



PERSONNEL COMMISSION

Wednesday, June 09, 2021 - 5:30 P.M.
37230 37th Street East,
Palmdale, CA 93550

AGENDA OF REGULAR MEETING

You are invited to Join a Zoom Meeting

When: June 09, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/99759850644>

Or iPhone one-tap:

US: +12133388477,,#99759850644

Or Telephone:

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

US: +1 213 338 8477

MEETING ID: 997 5985 0644

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 – May 12, 2021

ACTION
54-20/21

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.

ACTION

- A. Approval of Consent Agenda 55-20/21
 - 1. Ratification of Eligibility Lists
 - 2. Extension of Eligibility Lists
 - 3. Nullification of Eligibility Lists
 - 4. Ratification of Transfers

IV. NEW BUSINESS

ACTION

- A. Approve 2021-2022 Membership 56-20/21
Personnel Commissions Association of Southern California (PCASC)
- B. Approve 2021-2022 Membership 57-20/21
Cooperative Organization for the Development of
Employee Selection Procedures (CODESP)
- C. Approve Eligibility List with Fewer Than Three Ranks 58-20/21
Paraeducator/LVN
- D. Approve to Reclassify Position 59-20/21
Health Assistant to Health Assistant-LVN
- E. Approve Salary Rates for Substitute Classifications 60-20/21
- F. Approve Salary Increase for Noon Duty/Campus Assistant 61-20/21
- G. Approve 2021-2022 Calendar-Regular Meetings of the Personnel Commission 62-20/21

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. Discussion - Public Employee Discipline, Dismissal, Suspension, Release.
 - 2. Confidential/Personnel Matters
 - 3. Public Employee Performance Evaluation: Director, Personnel Commission

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. Discussion regarding Public Employee Discipline, Dismissal, Suspension, Release.
 2. Confidential/Personnel Matters
 3. Public Employee Performance Evaluation: Director, Personnel Commission

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: July 14, 2021 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of May 12, 2021 Regular (Virtual) Meeting

Zoom Meeting ID: 991 5998 9625

CALL TO ORDER	Commissioner Thompson, Chairperson, called the meeting to order at 5:30 P.M. and Commissioner Speights 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 Speights motioned to approve the minutes recorded for the April 14, 2021 regular meeting, with Commissioner Duren providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	Ms. Solange Henriquez, Director of Classified Personnel, thanked the Commission for their time and consideration for the placement of Fingerprint Technician into the secretarial, clerical job class family. She stated the District believes such placement is consistent with the functions of the position. She also conveyed that, Personnel Administrative Clerks are certified to fingerprint individuals and have this function embedded in their job description as well. Ms. Henriquez noted this change will afford the incumbent an opportunity to work out of class assignments and benefit from their knowledge of Human Resource operations. Mrs. Marilyn Villaresis, Fingerprint Technician, also thanked the Commission for their time and consideration for the proposed change.
PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS	There were no comments concerning non-agenda items.
CONSENT AGENDA	Commissioner Duren motioned to approve the Consent Agenda 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 2021-2022 CSPCA Membership Commissioner Speights moved to approve the membership, with Commissioner Duren providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i> Approval of 2021-2022 Renewal of Software License NEOGOV Insight Commissioner Duren moved to approve the license renewal for NEOGOV Insight, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>

**Approval of 2021-2022 Renewal of Software License
NEOGOV Onboard**

Commissioner Duren moved to approve the license renewal for NEOGOV Onboard, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval of 2021-2022 Renewal of Software License
Biddle OPAC**

Commissioner Duren moved to approve the license renewal for Biddle OPAC, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval to Reclassify Position to New Occupational Hierarchy
Fingerprint Technician**

Commissioner Duren moved to approve the reclassification of Fingerprint Technician with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval to Reclassify Position to New Occupational Hierarchy
Family Services Advocate**

Commissioner Duren moved to approve the reclassification of Family Services Advocate, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

INFORMATION/COMMENTS

Classified Update

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes. She mentioned that the PC team is working on creating a calendar of postings to notify classified employees of forthcoming recruitments during the summer when they are not working.

Comments from Director, Personnel Commission

Ms. Theus shared the names of Human Resource administrators that were recognized by ACSA as Administrators of the Year; Directors Timothy Barker and Solange Henriquez. Mrs. Kathy Wehunt was also recognized as the Retired Administrator of the Year.

Ms. Theus recognized and congratulated all of the classified retirees for 2020-2021.

Comments from Commissioners

Commissioner Duren commented that she worked with many of the retirees, and congratulated all.

Commissioner Thompson echoed the same and shared that the District will have to train lots of new employees since most retirees have been with the district for many years.

RECESS TO CLOSED SESSION

Recessed at 5:45 P.M.

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957.
1. Discussion – Public Employee Discipline, Dismissal, Suspension, Release.
 2. Confidential/Personnel Matters

RECONVENE TO OPEN SESSION

Reconvened at 6:05 P.M.

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957.
1. Discussion – Public Employee Discipline, Dismissal, Suspension, Release.
 2. Confidential/Personnel Matters

With no action taken, there is no report.

The next regular meeting of the Personnel Commission is scheduled for June 9, 2021 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Commissioner Speights and second by Commissioner Duren, with Commissioner Thompson voting yes, the meeting adjourned at 6:06 P.M.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Deneese Thompson, Chairperson

Dale Speights, Vice Chairperson

Kathleen Duren, Commissioner

Classified Update for May 12, 2021

Testing Status:

Bilingual Instructional Assistant	Exam dates pending
Bilingual Registrar – High School	Exam dates pending
Custodian II	Written exam 5/6/2021; QAI 5/11/2021
Math Tutor (Casual)	Written exam 5/13/2021
Personnel Administrative Clerk	Performance/written exam 4/27-4/29/2021; QAI 5/5/2021
Technology Support Specialist	Exam dates pending

Postings:

AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
Bilingual Registrar – High School	Closed 5/7/2021
ECE Teacher Assistant	Continuous
Math Tutor (Casual)	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator/LVN	Closes 5/12/2021
Paraeducator Moderate to Severe	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	June 09, 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
June 9, 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
Bilingual Instructional Assistant	4/12/2021	4/30/2021	5/20/2021	5/25/2021	29	14	11	NA	9	9	5/25/2021	5/24/2022	*Yes	14
Custodian II	4/12/2021	4/30/2021	5/6/2021	5/11/2021	19	11	11	NA	11	11	5/11/2021	5/10/2022	No	7

*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

6/3/2021

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE June 09, 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 Typist Clerk	06/16/2020	06/15/2021	12/15/2021
District Chef	06/24/2020	06/23/2021	12/23/2021
District Receptionist	07/01/2020	06/30/2021	12/30/2021
School Secretary	06/12/2020	06/11/2021	12/11/2021

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 June 09, 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
Bilingual Instructional Assistant	03/05/2020	09/04/2021

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	June 09, 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
06/09/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Almanza, Maria	5/12/2021	Child Nutrition Assistant II, 5.75 hrs/182 days, from (PLP) to (PT)	Voluntary transfer Replacement for Martha Camarena
b.	Ballin, Ashley	5/17/2021	Instructional Assistant I, 5.75 hrs/182 days, from (DR) to (MZ)	Voluntary transfer Replacement for Annelisia Chacon
c.	Carranza, Selina	5/4/2021	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (QV) to (First Steps)	Reassignment due to elimination of position Replacement for Jose Rios
d.	Escobedo, Carolina	4/27/2021	From Bilingual Typist Clerk (First Steps) 5.75 hrs/182 days, to Parent/Community Liaison (First Steps) 8.0 hrs/182 days	Voluntary demotion Growth position
e.	Galeas, Olga	5/19/2021	Health Assistant, 8.0 hrs/11mo., from (PDC) to (YU)	Involuntary transfer
f.	Jenkins, Shalee T.	5/1/2021	From Special Education Instructional Assistant I to Special Education Instructional Assistant II (BS) 6.5 hrs/182 days	Completion of coursework
g.	Ledezma Jr., Armando	5/10/2021	From Administrative Secretary (Risk Mgmt) 8.00 hrs/12 mo., to Bilingual School Secretary (Innov, Academy) 8.00 hrs/11 mo.	Voluntary lateral transfer Growth position
h.	Reyes, Leslie	5/10/2021	Paraeducator-Moderate to Severe, 7.0 hrs/182 days, from (PDC) to (First Steps)	Voluntary transfer Replacement for Jason H. Salazar
i.	Schechter-Carlisle, Chantell	05/04/2021	Custodian II, 8.00 hrs/12 mo., from (SAGE) to (Oak Tree)	Voluntary transfer Replacement for David Blake
j.	Tejeda, Ivonne A.	05/19/2021	Health Assistant, 8.0 hrs/11 mo., from (YU) to (PDC)	Involuntary transfer
k.	Wynkoop, Robert M.	05/17/2021	From Custodian I (PDC) 8.0 hrs/12 mo., to Paraeducator Translator (DGM) 6.5 hrs/182 days	Replacement for Kyle Laitinen
l.	Zarate, Jennifer	05/03/2021	From Child Nutrition Assistant I (SW) 3.00 hrs/182 days, to Parent/Community Liaison (CH) 8.00 hrs/182 days	Promotion Replacement for Ana S. Robinson

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: June 09, 2021 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: 2021-2022 MEMBERSHIP IN PCASC
(Personnel Commissions Association of Southern California)

BACKGROUND

The Palmdale School District is a merit district, and the Personnel Commissions Association of Southern California (PCASC) is an organization which perpetuates the concept of the merit system. As a member, we receive valuable information and training pertinent to merit system functions.

STATUS

Membership in the Association will expire June 30, 2021. The rate for annual membership is \$100, which is consistent with last year's rate. This expense was projected in the Personnel Commission budget for said year.

RECOMMENDATION

It is recommended that the Personnel Commission approve membership in the Personnel Commissions Association of Southern California (PCASC) as presented.



PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: FY2021/22-035

May 20, 2021

Attention: Mary Theus, Interim Director

Palmdale USD
39139 10th Street East
Palmdale, CA. 93550

<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
Annual Membership: Personnel Commissions Association of Southern California (PCASC)	\$100.00

Checks Only ([No purchase orders, please](#)) payable to:
Personnel Commissions Association of Southern California (PCASC)

Mailing Instructions:
Please, send [check](#) with copy of invoice to:

PCASC, Treasurer J Sergio Garcia
11909 Hawthorne Blvd, Suite #202
Hawthorne CA, 90250

For more information visit pcasc.meritsystem.org or email pcascsecretary@gmail.com
[Tax ID: 80-0925314]-TIN

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE June 09, 2021 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: 2021-2022 CODESP MEMBERSHIP
(Cooperative Organization for the Development of Employee Selection Procedures)

BACKGROUND

One of the primary functions of the Personnel Commission is to recruit candidates based on merit and fitness for the classification. One of the tools used to assess knowledge, skills and abilities is a written examination. CODESP is an organization that assists public sector organizations by providing examination content to members.

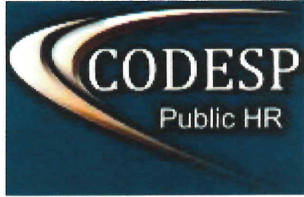
STATUS

CODESP's tiered fee model determines the annual fee schedule by the number of classified full-time equivalent (FTE) positions. Beginning July 1 of the 2021-2022 service year, the annual membership is \$2,800. This is a rate increase of \$200 from last year. Membership in CODESP expires on June 30th of each year.

The expense was projected in the Personnel Commission budget for said year.

RECOMMENDATION

It is recommended that the Personnel Commission approve the CODESP Membership Agreement as presented.



CODESP
714-374-8644

20422 Beach Blvd. Suite 400
Huntington Beach, California
92648
United States

Billed To
Mary Theus
Palmdale School District
37230 37th Street, Room 122
East Palmdale, California
93550
United States

Date of Issue
03/24/2021

Due Date
09/01/2021

Invoice Number
0005062

Amount Due (USD)
\$2,800.00

Description	Rate	Qty	Line Total
Annual Membership Fee - 1,001-2,000 FTE Basic products and services beginning July 1, 2021 and ending June 30, 2022 for 1,001 to 2,000 FTE employees.	\$2,800.00	1	\$2,800.00
	Subtotal		2,800.00
	Tax		0.00
	Total		2,800.00
	Amount Paid		0.00
	Amount Due (USD)		\$2,800.00

Terms

NET 45 days from July 1

Taxpayer ID No. 54-2166843

No additional fees for taxes required; CODESP is a Public Agency.

Make all checks payable to CODESP.

THANK YOU FOR YOUR BUSINESS!

Contact us: E: codesp@codesp.com P: (714) 374-8644 W: www.codesp.com

Please note that our address has changed – we are now in Suite 400.

Help us go green - Rather than fax, please scan and email documents to codesp@codesp.com

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	June 09, 2021		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR/LVN		

BACKGROUND

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

STATUS

Recruitment efforts for classifications within the special education program, including Paraeducator/LVN, has been challenging. The job posting for Paraeducator/LVN was published in April through May 2020 for recruitment of qualified applicants. A small number of applications were submitted during the posting period; however, the majority did not meet the minimum qualifications or withdrew from the process.

There is one eligible candidate who meets all minimum qualifications and successfully completed the competitive examination process. To support the Special Education needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified. The classification is posted again for recruitment of additional applicants.

RECOMMENDATION

It is recommended that the Personnel Commission approve the Paraeducator/LVN eligibility list containing one candidate as presented.


**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
June 9, 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
Paraeducator/LVN	4/22/2021	5/12/2021	5/24/2021	5/27/2021	10	7	1	NA	1	1	5/27/2021	5/26/2022	No	1

*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

6/3/2021

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: June 09, 2021 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: RATIFICATION OF A RECLASSIFICATION AND PROMOTION
FROM HEALTH ASSISTANT TO HEALTH ASSISTANT-LVN

BACKGROUND

On March 2, 2021, the Palmdale School District ("District") and CSEA Chapter 296 bargained and entered into a Memorandum of Understanding ("MOU") regarding the reclassification and promotion of Health Assistants to Health Assistant-LVN. The MOU was subsequently ratified by the Board and CSEA, including CSEA's policy 610 process.

STATUS

Under the MOU, effective July 1, 2020, classified bargaining unit members currently employed in the Health Assistant classification who have a current, active California Vocational Nurse license from the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) shall be automatically promoted and reclassified to the Health Assistant-LVN classification. The current seniority date and work hours following reclassification will be retained. Such transitions will become effective from the date of the Personnel Commission Director's verification of the license.

Accordingly, the reclassification and promotion of the following employee is in process through the Personnel Commission office.

Employee	Effective Date	From	To
06-4880167-20/21	03/02/2021	Health Assistant	Health Assistant-LVN

The employee will be compensated accordingly at salary range 35 of the Classified Salary Schedule with step placement within the salary range that represents at least five-percent (5%) increase.

As the promotion occurred in accordance with the MOU, the employee's name will be inactivated from the current eligibility list for Health Assistant-LVN.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the reclassification and promotion of a Health Assistant to Health Assistant-LVN as presented.

MT:eai
59-20/21

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: June 09, 2021 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE SALARY RATES FOR SUBSTITUTE CLASSIFICATIONS

BACKGROUND

Substitute job descriptions are currently in place to provide temporary services in the event of an incumbent's absence or other critical needs as deemed necessary by the District. The District reviewed the hourly rates for several substitute classifications, particularly paraprofessional positions, to ascertain their competitive standing among like positions in similar organizations.

STATUS

There is a paraprofessional shortage in California that is affecting the District's ability to hire temporary employees to fill vacant assignments. In order for the District to remain competitive with neighboring Districts, salary rate increases are proposed for the following substitute classifications. The District anticipates improved response to available assignments, and retention of substitute pools to provide consistent services supporting offices as well as students and classrooms, especially within the special education program.

The proposed salary rates are in line with the first step of the salary range of the Classified Salary Schedule for equivalent bargaining unit classifications.

Classification	Current Hourly Rate	Proposed Hourly Rate
Substitute Administrative Clerk	\$ 14.00	\$ 16.93
Substitute Health Assistant-LVN	\$ 14.00	\$ 23.92
Substitute Instructional Assistant	\$ 14.00	\$ 14.59
Substitute Paraeducator-LVN	\$ 14.00	\$ 23.92
Substitute Paraeducator-Moderate to Severe	\$ 14.00	\$ 19.15
Substitute Special Education Instructional Assistant	\$ 14.00	\$ 14.59

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed salary rates for referenced substitute classifications as presented.

MT:eai
60-20/21

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: June 09, 2021 _____ REPORT

TO: Personnel Commission ___X___ ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE SALARY INCREASE FOR NOON/DUTY CAMPUS ASSISTANT

BACKGROUND

The salary rate for the Noon Duty/Campus Assistant classification is currently set at the minimum wage requirement for the State of California. The minimum wage will increase again on January 1, 2022. In order to comply with this requirement, the District would like to increase the salary rate for the Noon Duty/Campus Assistant classification prior to January 1.

STATUS

The District has proposed an increase in salary for the Noon/Duty Campus Assistant classification to \$15.00 per hour effective July 1, 2021. In doing so, the District anticipates improved recruitment and retention of employees for this position. Although this is a classified position, it is excluded from the unit of classified employees represented by CSEA Chapter 296. Thus, the early increase in the hourly rate is not subject to negotiation between the District and CSEA.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed salary rate for the Noon Duty/Campus Assistant classification as presented.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	June 9, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE 2021-2022 CALENDAR – REGULAR MEETINGS OF THE PERSONNEL COMMISSION	

BACKGROUND

The Personnel Commission shall approve meeting dates to calendar for each fiscal year. Regular meetings will be conducted a minimum of once a month on the second Wednesday of each month. If there is additional business for the Commission to act on, the Commission will meet on the fourth Wednesday of each month.

STATUS

The proposed calendar with dates for the 2021-2022 regular meetings of the Personnel Commission is attached.

RECOMMENDATION

It is recommended that the Personnel Commission review and approve the proposed regular meeting dates for the 2020-2021 year as presented.

2021-2022 Regular Meeting Calendar Personnel Commission

- | | |
|---------------------|--------------------|
| ▪ July 14, 2021 | ▪ January 12, 2022 |
| ▪ August 11, 2021 | ▪ February 9, 2022 |
| ▪ September 8, 2021 | ▪ March 9, 2022 |
| ▪ October 13, 2021 | ▪ April 13, 2022 |
| ▪ November 10, 2021 | ▪ May 11, 2022 |
| ▪ December 8, 2021 | ▪ June 8, 2022 |

Subject to cancellation or proper change, the Commission shall meet on the second (2nd) Wednesday of each month at 5:30 PM in Room 125 at 37230 37th Street East in Palmdale. When the regular meeting date falls on a holiday, the Commission shall meet on the next succeeding business day, unless at a prior regular meeting it designates some other day for its meeting.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Personnel Commission 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.
