



PERSONNEL COMMISSION

Wednesday, February 10, 2021 - 5:30 P.M.
37230 37th Street East,
Palmdale, CA 93550

AGENDA OF RESCHEDULED REGULAR MEETING

You are invited to Join a Zoom Meeting

When: February 10, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 02/10/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/92234293428>

Or iPhone one-tap:

US: +12133388477,,92234293428#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 213 338 8477

MEETING ID: 922 3429 3428

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – January 13, 2021

ACTION

29-20/21

II. PUBLIC COMMENTS

A. Comments Concerning Items on the Agenda
B. Comments from Members of the General Public Regarding Non-Agenda Items

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Given the current shelter in place order in Los Angeles County, we are making available remote, online participation in order to promote the safety and health of our community. We will not have in person public participation during this period due to the health and safety risks it poses. You may call in to the meeting to provide public comment via Zoom. You can join the Zoom Meeting from a computer, mobile device, or tablet. The Zoom meeting information is above and provided on the district's website for every Personnel Commission meeting agenda, as long as needed during the COVID-19 pandemic.

In compliance with the American with Disabilities Act, if you need special assistance in this meeting, please 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.

As of July 1, 2008, the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for public review in the Personnel Commission office.

III. CONSENT AGENDA

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

- A. Approval of Consent Agenda
 - 1. Ratification of Eligibility Lists
 - 2. Extension of Eligibility Lists
 - 3. Nullification of Eligibility Lists
 - 4. Ratification of Transfers

ACTION
30-20/21

IV. NEW BUSINESS

- A. Approval of Job Description Revision
Director - Maintenance and Operations

ACTION
31-20/21

V. AGENDA REPORTS

- A. Second Reading and Approval
 - 1. Proposed Revision to Personnel Commission Rules and Regulations
 - a. Reclassification, Chapter 3, Section 3 – Probationary Period

ACTION
32-20/21

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: March 10, 2021 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of January 13, 2020 Regular (Virtual) Meeting

Zoom Meeting ID: 916 9001 4201

CALL TO ORDER	The meeting was called to order at 5:32 P.M. by Commissioner Thompson. Commissioner Duren led the Pledge of Allegiance.
MEMBERS PRESENT	Mrs. Deneese Thompson, Chairperson Mr. Dale Speights, Vice-Chairperson Mrs. Kathleen Duren, Commissioner
STAFF PRESENT	Ms. Mary Theus, Director, Personnel Commission Mrs. Esthefany Iraheta, Administrative Secretary
PRELIMINARY BUSINESS	Approval of Meeting Minutes Commissioner Duren motioned to approve the minutes recorded for the December 9, 2020 regular meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	There were no comments concerning items on the agenda.
PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS	There were no comments concerning non-agenda items.
CONSENT AGENDA	Commissioner Duren motioned to approve the Consent Agenda items as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
NEW BUSINESS	Approval of Expense over \$500 – LaserJet Printer: Commissioner Duren motioned to approve the expense, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Thompson-aye; Duren-aye; Speights-aye</i>
AGENDA REPORTS	First Reading: Proposed Revision to Personnel Commission Rules and Regulations: Chapter 3, Section 3 – Reclassification The Commission conducted a first reading of a proposed revision to its rules regarding the probationary period for a reclassification. The item will be brought back for a second reading and/or approval at the next regular meeting.
INFORMATION/COMMENTS	Classified Update Ms. Theus distributed the Classified Update. It is attached as part of the official minutes. Comments from Director, Personnel Commission Ms. Theus informed the Commissioners of the annual 2021 CSPCA Merit Academy that will be held virtually. Registration opens later this month for anyone that is interested.

Comments from Commissioners

Commissioner Duren wished everyone a Happy New Year. She hopes the COVID-19 vaccinations become available to everyone soon so that we can get back to in-person instruction when it is safe to do so.

Commissioner Thompson stated she is looking forward to receiving the vaccination, and can't wait for regular school operations and personal routines to resume. She misses her school volunteer work.

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

RECESS TO CLOSED SESSION

The Commission did not recess to a closed session.

ADJOURNMENT

On a motion by Commissioner Duren and second by Commissioner Speights, with Commissioner Thompson voting yes, the meeting adjourned at 5:39 P.M.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Deneese Thompson, Chairperson

Dale Speights, Vice Chairperson

Kathleen Duren, Commissioner

Classified Update for January 13, 2021

Testing Status:

Benefits/Payroll Clerk	Performance/written exam dates pending
Bilingual School Secretary	Performance/written exam dates pending
Child Nutrition Assistant I	Written exams pending
Instructional Assistant I	Written exams pending

Postings:

Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Family Services Advocate	Closes 01/27/21
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 10, 2021	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
February 10, 2021**

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Benefits/Payroll Clerk	11/30/20	12/18/20	1/21, 1/26, 1/28, 1/29/21	2/04/21	86	25	5	5	5	5	02/04/21	02/03/22	*Yes	6

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

This certifies 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

2/4/2021

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE February 10, 2021 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
Bilingual Attendance Clerk	02/13/2020	02/12/2021	08/12/2021
Bilingual Instructional Assistant	03/05/2020	03/04/2021	09/04/2021
Child Nutrition Assistant I	02/12/2020	02/11/2021	08/11/2021
Grounds/Utility Maintenance Worker II	03/03/2020	03/02/2021	09/02/2021
Student Interventionist	03/09/2020	03/08/2021	09/08/2021

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 February 10, 2021 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
Benefits/Payroll Clerk	11/14/2019	05/13/2021

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 10, 2021	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

02/10/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Albornoz, Jessica	1/19/2021	Parent/Community Liaison from (GP) to (SAGE) 8.0 hrs/182 days	Voluntary Transfer Replacement for Griselda Castellanos
b.	Alvarez, Yaly Y.	1/11/2021	Bilingual ECE Teacher Assistant from (Site 18) to (Site 18), 5.75 hrs/185 days	Voluntary Transfer within site Replacement for Rosicela Carbajal Carlos
c.	Apodaca, Lillian	12/10/2020	Administrative Secretary, 8.0 hrs/12 mo., from (WEC) to (M&O)	Voluntary Transfer Replacement for Felicia Sexton
d.	Arrese Panduro, Dally E.	1/11/2021	Bilingual ECE Teacher Assistant from (TW) 3.75 hrs/185 days to (Tierra Bonita) 5.75 hrs/185 days	Increased hours by seniority Growth Position
e.	Casillas, Angelica	1/15/2021	Paraeducator-Moderate to Severe, from (YN) to (YN) 7.0 hrs/182 days	Reassignment due to elimination of position Replacement for Irma Zuniga
f.	Dean, Veronika A.	11/30/2020	From Accounting/Data Processing Technician (Fiscal) to Accounting Clerk II (Health Svcs) 8.0 hrs/12 mo.	Demotion
g.	Escobedo, Carolina	1/6/2021	From Bilingual Typist Clerk (First Steps) 5.75 hrs/10 mo., to Administrative Secretary (SESS) 8.0 hrs/12 mo.	Promotion Replacement for Lillian Apodaca
h.	Garcia, Alfonso	1/14/2021	Custodian I, from (SW) to (CH) 8.0 hrs/12 mo.	Voluntary Transfer Replacement for Eric McQuown
i.	Garcia, Isabel N.	01/11/2021	Special Education Instructional Assistant I, from (YU) 5.75 hrs/182 days, to (SAGE) 6.5 hrs/182 days	Increased hours by seniority Replacement for Khadija Crosbie
j.	Gutierrez, Vanessa A.	12/07/2020	From Noon Duty/Campus Assistant (ECE) 3.5 hrs/182 days, to Special Education Instructional Assistant I (SAGE) 5.75 hrs/182 days	Promotion Replacement for Angela Haliburton
k.	Guzman, Irma	01/11/2021	From Bilingual Instructional Assistant (MQ) 5.75 hrs/182 days, to Parent/Community Liaison (MQ) 8.0 hrs/182 days	Lateral appointment Replacement for Geraldine De Dios
l.	Henriquez, Solange M.	12/14/2020	From Assistant Director, Human Resources (HR) to Director-Classified Personnel (HR) 8.0 hrs/12 mo.	Reclassification
m.	Hernandez, Jacqueline	01/21/2021	From Personnel Administrative Clerk (H.R.) to Administrative Secretary (Ch Nutr) 8.0 hrs/12 mo.	Promotion Replacement for Esthefany Iraheta

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	February 10, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF REVISION TO CLASSIFIED LEADERSHIP JOB DESCRIPTION: DIRECTOR - MAINTENANCE AND OPERATIONS	

BACKGROUND

A primary function of the Personnel Commission is to review and update job descriptions on a regular basis. The job description for Director-Maintenance and Operations was developed to provide a high degree of supervision and coordination of the day-to-day operations of the maintenance program.

STATUS

A revision to the job description is recommended in order to more accurately reflect the essential duties and responsibilities of the position as well as sufficient minimum requirements of experience and education to align with similar Districts and minimum industry standards.

The ADA Compliant Job Analysis showing the physical, mental and other demands of the position is being reviewed for an update and will be proposed for approval at a future meeting.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revision to the Director-Maintenance and Operations job description as presented.

DIRECTOR - MAINTENANCE & OPERATIONS

Unit: Management

SALARY RANGE

\$81,276.00 - \$98,792.00 Annually

DEFINITION

Under the direction of the Maintenance and Operations Administrator, this position plans, organizes, directs, oversees and inspects the District program for the maintenance and repair of building structures, facilities and equipment, and the maintenance and care of landscaped areas.

This job class directs the activities of the various sections and units in the following areas: maintenance, grounds, custodial and safety. The major goals of this position are to provide a high degree of service, especially to school sites, within limited budget, staffing and material resources; develop and implement systems and procedures for the timely and efficient response to user needs and requirements.

SUPERVISION RECEIVED AND EXERCISED

~~The Director of Maintenance & Operations reports to the Assistant Superintendent of Business Services.~~

~~The Director of Maintenance and Operations directs the activities of the various sections and units in the following areas: maintenance, grounds, custodial and safety.~~

~~The major goals of this position are to provide a high degree of service, especially to school sites, within limited budget, staffing and material resources; and develop and implement systems and procedures for the timely and efficient response to user needs and requirements.~~

EXAMPLE OF DUTIES: ESSENTIAL DUTIES

1. Select, evaluate, train and develop employees in the skilled trades (HVAC, electrical, plumbing, painting, etc.), maintenance, groundskeeping and custodial fields.
2. Develop and implement effective safety program(s) for departmental employees.
3. Assess the District's physical plant and landscaped area construction, alteration, repair and maintenance needs, and develop recommended plans and schedules (both short-term and long-term) which meet the site staff's requirements in a cost-effective manner.
4. Evaluate and assess the departments' equipment and material requirements.
5. Develop short-term and long-term budget estimates for the department.
- ~~6. Oversee and inspect the work of contractors.~~
6. Inspect the work of departmental staff.
7. Investigate and resolve complaints received from site managers regarding maintenance, repair, groundskeeping, and custodial services.
- ~~8. Ensures the timely and efficient maintenance and repair of all district audio-visual equipment.~~
8. Work closely with site principals and other managers, in determining priority schedules.
9. Develop and implement a District-wide preventative maintenance program for physical plant sites, landscaped areas, audio-visual equipment and all district department vehicles.
10. Develop and implement utility conservation plans district-wide.
11. Assumes and performs related duties and responsibilities required.

PRINCIPAL ACCOUNTABILITIES

1. Ensures an annual plan is developed for the Maintenance and Operations Department and ensures the achievement of the results expressed in the plan, in accordance with specified standards of quality, quantity and time.
2. Prepares annually, an objective comparative analysis of results achieved in relation to the annual plan.
3. Ensures that all appropriate agreements of the collective bargaining contract are respected and adhered to.
4. Prioritize and coordinate all work orders received and account for a timely solutions and completions.
5. Ensures that a proper personnel evaluation procedure is maintained.

QUALIFICATIONS

Knowledge of: Knowledge:

The methods, materials and equipment used in the building construction trades; repair and remodeling of buildings and school equipment; applicable Federal State and local building codes; the related legal provisions for school building; fire and safety regulations; construction plans and drawings; knowledge of Ed. Code and Title V regulations, and the principles of management, supervision, training and organization of work.

Ability: Skills and Abilities:

Read and interpret building construction plans and blueprints; prepare working plans, drawings, and specifications; estimate materials and labor time, layout work efficiently, and prepare working sketches and written instructions; plan preventative maintenance programs and assign continuing responsibilities; organize, schedule, and inspect work programs; train, supervise the work of contractors and sub-contractors on special projects, and communicate effectively with school administrators, professional staff, and other school personnel involved in the use of the buildings and facilities being maintained; operate under pressure during peak periods and utilize staff efficiently at all times; conceptualize and translate ideas and goals presented into practical work projects; maintain harmonious working relationships with District, school, business, community and governmental personnel.

EDUCATION AND EXPERIENCE

~~An example of experience and/or education which would provide an individual with the knowledge and skills necessary for satisfactory job performance, are: Human Resource Management, construction management or related field, and three years of experience in construction and or maintenance management. Minimum of two (2) years of supervisory experience in the areas of maintenance, grounds and operations.~~

Any combination equivalent to graduation from high school, supplemented by college-level courses in maintenance administration and control (Associate's Degree or higher preferred). Six (6) years of progressively responsible experience in the maintenance, operations, and repair of buildings and grounds, including two (2) years in a supervisory capacity.

LICENSE AND CERTIFICATIONS

Possession of a valid California driver's license and automobile insurance.

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

WORK ENVIRONMENT

Work is performed indoors and outdoors in inclement climate (extreme heat/cold, rain and/or humidity); some confined areas; safety considerations exist from exposure to construction and maintenance projects, materials, mechanical and electrical equipment, chemical fumes, dirt/dust; emergency call-outs and extended work days when necessary.

PHYSICAL REQUIREMENTS

Mobility to stand, kneel, squat, stoop, bend, reach, climb; standing and walking for extended periods; upper and lower body flexibility; twisting at waist; neck movement (upward/downward, side-to-side); infrequent lifting/carrying, pushing and pulling; normal vision and hearing with or without correction; visual acuity to read small print, blueprints, diagrams, specifications, work plans, etc.; manual and finger dexterity to take notes, write reports, operate computer/keyboard/mouse/tablet, cell phone; drive vehicle to conduct work.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	February 10, 2021		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	SECOND READING AND APPROVAL PROPOSED REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS: ADDITION TO CHAPTER 3, SECTION 3 – PROBATIONARY PERIOD AFTER RECLASSIFICATION		

BACKGROUND

The Personnel Commission ("Commission") at its meeting of October 14, 2020, approved a revision to its Rules and Regulations Chapter 3, Section 3 - Reclassification. A new item with additional language is proposed to delineate the probationary period for a reclassification.

STATUS

The Personnel Commission Director submitted proposed language to the Commission's legal counsel for review and feedback. The new language is now presented for a second reading and/or approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed addition to its Rules and Regulations, Chapter 3, Section 3, as presented.

SECTION 3 RECLASSIFICATION

ITEM 3.24 PROBATIONARY PERIOD AFTER RECLASSIFICATION

An incumbent who has served two (2) or more years and is reclassified upward within the position (with the change in title) shall not be required to satisfy a new probationary period in the higher class.

An incumbent who has not been in their class for two (2) or more years may be reclassified in the higher class position only after passing a qualifying examination prescribed by the Personnel Commission for the higher class. The probationary period shall be 130 working days in the new classification before attaining permanency in the higher class.