



**PERSONNEL COMMISSION**

Wednesday, October 13, 2021 - 5:30 P.M.  
37230 37<sup>th</sup> Street East,  
Palmdale, CA 93550

**AGENDA OF REGULAR MEETING**

**You are invited to Join a Zoom Meeting**

When: October 13, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 10/13/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/96533578305#>

Or iPhone one-tap:

US: +12133388477,,965533578305#

Or Telephone:

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

US: +1 213 338 8477

**MEETING ID: 965 3357 8305**

**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 – September 08, 2021

**ACTION**

14-21/22

**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. 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 at this time. You may call in to the meeting to provide public comment via Zoom or 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 Substitute Lists
  2. Ratification of Eligibility Lists
  3. Extension of Eligibility Lists
  4. Nullification of Eligibility Lists
  5. Ratification of Transfers

**ACTION**  
15-21/22

**IV. NEW BUSINESS**

- A. Approval 2020-2021 Personnel Commission Annual Report

**ACTION**  
16-21/22

**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: November 10, 2021 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of September 08, 2021 Regular (Virtual) Meeting**

Zoom Meeting ID: 969 4181 2279

<b>CALL TO ORDER</b>	Commissioner Speights, Vice-Chairperson, called the meeting to order at 5:30 PM, followed by the Pledge of Allegiance led by Mrs. Kathleen Duren.
<b>MEMBERS PRESENT</b>	Mr. Dale Speights, Vice-Chairperson Mrs. Kathleen Duren, Commissioner
<b>MEMBERS ABSENT</b>	Mrs. Deneese Thompson, Commissioner
<b>STAFF PRESENT</b>	Ms. Mary Theus, Director, Personnel Commission Mrs. Esthefany Iraheta, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	<b>Approval of Meeting Minutes</b> Commissioner Duren motioned to approve the minutes recorded for the August 11, 2021 regular meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye</i>
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	Helena Perkins, CSEA President of Chapter 296, commented regarding consent agenda item, Ratification of Eligibility Lists. She expressed her concern regarding the data shown on the Classified Recruitment Summary report, and interpreted the data to mean that 10-15% of applicants were not passing exams. She stated her opinion that the exams may be too difficult, and requested a review by the Commission and/or its Director.
<b>PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS</b>	None
<b>CONSENT AGENDA</b>	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</i>
<b>NEW BUSINESS</b>	<b>Approval of Initial Salary Step Placement for Mental Health Intensive Case Manager</b> Commissioner Duren moved to approve the initial salary step placement recommendation at Step 2 of the appropriate schedule for two Mental Health Intensive Case Manager candidates. Commissioner Speights provided a second, and the motion carried by unanimous vote. <i>Duren-aye; Speights-aye</i>  <b>Approval of Eligibility List with Fewer Than Three Ranks: Health Assistant-LVN</b> Commissioner Duren moved to approve the proposed eligibility list with fewer than three ranks, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye</i>

**Approval of Eligibility List with Fewer Than Three Ranks:**

**Fiscal Services Administrator**

Commissioner Duren moved to approve the proposed eligibility list with fewer than three ranks, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye*

**INFORMATION/COMMENTS**

**Quarterly Expense Review**

Ms. Theus outlined the operational budget expenses to date.

**Classified Update**

Ms. Theus distributed the Classified Update and noted the activities performed by the personnel commission staff.

**Comments from Director**

Ms. Theus addressed earlier comments regarding recruitment data and summarized the report for the Commission. She explained that the number of applicants is initially reduced after screening for minimum qualifications. Data is further reduced at each stage of the process, from the number of applicants qualified to test (written and/or performance, oral interview), to those passing the exams and ranked on an eligibility list. While it can be interpreted as a high rate of applicants failing the exam from beginning to end, in actual fact, the decrease in numbers are typically due to applicant declinations or not keeping their appointments for the exams.

**Comments from Commissioners**

Commissioner Duren commended the PC staff for their efforts in keeping current lists and managing test groups. She recognizes how report data can be misinterpreted when you are not in the midst of it all. She recommended that additional details be provided going forward to better reveal the flow from application through testing. Namely, to show the number of applicants invited to test versus actual participants and those that decline or no show.

**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. Administrative Matters
  3. Confidential/Personnel Matters

**RECESS TO CLOSED SESSION  
RECONVENED TO OPEN SESSION**

The Commission recessed to closed session at 5:56 PM  
The Commission reconvened to open session at 6:28 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
1. Discussion – Public Employee Discipline, Dismissal, Suspension, Release
  2. Administrative Matters
  3. Confidential/Personnel Matters

There was no action taken to report out.

The next regular meeting of the Personnel Commission is scheduled for October 13, 2021 at 5:30 PM in Room 125 at Site 18.

**ADJOURNMENT**

On a motion by Commissioner Speights and second by Commissioner Duren, with Commissioner Duren voting yes, the meeting adjourned at 6:29 PM.

Respectfully submitted,

Mary Theus  
Director, Personnel Commission

**APPROVED:**

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Deneese Thompson, Chairperson

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Dale Speights, Vice Chairperson

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Kathleen Duren, Commissioner

## **Classified Update for September 8, 2021**

### **Testing Status:**

Accounting Clerk II	Performance/written 9/15/2021
Bilingual Administrative Clerk II	Performance/written 9/17/2021
Bilingual/ECE Teacher Assistant	9/10/2021
Campus Security Assistant	9/14/2021
Health Assistant/LVN	Exam date pending
Library Aide	Exam date pending
Paraeducator Moderate to Severe	9/7, 9/13/2021
Parent/Community Liaison	Performance/written 9/8/2021; QAI 9/16/2021
Risk Management Specialist	Exam date pending
Special Education Instructional Assistant	9/13/2021
Student Interventionist	Exam date pending
Technology Support Liaison	Exam date pending

### **Postings:**

AVID Tutor (Casual)	Continuous
Bilingual Administrative Secretary	Closes 9/15/2021
Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Assistant I	Closes 9/9/2021
District Chef (Reposted)	Closes 9/28/2021
ECE Teacher Assistant	Continuous

Instructional Assistant I	9/10/2021
Math Tutor (Casual)	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
Risk Management Specialist	Closes 9/8/2021
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 13, 2021	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 Recruitment Summary Report" have been completed and the list(s) established as presented. The lists are forwarded to Human Resources for candidate processing.

**RECOMMENDATION**

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



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
October 13, 2021**

**SUBSTITUTE 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 Written	Passed Performance	Number on Referral List	Sent Referral List to Human Resources
Substitute Crossing Guard	04/15/2021	07/06/2021	09/09/2021	59	47	8	39	7	N/A	7	09/14/21
Substitute Custodian	04/29/2021	05/06/2021	10/01/2021	10	2	1	1	1	N/A	1	10/04/21
Substitute Custodian	05/21/2021	06/04/2021	10/01/2021	45	22	3	19	3	N/A	3	10/04/21
Substitute Health Assistant/LVN	07/08/2021	Continuous	09/21/2021	11	2	0	2	0	0	0	N/A
Substitute Paraeducator/LVN	07/08/2021	Continuous	09/23/2021	6	2	1	1	1	N/A	1	09/24/21
Substitute Paraeducator/LVN	04/15/2021	07/08/2021	09/23/2021	1	1	0	1	0	N/A	0	N/A
Substitute Paraeducator Moderate-Severe	04/09/2021	07/08/2021	09/23/2021	9	8	3	5	2	N/A	2	09/24/21
Substitute Paraeducator Translator (DHH)	07/08/2021	Continuous	09/23/2021	1	1	1	1	1	N/A	1	09/24/21
Substitute Special Ed. Instructional Asst.	04/09/2021	07/08/2021	09/16/2021	20	15	2	13	1	N/A	1	09/16/21

\*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.

**Submitted by:** Mary Theus  
Director, Personnel Commission  
October 13, 2021

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 13, 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

October 13, 2021

**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 Written	Passed Performance	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Accounting Clerk II	8/11/2021	8/31/2021	9/15/2021	10/1/2021	52	37	28	9	7	10	7	7	10/1/2021	9/30/2022	*Yes	9
Campus Security Assistant	7/30/2021	8/19/2021	9/14/2021	10/5/2021	37	21	12	9	11	NA	8	8	10/5/2021	10/4/2022	No	8
Child Nutrition Assistant I	8/20/2021	9/9/2021	9/23/2021	NA	62	31	27	4	26	NA	NA	26	9/23/2021	9/22/2022	*Yes	13
Health Assistant – LVN	8/18/2021	9/7/2021	9/21/2021	9/27/2021	16	9	6	3	4	4	4	4	9/27/2021	9/26/2022	*Yes	5
Instructional Assistant I	8/23/2021	9/10/2021	9/29/2021	NA	32	32	28	4	23	NA	NA	23	10/1/2021	9/30/2022	*Yes	14
Noon Duty/Campus Assistant	8/31/2021	9/21/2021	9/29, 9/30/2021	NA	133	121	68	53	59	NA	NA	59	10/5/2021	10/4/2022	*Yes	
Paraeducator Moderate to Severe	7/14/2021	Cont.	9/21/2021	9/28/21	35	10	4	6	2	NA	2	2	9/29/2021	9/28/2022	*Yes	13
Parent/Community Liaison	7/29/2021	8/18/2021	9/8/2021	9/16/2021	32	23	13	10	8	9	7	7	9/17/2021	9/16/2022	*Yes	6
Risk Management Specialist	7/19/2021	8/6/2021	8/18/2021	NA	22	6	1	5	1	1	NA	NA	-	-	-	-
Risk Management Specialist (reposted)	8/19/2021	9/8/2021	9/30/2021	10/7/2021	26	8	5	3	4	4	4	4	10/7/2021	10/6/2022	No	4
Special Education Instructional Assistant I	7/15/2021	Cont.	8/16, 9/13, 9/21/2021	9/28/2021	40	36	17	19	12	NA	10	10	9/29/2021	9/28/2022	*Yes	11

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

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

**Submitted by:** Mary Theus  
Director, Personnel Commission  
October 13, 2021

DATE	October 13, 2021		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	EXTENSION OF ELIGIBILITY LIST(S)		

Job Classification	Effective Date	Expiration Date	Date Extended
Administrative Clerk II	10/16/2020	10/15/2021	04/15/2022
Attendance Clerk	10/28/2020	10/27/2021	04/27/2022
Social Emotional Learning Specialist	10/16/2020	10/15/2021	04/15/2022

DATE	October 13, 2021		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 classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Accounting Clerk II	11/30/2020	11/29/2021
Child Nutrition Assistant I	04/07/2021	04/06/2022
Health Assistant LVN	08/10/2021	08/09/2022
Instructional Assistant I	07/19/2021	07/18/2022
Noon Duty/Campus Assistant	07/07/2021	07/06/2022
Paraeducator Moderate to Severe	08/19/2021	08/18/2022
Parent/Community Liaison	04/08/2021	04/07/2022
Special Education Instructional Assistant	08/19/2021	08/18/2022

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 13, 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

10/13/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Armstron, Kara	9/13/2021	Special Education Instructional Assistant II, 6.5 hrs/182 days, from (JH) to (JH)	Voluntary transfer to new assignment/same site Growth position
b.	Bailon, Mia	9/13/2021	Paraeducator Moderate to Severe (BV) from 5.75 hours to 6.5 hours	Increase by seniority Replacement for Asia Grant
c.	Cabasug, Sapphire L.	9/1/2021	Paraeducator Moderate to Severe (PDC), from 5.75 hrs/182 days, to 7.0 hrs/182 days	Increase by seniority Replacement for Flor Montalban
d.	Carranza, Selina	8/25/2021	Special Education Instructional Assistant I, from (First Steps) to (PDC) 5.75 hrs/182 days	Reassignment due to elimination of position Growth position
e.	Colbenson, Samantha A.	9/24/2021	Special Education Instructional Assistant I, from (JH) to (First Steps) 5.75 hrs/182 days	Voluntary transfer Replacement for Jessica Howick
f.	Collins, Kenyetta	9/1/2021	Special Education Instructional Assistant I, from (PT) 5.75 hrs/182 days, to (CH) 6.5 hrs/182 days	Increase by seniority Growth position
g.	Contreras, Laura	9/13/2021	From Child Nutrition Assistant I (LA) 3.0 hrs/182 days, to Instructional Assistant I (TW) 5.75 hrs/182 days	Voluntary demotion Replacement for Sandi Langstaff
h.	Garcia Rosales, Linda G.	9/13/2021	Paraeducator-Moderate to Severe, 7.0 hrs/182 days, from (YN) to (PDC)	Voluntary transfer Replacement for Timothy Henson
i.	Grant, Asia	09/10/2021	Paraeducator-Moderate to Severe, from (BV) 6.5 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement for John Cervantes
j.	Hoffman, Ashley	08/30/2021	From Risk Management Specialist (Risk Mgmt) to Personnel Analyst (PC) 8.0 hrs/12 mo.	Lateral appointment Replacement for Adriana Garcia
k.	Martinez, Mary E.	08/26/2021	Paraeducator Moderate to Severe, from (BV) 6.5 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement for Sarah Krekemeyer
l.	Mitchell, Kawan C.	09/16/2021	From Child Nutrition Assistant I (CM) 3.0 hrs/182 days, to Custodian I (CA) 8.0 hrs/12 mo.	Promotion Growth
m.	Navarro Cuevas, Rosa M.	08/30/2021	From Noon Duty/Campus Assistant (LA) 3.5 hrs/182 days, to Bilingual Instructional Assistant (DGM) 5.75 hrs/182 days	Promotion Replacement for Catherine Zayas

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	October 13, 2021		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE 2020-2021 PERSONNEL COMMISSION ANNUAL REPORT		

**BACKGROUND**

Each year, an annual report of the Personnel Commission is brought for review subject to approval by November 30<sup>th</sup> per Education Code 45266 and Personnel Commission Rules and Regulations.

**STATUS**

The annual Personnel Commission report prepared for 2020-2021 is attached.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the annual report as presented.



## **The Merit System**

The Merit System provides the framework for personnel management for classified employees of the school district and fosters the advancement of career service. The Personnel Commission is responsible for administering the Merit System principles in the district within the parameters of the California Education Code. The Merit System operates to ensure that employment selections and promotions are on the basis of merit and fitness to minimize preference or prejudice as governed by Education Code sections 45240 through 45320. Through the competitive examination process, vacancies are filled from established eligibility lists as evidenced by the ranking of qualified candidates. Merit System principles also afford an impartial appeal hearing for disciplinary actions.

## **The Personnel Commission**

The Personnel Commission is an independent body authorized by the state to be responsible for certain personnel matters affecting classified school employees. It is composed of three members who must be registered voters, reside within the Palmdale School District boundaries, and are known adherents of the Merit System and the principles on which the system is based. Each member is appointed for three-year staggered terms. One commissioner is appointed by the Board of Education, one is appointed by the classified employee service, and the third commissioner is jointly appointed by the other two commissioners. A Personnel Commissioner may not be an employee of the same district or a board member of the same school district or the same county board of education.

The Personnel Commission has three core responsibilities as defined by the California Education Code:

- ❖ Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
- ❖ Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
- ❖ Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

# The Personnel Commission Rules and Regulations

The Personnel Commission adopts rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline and other rules necessary to carry out classified personnel administration. These procedures apply to all classified personnel; those represented by the California School Employees Association ("CSEA") Chapter 296, confidential, supervisory, and management.

## Our Mission

The mission of the Palmdale School District Personnel Commission and its staff is to complement student learning and achievement through its endeavors to, 1) attract, recruit, select, and retain a qualified talented workforce, 2) employ and promote based on the basis of merit and fitness, 3) adhere to Merit System principles and the Personnel Commission Rules and Regulations in alignment with the California Education Code, the Board of Education's policies and strategic plans, bargaining contracts, and other pertinent laws, 4) serve and support the classified service as well as effectively collaborate with the Board, Administration, and classified school employee representatives, and 5) disseminate information and provide resources to our employees and the community.

## Personnel Commission Responsibilities

The Education Code sections 45220 through 45320 and pertinent sections of the Government Code stipulate authority for functions of the Personnel Commission.

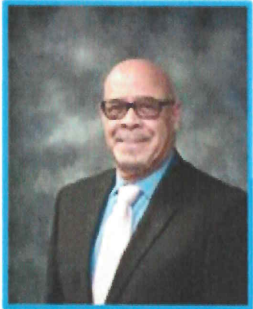
- ❖ Ensure equal pay for work of equal value.
- ❖ Prescribe, amend, and interpret, rules to ensure the efficiency of the classified service and the selection and retention of employees on the basis of merit and fitness.
- ❖ Classify positions by allocating to appropriate classes and arranging classes into occupational hierarchies (job categories) on the basis of assigned duties and responsibilities.
- ❖ Establish and certify eligibility lists for appointment or promotion.
- ❖ Recommend salaries for the classified service to the governing board.
- ❖ Conduct investigations and hearings on appeals of disciplinary actions and other matters against any permanent employee within the classified service and within the Commission's authority. The Commission may elect to appoint a hearing officer to conduct the proceedings. A probationary employee does not have the right of appeal.
- ❖ Budget and disburse funds for the orientation, training, retraining, and development of its staff.

## Personnel Commissioners



### **Kathleen Duren - Board Appointee**

Commissioner Duren was appointed by the Board in November 2019 to fill a three-year term vacated by Mr. Don Wilson. Mrs. Duren previously served from 2016 to 2019 as the CSEA appointed member. She retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served as a member of CSEA's Executive Board and was a job steward. She has served the District in many different capacities including the classification committee, benefits committee, and various other committees/foundations. As a retiree of the district with more than 20 years of service, her days are spent supporting the Merit System and serving as a member of other governing boards.



### **Dale Speights - CSEA Appointee**

Commissioner Speights was appointed by CSEA in December 2019. Mr. Speights served the district for many years as a classified employee. He also dedicated time to CSEA Chapter 296 as a member of the Executive Board serving in several capacities. Mr. Speights retired from the district in 2015 with more than 20 years of service. He enjoys traveling, spending time with his children and grandchildren, and his new role as a Personnel Commissioner.



### **Deneese Thompson - Commission Appointee**

Commissioner Thompson was appointed to the Personnel Commission in December 2015. She is the joint appointee of the two commissioners. Mrs. Thompson was a volunteer in the Palmdale School District for many years. She gained employment with the District and served as an Instructional Assistant and Media Center Clerk, and retired from the District as a School Secretary. Her retirement days are spent volunteering in a middle school attended by her grandson, and serving as the Area Director for Special Olympics Antelope Valley. Mrs. Thompson currently supervises the athletic training of 300 athletes with intellectual disabilities.

***Meetings Held: 12 Regular and 2 Special Meetings***

*37230 37th Street East  
Palmdale, CA 93550  
Office: (661) 285-2902 Fax: (661) 285-2137*



## Recruitment and Selection

The statistics for the 2020-2021 fiscal year identify the recruitment and selection activities performed by Personnel Commission staff. Testing and interview protocols were modified in compliance with district, state, and local county guidelines to mitigate the spread of COVID-19 and protect community health.

Standard Recruitment			
CATEGORIES	2018-2019	2019-2020	2020-2021
Recruitments	71	69	47
Job Posting Hits (public views)	107,251	122,575	83,926
Applications Submitted	4,583	5,149	2,802
Examinations Conducted			
Written	102	102	50
Performance	39	30	19
Proficiency (Basic Skills)	22	39	16
Oral (QAI)	50	45	46
Eligibility Lists Certified	70	55	52
Candidates on Eligibility Lists	933	716	404

Substitute/Casual Recruitment			
CATEGORIES	2018-2019	2019-2020	2020-2021
Substitute/Casual Recruitment *	27	25	28
Job Posting Hits (public views)	28,136	33,021	23,459
Applications Submitted	1,969	2,463	796
Examinations Conducted	65	82	34
Candidates Qualified/Referred	311	332	175

\*Includes recruitments posted continuously.

Employee Appointments			
CATEGORIES	2018-2019	2019-2020	2020-2021
New Employees	122	115	70
Substitute/Casual to Regular	59	54	32
Promotions	31	57	39
Transfers	36	34	28
Reassignments	58	55	24
Lateral Appointments	6	4	4
Reemployment/Reinstatements	8	13	7
Seniority Offers for Increased Work Hours and/or Work Year	50	124	13
Voluntary/Involuntary Demotions	7	3	4
Disciplinary Appeals	1	0	0

New Class Descriptions	
Bilingual Registrar-High School	
Revised Class Descriptions	
Director-Maintenance and Operations	Family Partnership Specialist
Family Services Advocate	Fingerprint Technician
Fiscal Services Administrator	Student Information Services Supervisor

Rule Revisions Adopted		
10/14/2020	Chapter 3, Section 3, Item 3.19	Reclassification
2/10/2021	Chapter 3, Section 3, Item 3.24	Reclassification Probation

Hires by Divisions and School Sites			
DIVISIONS	2018 - 2019	2019 - 2020	2020 - 2021
Business Services	77	53	28
Early Childhood	31	15	25
Educ. Services	3	4	1
H.R. / Pers. Comm.	7	6	5
School Sites	121	178	156
Sp Ed/Student Svcs	26	11	6

Data for divisions and school site appointments represent new hires, promotions, rehires/ reinstatements, transfers, and substitutes hired for regular employment.

Reclassifications	
Former Classification	New Classification
Assistant Director-Human Resources	Director-Classified Personnel



Applicant Responses to Advertising Sources			
SOURCES	2018 - 2019	2019 - 2020	2020 - 2021
CASBO/EdJoin	1%	1%	4%
District Employee	11%	13%	15%
District Website/ Bulletin	34%	38%	33%
EDD Office	1%	1%	0%
Internet Sites	37%	33%	27%
Other	15%	13%	20%
Walk-In	1%	1%	1%

The basis for reclassification of a position must be the gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. The Personnel Commission has final approval authority and prescribes the effective for the reclassification

Classifications with New Employee Appointments		
Accounting Clerk II (3)	Accounting/Data Processing Technician (1)	Administrative Secretary (1)
Benefits Payroll Clerk (2)	Bilingual Administrative Clerk II (1)	Bilingual Typist Clerk (1)
Child Nutrition Assistant I (5)	Crossing Guard (5)	District Chef (1)
Early Childhood Education Nutrition Facilitator (1)	Early Childhood Education Teacher Assistant (4)	Family Services Advocate (1)
Health Assistant-LVN (1)	Instructional Assistant (1)	Library Aide (3)
Maintenance Worker II (3)	Noon Duty/Campus Assistant (10)	Occupational Therapist (2)
Paraeducator-LVN (2)	Paraeducator-Moderate to Severe (8)	Paraeducator Translator DHH (1)
Parent/Community Liaison (1)	Social Emotional Learning Specialist (1)	Special Education Instructional Assistant (8)
Technology Support Liaison (2)		





Barrel Springs Elementary Thelma Catchings Noon Duty/Campus Assistant	Cactus Magnet Academy Rafael Astolpho Technology Support Liaison	Chaparral Elementary Heidi Ferrin Special Ed. Instructional Asst.	Cimarron Elementary John Arisohn Custodian II
David G. Millen Magnet Academy Valeria Osuna Parent/Community Liaison	Desert Willow Magnet Academy Raymond Lee Custodian I	Dos Caminos Dual Immersion Daniela Langlotz-Heinze Parent/Community Liaison	Early Childhood Education Genaro Navarro Cuevas Custodian II
Golden Poppy Elementary Gloria Arreola Bilingual School Secretary	Joshua Hills Elementary Rhonda McKinney Noon Duty/Campus Assistant	Los Amigos Dual Immersion Diane Malan Child Nutrition Manager	Manzanita Elementary Elisa Arriaga Castillo Student Interventionist
Mesquite Elementary Honey Flores Child Nutrition Manager	Oak Tree Community Day School Sandra Ybarra Health Assistant	Ocotillo Elementary Wanda Brison Custodian II	Palmdale Discovery Center Ana Marcello Bilingual School Secretary
Palmdale Learning Plaza Amarita Mickes Paraeducator Certified Interpreter	Quail Valley Elementary Claudia Lopez Bilingual Typist Clerk	S.A.G.E Magnet Academy Clinton Cropper Technology Support Liaison	Tamarisk Elementary Kelli Michalski Technology Support Liaison
Tumbleweed Elementary Rebeca Barragan Parent/Community Liaison	Yellen Learning Center Colby Moreno Campus Security Assistant	Yucca Elementary Kristin Berumen Parent/Community Liaison	Central Office Amelia Avalos Acctg/DP Technician Heidy Castillo Leaves Analyst Ann Modlin Accounting Clerk II
	<b><u>CLASSIFIED DISTRICT EMPLOYEE OF THE YEAR</u></b> Rafael Astolpho Technology Support Liaison		

## ★ Acknowledgements

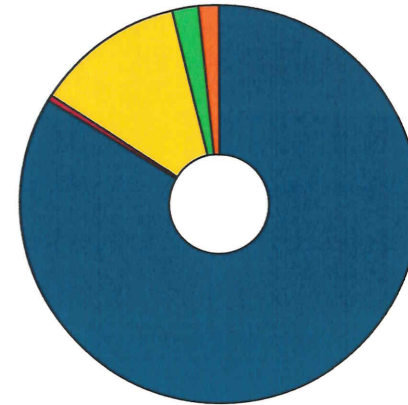
The Personnel Commission of the Palmdale School District has been able to perform its activities and responsibilities in an effective manner and would like to extend our gratitude to the classified employees, the Board of Trustees, CSEA, and District administration for their cooperation and support.

Our sincere appreciation to individuals from other school districts, retired management personnel, early childhood education parent representatives, and employees of the District who graciously gave their time to serve as subject matter experts and/or raters on our virtual screening and interview panels. Your willingness to serve and share your expertise amidst your own busy schedules and COVID-19 pandemic is invaluable to our operations.

- ★ Antelope Valley Union High School District
- ★ Simi Valley Unified School District
- ★ Sodexo
- ★ Ventura Unified School District
- ★ William S. Hart Union High School District
- ★ Wilsona School District

## Classified Workforce

The classified workforce for 2020-2021 consists of 1,300 employees that include CSEA bargaining unit members, Noon Duty personnel, Support Services, Confidential, and Management/Supervisory employees.



- Bargaining Unit Members: 1088
- Confidential Team: 6
- Noon Duty/Campus Assistant: 157
- Mgmt/Supervisory Team: 28
- Support Services Team: 21



### PERSONNEL COMMISSION STAFF

**Mary Theus** ..... Director, Personnel Commission  
**Esthefany Iraheta** ..... Administrative Secretary

**Elvira Cova** ..... Personnel Analyst  
**Stacey Elliott** ..... Personnel Analyst



*The Palmdale PROMISE, including a refocused mission statement, strategic goals, and essentials is foundational in all Palmdale School District Operations.*

*The mission of the Palmdale School District is to implement our vision with actions and services targeted to students, parents, and staff so our students can live their lives to their full potential.*