	08/04/2022	Instructional Assistant I, from (QV) 5.75 hrs/182 days, to (TA) 7.0 hrs/182 days	Increase by seniority Growth position
h.	Carnes Willes, Alyssa D.	08/15/2022	Instructional Assistant I, from (TA) 7.0 hrs/182 days, to (QV) 5.75 hrs/182 days	Voluntary request for reduced schedule
i.	Castillo, Ana L.	8/22/2022	From Parent/Community Liaison (PACS) 8.0 hrs/182 days, to Attendance Clerk (PACS) 8.0 hrs/12 mo.	Promotion Growth position
j.	Curtis, Cassie E.	08/04/2022	Special Education Instructional Assistant I, from (JH) to (DW) 5.75 hrs/182 days	Reassignment; elimination of position Replacement for Tyra Peredo
k.	Estrada, Petronila	08/04/2022	Paraeducator Moderate to Severe, from (BS) to (JH) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
l.	Gaspar-Rojo, Pedro U.	08/04/2022	Special Education Instructional Assistant I, from (DW) to (DGM) 5.75 hrs/182 days	Reassignment; elimination of position Growth position
m.	Gomez, Jennifer	08/04/2022	Paraeducator Moderate to Severe, 7.0 hrs/182 days, from (PDC) to (PDC)	Reassignment within site Replacement for Eriko Welsh
n.	Hartoonian, Rosemarie	08/04/2022	Paraeducator/LVN, from (First Steps) to (Health Services) 6.5 hrs/182 days	Voluntary transfer Replacement for Anabella Russell
o.	Massey, Jamekia M.	08/04/2022	Special Education Instructional Assistant I, from (CH) to (LA) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
p.	Oakey, Rita	08/04/2022	From Noon Duty/Campus Assistant (SW) 3.5 hrs/182 days, to Instructional Assistant I (SW) 5.75 hrs/182 days	Voluntary demotion Replacement for Cheri Morvant

Transfers and Reassignments
9/14/2022

q.	Pagtakhan, Joyce	08/04/2022	Paraeducator Moderate to Severe, from (BV) to (DW) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
r.	Perez Contreras, Lizeth G.	08/15/2022	From Instructional Assistant I (TW) 5.75 hrs/182 days, to Bilingual Instructional Assistant (TW) 5.75 hrs/182 days	Promotion Growth position
s.	Meza, Yesenia	08/19/2022	From Family Services Advocate (ECE) 8.0 hrs/12 mo., to Reprographics Technician (Tech Svcs) 8.0 hrs/12 mo.	Promotion Replacement for Arcella M. Dungan
t.	Phanhsy, Susan	08/10/2022	From Administrative Clerk II (Bus. Svcs) to Personnel Administrative Clerk (H.R.) 8.0 hrs/12 mo.	Promotion Replacement for Michelle Gentz
u.	Salazar, Maria Celia	08/04/2022	Special Ed. Instructional Assistant I, from (QV) to (OT) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
v.	Saenz, Afraicela	08/19/2022	Paraeducator Moderate to Severe, from (PDC) to (PDC) 7.0 hrs/182 days	Reassignment; elimination of position
w.	Santos, Florinda B.	08/04/2022	Special Education Instructional Assistant I, from (SAGE) to (DW) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
x.	Santoyo, Elizabeth	08/18/2022	From Special Ed. Instructional Assistant I (FS), to Paraeducator Moderate to Severe (PDC) 5.75 hrs/182 days	Promotion Replacement for Bryan Salazar
y.	Summers, Latasha M.	08/19/2022	Special Ed. Instructional Assistant I, from (DGM) to (SW) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
z.	Umu, Faafetai	08/22/2022	From Crossing Guard (Transp) 2.0 hrs/182 days, to Noon Duty/Campus Assistant (DC) 3.5 hrs/182 days	Voluntary demotion Replacement for Micah Williams
aa.	Vardanyan, Kristine	08/18/2022	From Special Ed. Instructional Assistant I (FS), to Paraeducator Moderate to Severe (PDC) 5.75 hrs/182 days	Promotion Replacement for Chealsie Valladarez
ab.	Vawser, Callie	08/04/2022	Paraeducator Moderate to Severe, from (PDC) to (First Steps) 7.0 hrs/182 days	Voluntary transfer Growth position
ac.	Villada, Jennifer C.	08/04/2022	Paraeducator Moderate to Severe, from (BV) to (BV) 6.5 hrs/182 days	Voluntary transfer Growth position
ad.	Washington, Jasmine	08/16/2022	Paraeducator LVN, from (CH) to (Health Svcs) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
ae.	Welsh, Eriko	08/04/2022	Paraeducator Moderate to Severe, from (PDC) to (PDC) 7.0 hrs/182 days	Voluntary transfer Growth position
af.	Williams, Micah M.	08/04/2022	From Noon/Duty Campus Assistant (DC) 3.5 hrs/182 days, to Instructional Assistant I (DC) 5.75 hrs/182 days	Voluntary demotion Replacement for Rebecca Ortiz

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: September 14, 2022 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE NEW CLASS DESCRIPTION AND SALARY SCHEDULE PLACEMENT:
PURCHASING TECHNICIAN

BACKGROUND

Due to the rising purchasing and warehouse functions of the District, a job description has been developed to effectively meet the growing needs of the District. The proposed job description will provide specific administrative support for efficient and effective management of the warehouse and its various functions.

STATUS

A job description for the classification titled Purchasing Technician with suggested salary schedule placement is presented for approval. The District and CSEA reached a Tentative Agreement regarding the job description and salary, and it was approved through CSEA's 610 process. The new classification will be placed in the Accounting series job family.

RECOMMENDATION

It is recommended that the Personnel Commission approve the new classification and job description for Purchasing Technician with suggested salary schedule placement as presented.

PURCHASING TECHNICIAN

Bargaining Unit: CSEA, Chapter 296

Proposed Salary (range 33)

\$4,075.07 - \$4,950.22 monthly

BASIC FUNCTION:

Under the direction of the Purchasing & Warehouse Supervisor, the job of Purchasing Technician exercises delegated authority to make purchases of a wide variety of equipment, materials and supplies in compliance with Education Code, Board policies and other pertinent laws, ordinances, rules, and regulations.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include but are not limited to the following:

1. Assist with vendor interviews for sources of supply, prices, product information, new products, standards, and service record. Research price, quality, and availability of materials.
2. Create and maintain vendor files containing contact information, delivery, cost and quality performance, and other information to support purchasing.
3. Collaborate with requestors (i.e. schools, departments, office personnel) to create or amend requisitions; verify compliance with district policies and specifications; prepare and route purchase orders.
4. Monitor, track, and obtain updates from vendors on backordered items.
5. Communicate with vendors regarding price quotes, discrepancies in shipments, availability and delivery of materials.
6. Assist the accounting and purchasing departments in resolving issues related to purchase orders, invoices or documents that involve the warehouse.
7. Participate in year-end inventories that include counting, data entry, and reconciling recorded versus physical differences.
8. Assist with fixed asset inventory including the disposition of surplus property, and processing necessary forms and documentations.
9. Attend a variety of meetings, conferences and seminars as necessary to maintain current knowledge of laws, rules and regulations related to purchasing.
10. Perform other related duties as assigned to support the procurement of goods for the district, and for the purpose of ensuring the efficient and effective functioning of the work unit.

MINIMUM QUALIFICATIONS:

Knowledge and Skills

1. Purchasing principles and practices.
2. Computer operations, purchasing and inventory software.
3. Applicable laws, codes, rules and regulations related to public purchasing.
4. Shipping and receiving techniques.
5. Sufficient communication skills, both verbal and written, to convey information to vendors and departments.
6. Telephone techniques and etiquette.
7. Correct English usage, grammar, spelling, punctuations, and vocabulary.

Ability To:

1. Learn, interpret, and apply laws, district policies, rules and regulations affecting purchasing.
2. Gather, read, and analyze oral, written, and statistical data.
3. Perform physical inventory in an outdoor work environment.
4. Operate a forklift, pallet jack, and hand truck.
5. Maintain detailed and accurate records.
6. Perform all essential duties effectively and efficiently.
7. Plan and prioritize work to meet schedules and timelines.
8. Operate modern office equipment and applicable software programs.
9. Lift and carry up to fifty (50) pounds.
10. Understand and carry out oral and written directions.
11. Work effectively and independently in the absence of supervision
12. Establish and maintain cooperative working relationships in a team environment and with those contacted in the course of work.
13. Prepare oral and written reports as necessary.

Education

High school diploma or equivalent. Supplementary college-level coursework in business, procurement or a related field are highly desirable.

Experience

Two (2) years experience in a purchasing environment, preferably one that involves purchasing items for recurring use and inventory control. Experience with an educational or governmental agency is preferred.

License and Certifications

Possession of a valid California Class C driver's license.

Ability to obtain Forklift certification.

Ability to be covered under the district property/liability insurance.

Work Environment

This job is regularly performed indoors in a warehouse environment. May include outdoor work with some exposure to unpleasant conditions, such as extreme temperatures, odors, vibrations and noises from automobiles, trucks, forklifts, etc. Open doors to the warehouse expose incumbents to dust, allergens, wind, insects, contaminants, exhaust from automobiles/trucks.

Physical Demands

Able to lift, and/or carry objects weighing up to 50 pounds.

Significant walking; some standing, pushing, pulling or moving heavy objects; climbing, reaching, bending, kneeling, crouching, twisting at waist; some driving using forklift or assigned vehicles; significant fine finger dexterity to write, perform data entry; use computer keyboard and mouse; able to see and hear in normal range with or without correction.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	September 14, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM: PURCHASING TECHNICIAN	

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 recommended format.

STATUS

The physical/mental requirements for Purchasing Technician is presented for approval in the currently utilized ADA Compliant Job Analysis format as attached.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

Purchasing Technician

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

- N = Never
- I = Infrequently (less than once per day)
- O = Occasionally (less than 2 ½ hours per day)
- F = Frequently (2 ½ to 5 hours per day)
- C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS					
Postures/ Movements: During ESSENTIAL Functions					
Sitting	F-C	Kneeling	I	Twisting at Waist	O
Standing	O	Crawling	I	Reaching:	
Walking	O	Climbing	I	Above Shoulders	O
Bending	O	Balancing	I	At/Below Shoulders	O
Stooping	I-O	Foot Controls	I	Neck Extension (up)	F
Squatting	I-O	Pushing	I-O	Neck Flexion (down)	F
Lying Down	N	Pulling	I-O	Neck Rotation (turning)	F

Comments:

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	O	O	Office supplies & equipment, files, etc.
11-25	F	O	O	Box of files, case of custodial supplies
26-50	F	O	O	Box of files, technology equipment, furniture
51-75*	I	I	N	Case of copy paper
76-100*	N	N	N	
Over 100*	N	N	N	

Comments: * Overweight Items require breaking down or assistance

Carrying: During ESSENTIAL Functions				* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried	
Up to 10	F	Varies	Office supplies & equipment, files, etc.	
11-25	F	Varies	Box of files, case of custodial supplies	
26-50	O	Up to 10'	Box of files, technology equipment, furniture	
51-75*	I-N	Up to 10'	Case of copy paper	
76-100*	N	N		
Over 100*	N	N		

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-F	Office supplies, cell phone, keys, writing instruments.
Fine Manipulation	O-F	Computer keyboard/mouse, keys, cell phone
Gross Grasp	I-N	Pallet jack, furniture, lifting heavy boxes or other items.
Gross Manipulation	I-N	Pallet jack, dolly, or other related equip.
Power Grasp	N	

MENTAL AND PSYCHOLOGICAL DEMANDS			
		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	F-C	
2	Maintain the established work pace.	C	
3	Adhere to established work and safety procedures.	C	
4	Respond appropriately to direction, evaluation, or criticism.	F-C	
5	Respond appropriately to changes in the work setting.	C	
Attention to Task/ Details:			
6	Perform simple/repetitive tasks.	F	
7	Perform complex/varied tasks.	F	
8	Organize tasks and set priorities.	C	
9	Manage multiple tasks simultaneously.	C	
Interaction with Others:			
10	Work cooperatively with co-workers.	C	
11	Interact with customers or the public.	F-C	
Decision Making:			
12	Use basic problem-solving techniques.	F-C	
13	Work autonomously, or with minimal supervision.	F-C	
14	Make independent decisions based on data/ circumstances.	F-C	

Comments:

COMMUNICATION / SENSORY DEMANDS			
Method	Freq.	ESSENTIAL	Functions
Seeing	C	See in normal visual range with or without correction. Vision sufficient to drive, read computer screen and printed documents.	
Hearing	F-C	Hear in normal audio range with or without correction. Ability to communicate and respond to others; answer telephone; traffic and safety awareness at work site.	
Speaking	F	Communicate verbally to others to exchange information and provide direction; respond to inquiries.	
Reading	C	Computer screen, reports, notes, invoicing/packing slips and other printed documents.	
Writing	F-C	Compiling documents/data, research information, note taking.	
Math	F-C	Calculate data; inventory tasks	

Comments:

ENVIRONMENTAL CONDITIONS		
Environment	Freq.	Examples of Exposures
Indoors	C	Warehouse; service bays; office settings
Outdoors	O	Walking to and from offices and school site visits
Cold	O	Walking to and from offices and school site visits
Heat	O	Walking to and from offices and school site visits
Humidity	O	Walking to and from offices and school site visits
Temperature Swings	O	Inclement weather outdoors or service bays; climate-controlled environments during office/site visits.
Dust / Wind	O	Open doors to warehouse; walking to and from vehicles; office/site visits.
Noise	F	District vehicles; delivery trucks; forklift operations; various equipment
Vibration	O	Forklift; pallet jacks/carts; vehicles/trucks
Fumes/ Odors	O	Vehicle exhaust; gasoline; sanitizing/cleaning agents
Toxic Substances	I	Some stocked items that have Safety Data Sheet (SDS) labeling
Radiation	N	
Mechanical Hazards	N	
Electrical Hazards	I	Plugging/unplugging electrical cords for electronics or other equipment.
Explosive Hazards	N	
Safety Equipment/Training/Attire: Fire extinguishers; first aid kits; safety goggles; dust/particle masks; latex and leather gloves. Forklift certification. Appropriate attire as per Board Dress Code Policy.		

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate desktop computer, laptop, or tablet.	C		
Operate automobile	O	Operate forklift, pallet jack or dolly when necessary (i.e. staff shortage).	I-O

WORK SETTING	
Brief Description of Work Site: Warehouse and office setting	
Breaks: 30 min. lunch & two 15-min. breaks	Overtime: As needed
Supervised by: Warehouse/Purchasing Supervisor	Supervises: None
Number of Employees at Work Site: Less than 10	

Characteristics of Site:	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	80	Team-oriented	20	Autonomy + Team = 100%
Routine Tasks	70	Variable Tasks	30	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	20	High Pressure	80	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Randie Almonte		Warehouse/Purchasing Supervisor	9/7/2022
Mary Theus		Director, Personnel Commission	9/7/2022
Other Sources of Information: xx Referred to company job description Interview Other			
Written by: <u> Mary Theus </u> Date: <u>September 8, 2022</u> PC Approval:			

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: September 14, 2022 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE REVISED JOB DESCRIPTION
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

BACKGROUND

A job description for Certified Occupational Therapy Assistant was developed to provide educationally related occupational therapy services to students in accordance with the Individualized Education Plan (IEP). The classification is under the direction of the Director of Health Services, and monitoring supervision of Occupational Therapist.

STATUS

Revision of the current job description for Certified Occupational Therapy Assistant has been recommended in order to meet the current requirements and mandates as they pertain to education and certification requirements. The salary schedule placement is not affected by this proposal. The District and CSEA reached a Tentative Agreement regarding the proposed revision, with subsequent approval through CSEA's 610 process.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revised job description as presented.

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

Bargaining Unit: California School Employees
Association, Chapter 296

SALARY RANGE

\$4,386.47 - \$5,331.36 Monthly

DEFINITION:

This position supports student achievement by providing, under the direction of the Director, Health Services and under the direction and monitoring supervision of the Occupational Therapist, educationally related occupational therapy services to students in accordance with the Individualized Education Plan (IEP); completes assessments of individual student's needs for therapy, as appropriate; prepares records and reports; and collaborates with district personnel and parents regarding therapeutic activities.

EXAMPLE OF DUTIES:

1. Assists the occupational therapist in the evaluation process through observation and/or clinically derived surveys in areas including development of perceptual motor skills, motor coordination, and sensory motor development and processing.
2. Collaborates with multi-disciplinary team members upon written referral; assists occupational therapist in developing a treatment program aimed at improving the identified areas of function as they relate to the child's educational needs.
3. Provides occupational therapy to students with various disabilities in accordance with the Individualized Education Plan (IEP) goals and objectives.
4. Reevaluates students' occupational therapy program in relationship to the goals prior to the IEP meeting; attends and participates in IEP meetings.
5. Completes assessments of individual student's needs for therapy, as appropriate
6. Maintains records and reports, as required, and complies with appropriate policies, state and federal laws and regulations.
7. Implements intervention plans as outlined by the Occupational Therapist.
8. Assists in the procurement of equipment necessary for the students to meet the goals outlined in the IEP; utilizes intervention tools and materials under the direction of the Occupational Therapist.
9. Maintains a safe, orderly treatment area; maintains equipment and supplies.
10. Attends meetings and conferences, as required; travels to different sites to provide services, as required;
11. Performs other related duties, as assigned.

QUALIFICATIONS:

Knowledge of:

1. Child development; neuromuscular function/dysfunction, skeletal anatomy and basic pathology involved in orthopedic disabilities.
2. Educational and developmental needs of young children with specific disabilities.
3. Individual and group physical therapy techniques commonly used students with various disabilities.
4. Educational applications of adaptive equipment.
5. Generally accepted standards of health and sanitation.

6. State and federal laws and regulations governing the special education department.
7. Record keeping procedures.

Ability to:

1. Assist occupational therapist in making accurate assessments of the developmental status and educational needs of young children.
2. Effectively communicate occupational therapy treatment techniques and goals to parents, teachers, and other program staff.
3. Apply occupational therapy techniques in the treatment of children with disabilities.
4. Understand the physical, intellectual, social and emotional growth patterns of students.
5. Communicate effectively, both orally and in writing.
6. Work independently.
7. Understand and carry out oral and written instructions.
8. Establish and maintain effective relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

~~Graduation from high school or evidence of equivalent educational proficiency.~~

~~Satisfactory completion and certification from an approved program by the American Occupational Therapy Association as a Certified Occupational Therapy Assistant.~~

Possession of an Associate's degree or higher in Occupational Therapy from a school accredited by American Occupational Therapy Association (AOTA) or the Accreditation Council for Occupational Therapy Education (AOTE).

Experience:

Clinical experience in pediatrics and working with children in an educational setting are desirable.

LICENSE AND CERTIFICATIONS:

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.

Ability to be covered under the District property/liability insurance.

Possession of valid CPR and First Aid certificate prior to the completion of employee's probationary period.

~~Must possess valid license certificate by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant.~~ Must possess a valid license as an Occupational Therapy Assistant from the California Board of Occupational Therapy (CBOT).

Optional Second Language Requirement:

Some positions in this classification may require the ability to speak, read and write a second language in addition to English.