



PERSONNEL COMMISSION

Wednesday, September 9, 2020 - 5:30 P.M.
37230 37th Street East,
Palmdale, CA 93550

AGENDA OF REGULAR MEETING

You are invited to Join a Zoom Meeting

When: September 9, 2020 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission-09/09/2020

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/96182285225>

Or iPhone one-tap:

US: +12133388477,96182285225#

Or Telephone:

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

US: +1 213 338 8477

MEETING ID: 961 8228 5225

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – August 12, 2020

ACTION

08-20/21

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. Ratification of Transfers

ACTION
09-20/21

IV. NEW BUSINESS

- A. Approval of Revision to Leadership Job Description:
Student Information Services Supervisor
- B. Approval of Americans with Disabilities Act (ADA) Compliant Form:
Student Information Services Supervisor
- C. Ratification of Request for Voluntary Demotion

ACTION
10-20/21

11-20/21

12-20/21

V. AGENDA REPORTS

- A. First Reading
 - 1. Proposed Revision to Personnel Commission Rules and Regulations
 - a. Reclassification, Chapter 3, Section 3, Item 3.19

VI. INFORMATION/COMMENTS

- A. Classified Update
- B. Director, Personnel Commission
- 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 ACTIONS TAKEN (if any) 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: October 14, 2020 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of August 12, 2020 Regular (Virtual) Meeting

Zoom Meeting ID: 988 9463 6913

CALL TO ORDER

Chairperson Kathleen Duren called the meeting to order at 5:30 P.M., followed by the Pledge of Allegiance led by Commissioner Speights.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson
Mr. Dale Speights, Commissioner

A quorum was present.

STAFF PRESENT

Ms. Mary Theus, Director, Personnel Commission
Ms. Heidi Castillo, Administrative Secretary

PRELIMINARY BUSINESS

Approval of Meeting Minutes

Commissioner Thompson moved to approve the minutes recorded for the July 13, 2020 regular meeting, with Commissioner Speights providing a second, and discussion was called. Hearing none, the motion carried by unanimous vote. *Aye: Duren, Speights, Thompson*

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

Ryan Beardsley, Assistant Superintendent of Human Resources, thanked the Commission for considering approval of the item addressing the Leaves Analyst eligibility list. He stated it is critical to fill the position due to the current conditions surrounding the coronavirus and the rise of FFCRA leaves. He wholeheartedly advocates for approval.

**PUBLIC COMMENTS REGARDING
NON-AGENDA ITEMS**

Helena Perkins, CSEA President, thanked the Commission, and its Director and staff for the work done during this trying time. She also mentioned her support of Mr. Beardsley's comment.

CONSENT AGENDA

Commissioner Thompson moved to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Aye: Duren, Speights, Thompson.*

NEW BUSINESS

Approval of Eligibility List with Less Than Three Ranks: Leaves Analyst

Commissioner Thompson motioned to approve the proposed eligibility list showing less than three ranks for Leaves Analyst, with Commissioner Speights providing a second. In response to Commissioner inquiry, Ms. Theus confirmed the hiring manager may interview, but is not obligated to select from fewer than three eligible ranks on the list. The motion carried by unanimous vote. *Aye: Duren, Speights, Thompson.*

**Approval of Eligibility List with Less Than Three Ranks:
Occupational Therapist**

Commissioner Thompson motioned to approve the proposed eligibility list showing less than three ranks for Occupational Therapist, with Commissioner Speights providing a second. Ms. Theus confirmed that this position is a continuous posting and usually a difficult recruitment. Thus, when eligibles are qualified through competitive examination, a list is presented for approval. As

previously mentioned, the hiring manager may interview, but is not obligated to select from fewer than three eligible ranks on the list. The motion carried by unanimous vote. *Aye: Duren, Speights, Thompson.*

INFORMATION/REPORTS

Classified Update

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes.

Comments from Director, Personnel Commission

Ms. Theus conveyed the PC staff is continuing to finish written and oral exams from recruitments opened prior to COVID. Active recruitment has been significantly reduced with testing delayed. Critical positions will be filled from available lists. She also reported there is an unsigned tentative agreement between the District and CSEA regarding the response to COVID. A vote from the membership is pending. In the meantime, both parties are abiding by current contract language.

Comments from Commissioners

Commissioner Duren commented that she appreciates all of the hard work and adjustments by the PC staff. In addition, she is happy to hear that there will be a delay in filling positions until such time that regular operations resume.

RECESS TO CLOSED SESSION

Recessed at 5:45 P.M.

REPORT OUT OF CLOSED SESSION

Reconvened to open session at 6:16 P.M. The Commission took no action to report.

ADJOURNMENT

On a motion by Commissioner Thompson and second by Commissioner Speights, the meeting adjourned at 6:17 P.M. *Aye: Duren, Speights, Thompson.*

Respectfully submitted,

Mary L. Theus

Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Deneese Thompson, Vice Chairperson

Dale Speights, Commissioner

Classified Update for August 12, 2020

Testing Status:

Administrative Clerk II	Performance/Written exam – TBD
Attendance Clerk – Promotional Only	Performance/Written exam - TBD
Bilingual/ECE Teacher Assistant	Written Exam pending
Child Nutrition Manager	Written Exam 08/03/20
Executive Assistant Non-Confidential	Performance/Written exam – TBD
Maintenance Worker II	Written Exam - TBD
Paraeducator – Translator (DHH)	Written Exam - TBD
Personnel Analyst	QAI – 07/15/20
Special Education Instr Assistant	Written Exam - TBD
Warehouse Worker/Delivery Driver II	QAI – 08/17, 08/18/20

Postings:

Accounting/Data Processing Technician	Closes 08/28/20
Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Family Partnership Specialist	Closes 08/14/20
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 9, 2020	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 9, 2020**

CLASSIFIED RECRUITMENT SUMMARY REPORT

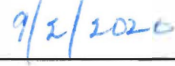
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Child Nutrition Manager	06/15/20	07/03/20	08/03/20	09/01/20	21	15	13	NA	12	12	09/02/20	09/01/21	No	10
ECE Nutrition Facilitator	07/17/20	08/07/20	08/17/20	08/20/20	6	3	3	NA	3	3	08/20/20	08/19/21	No	3
Personnel Analyst	01/17/20	02/07/20	03/11/20, 08/21/20	07/15/20, 08/21/20	28	13	7	8	4	4	08/24/20	08/23/21	No	4
Warehouse Worker/Delivery Driver II	01/24/20	02/14/20	03/10/20	08/17/20, 08/18/20	220	64	29	NA	17	17	08/19/20	08/18/21	No	9

*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



Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE September 9, 2020 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
Campus Security Assistant	09/12/2019	09/11/2020	03/11/2021
IT Technician	10/01/2019	09/30/2020	03/30/2021

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	September 9, 2020	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

09/09/2020

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Ajungo, Paula	8/6/2020	Pareducator-Moderate to Severe, 7.0 hrs/182 days, from (PDC) to (First Steps)	Growth Reassignment due to elimination of position
b.	Anderson, Monica D.	8/6/2020	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (YU) to (SW)	Growth Reassignment due to elimination of position
c.	Arrese Panduro, Dally E.	8/24/2020	Bilingual ECE Teacher Assistant from (Site 18) 5.75 hrs/185 days, to (TW) 3.75 hrs/185 days	Replacement for Johana Mayen de Rodriguez Voluntary decrease in hours
d.	Barriga, Susan	8/12/2020	Bilingual Administrative Clerk II, 8.0 hrs/12 mo., from (SESS) to (Educ. Services)	Growth Voluntary Transfer
e.	Brice, Danette M.	8/6/2020	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (CA) to (DC)	Replacement for Nikki Rodio Reassignment due to elimination of position
f.	Carbajal Carlos, Rosicela	8/3/2020	Bilingual Early Childhood Education Teacher Assistant, 5.75 hrs/185 days, from (TW) to (TA)	Growth Voluntary Transfer
g.	Carranza, Selina	8/6/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (PT) to (QV)	Growth Reassignment due to elimination of position
h.	Churgin, David Scott	5/7/2020	Technology Support Liaison, 8 hrs/11 mo., from (MQ) to (D.O.)	Change of location
i.	Churgin, David Scott	08/03/2020	Technology Support Liaison, 8 hrs/11 mo., from (D.O.) to (TW)	Change of location
j.	Echeverria, Emily	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (SW) to (DGM)	Growth Reassignment due to elimination of position
k.	Garcia, Rachel	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (YU) to (DGM)	Growth Reassignment due to elimination of position
l.	Gonzalez, Jenny J.	08/24/2020	Paraeducator-Moderate to Severe (BV) from 5.75 hrs/182 days to 6.5 hrs/182 days	Growth Increase in hours by seniority
m.	Hill, Virginia	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (Site 18) to (First Steps)	Replacement for Mariah Isaac Reassignment due to elimination of position
n.	Konovalov, Zachary	08/03/2020	Technology Support Liaison, 8 hrs/11 mo., from (D.O.) to (MQ)	Change of location
o.	Leplomet, Erica E.	08/06/2020	From Instructional Assistant I (PLP) 5.75 hrs/182 days, to Paraeducator Moderate to Severe (BV) 5.75 hrs/182 days	Growth Promotion
p.	Lottier, Tracey	08/03/2020	Technology Support Liaison, 8 hrs/11 mo., from (PT) to (PLP)	Change of location
q.	Luna, Desiree	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (PT) to (MZ)	Replacement for Danette Brice Reassignment due to elimination of position

Transfers and Reassignments

09/09/2020

r.	Maldonada, Alejandra	08/20/2020	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days, to (YN) 7.0 hrs/182 days	Growth Increased hours by seniority
s.	Montalban, Flor	08/16/2020	Pareducator-Moderate to Severe, 7.0 hrs/182 days, from (PDC) to (PDC)	Growth Reassignment within worksite due to elimination of position
t.	Pagtakhan, Joyce	08/06/2020	Paraeducator Moderate to Severe, 6.5 hrs/182 days, from (BV) to (BV)	Growth Reassignment within worksite due to elimination of position
u.	Parker, David George Jr.	08/03/2020	Technology Support Liaison, 8 hrs/11 mo., from (YU) to (PT)	Change of location
v.	Perez, Heidi J.	07/27/2020	From Bilingual Typist Clerk (SAGE) 5.75 hrs/10 mo., to District Receptionist (D.O.) 8.0 hrs/12 mo.	Replacement for Maritza Abrego Promotion
w.	Reves, Alexis L.	08/06/2020	Pareducator-Moderate to Severe, 6.5. hrs/182 days, from (BV) to (DW)	Growth Reassignment due to elimination of position
x.	Reves, Alexis L.	08/20/2020	Paraeducator-Moderate to Severe, 6.5 hrs/182 days from (DW) to (BV)	Growth Reassignment due to elimination of position
y.	Reyes, Lindsay G.	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (First Steps) to (BS)	Replacement for Darlene Lopez Reassignment due to elimination of position
z.	Robinson, Alisa	08/06/2020	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (YU) to (PT)	Growth Reassignment due to elimination of position
aa.	Romero, Eliseo	08/17/2020	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days, to (YN) 7.0 hrs/182 days	Growth Increased hours by seniority
ab.	Roper, Gabriela	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (SAGE) to (BS)	Replacement for Saren Smith Reassignment due to elimination of position
ac.	Salazar, Jason H.	08/06/2020	Pareducator-Moderate to Severe, 7.0 hrs/182 days, from (Yellen) to (First Steps)	Growth Reassignment due to elimination of position
ad.	Salazar, Lily	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (DW) to (MZ)	Replacement for Ana Ayala Armenta Reassignment due to elimination of position
ae.	Santos, Florinda B.	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (BS) to (JH)	Growth Reassignment due to elimination of position
af.	Seymour, Ashley N.	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (Site 18) to (First Steps)	Replacement for Jenny Gonzalez Reassignment due to elimination of position
ag.	Thornton, Alexis	08/06/2020	Special Education Instructional Assistant I, 5.75 hrs/182 days,	Growth

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	September 9, 2020	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF REVISION TO LEADERSHIP JOB DESCRIPTION: STUDENT INFORMATION SERVICES SUPERVISOR	

BACKGROUND

The job description for Student Information Services Supervisor was established to provide supervision and coordination of the day-to-day operations of Student Information Services that includes the Welcome and Enrollment Center.

STATUS

The proposed revision is presented to modernize the job description to more accurately reflect the essential duties and responsibilities of the position. The salary placement is unaffected.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revision to the job description as presented.

STUDENT INFORMATION SERVICES SUPERVISOR

Bargaining Unit: Management

SALARY RANGE

\$59,133.00 - \$71,877.00 Annually

DEFINITION:

Under the direction of the Assistant Superintendent **Special Education/Student Services, Director of Student Services**, or designee, manages the daily operation, planning, organization and coordination of the Student Information Services Center; provides support and training to appropriate site personnel regarding registration and/or attendance issues.

MAJOR DUTIES AND RESPONSIBILITIES:

1. ~~Manages the daily operation, planning, organization and coordination of the Student Information Services Center;~~
1. Assist and participate in the development and implementation of goals, objectives, policies and priorities of the Student Information Services Center.
2. Supervise, evaluate **and monitor** ~~and train office personnel and oversee the departmental clerical practices and office operations;~~ **assigned staff, and CALPADS LEA Administrator (California Longitudinal Pupil Achievement Data System Local Educational Agency).**
3. **Train office personnel, and oversee the clerical practices and operations of the Welcome and Enrollment Center.**
4. Coordinate class size enrollment with sites to ensure maximum use of classroom space while meeting applicable state, federal, and local mandates, rules, and regulations.
5. Provide assistance to District personnel and communicate with the public regarding District policies and procedures related to student enrollment.
6. Provide support and training to site clerical personnel regarding enrollment and student information issues.
7. Oversee and monitor the accurate and timely completion of **reports** and student enrollment. ~~tasks and computer data entry requirements by staff.~~
8. Schedule staff for both routine and peak load needs.
9. Perform a variety of complex secretarial duties; maintains accurate records; analyzes enrollment data; creates spreadsheets and various reports, as requested.
10. Maintain budget for the Student Information Services Center.
11. ~~Oversee~~ **Manage** and monitor the statewide student information database system; track funding and expenditures, as appropriate.
12. **Attend trainings, meetings, and other District activities pertaining to the position.**
13. ~~Perform related duties, as assigned.~~ **Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.**

QUALIFICATIONS:

Knowledge of:

1. Methods and procedures of management, organization and supervision.
2. Various computer software programs.
3. Modern office practices, procedures, processes and equipment.
4. ~~District policies and procedures.~~
5. Oral and written communication skills.
6. English usage, punctuation, spelling, and grammar; basic mathematical concepts.

Ability to:

1. Plan, organize and coordinate a variety of office functions.
2. Supervise, train, evaluate and review activities of office personnel.
3. Read, understand, interpret and explain District policies and applicable state and federal laws.
4. Understand, interpret and apply oral and written directions.
5. Establish and maintain cooperative relationships with those contacted in the course of work.
6. Communicate clearly and effectively, both in oral and written form.

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:

~~Completion of the 12th grade~~ **High school diploma** or equivalent.

Experience:

Four years increasingly responsible office/administrative experience, including technical data analysis and some office management **and supervisory** experience.

License and Certifications:

- **Possession of an appropriate**, valid California driver's license ~~with acceptable DMV printout~~
- **Ability to be covered under the District property/liability insurance**
- Use of personal vehicle may be required for travel to and from school sites during the workday

WORK ENVIRONMENT:

PHYSICAL CHARACTERISTICS:

~~The physical characteristics described in the attachment~~ are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Work is usually performed in an office environment, in direct contact with students, other staff and the public, with exposure to minor contagious illnesses. Incumbent is exposed to the normal risks and hazards of operating computer-related equipment. Position requires digital dexterity to operate office equipment; ability to read printed matter and computer screens.

Optional Second Language Requirement:

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	September 9, 2020	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM STUDENT INFORMATION SERVICES SUPERVISOR	

BACKGROUND

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

STATUS

The physical/mental demands articulated in the ADA Compliant Form for Student Information Services Supervisor is provided to support the proposed revisions to the job description.

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

STUDENT INFORMATION SERVICES SUPERVISOR

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

Comments:

Lifting: During ESSENTIAL Functions * Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-F	O-F	O	Paper, office supplies/equipment, books, materials
11-25	I-O	I-O	I-O	Office supplies/equipment, books
26-50	I	I	I	Office/computer equipment; chairs
51-75*	N	N	N	
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-C	Up to 100'	Paper, office supplies/equipment, books
11-25	O-F	Up to 100'	Office supplies/equipment, books, materials; laptop computer
26-50	I	Up to 10'	Office/computer equipment; chair
51-75*	N	N	
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-C	Writing instruments; office supplies, computer mouse
Fine Manipulation	O-C	Writing instruments; office supplies, computer mouse
Gross Grasp	I	Office supplies/equipment
Gross Manipulation	I	Office supplies/equipment
Power Grasp	I-N	

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

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	1-12		
Hearing	C	1-7, 11-12		
Speaking	F-C	1-7, 11-12		
Reading	F-C	1-12		
Writing	F	1-12		
Math	O-F	1-12		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	C	Climate-controlled environments		
Outdoors	O	Site/dept. visitations; seasonal weather		
Cold	O-F	Site/dept. visitations; seasonal weather; climate-controlled environments		
Heat	O	Site/dept. visitations; seasonal weather; climate-controlled environments		
Humidity	I-O	Site/dept. visitations; seasonal weather; climate-controlled environments		
Temperature Swings	F	Site/dept. visitations; seasonal weather; climate-controlled environment		
Dust/ Wind	O	Office environment; site/dept. visitations; weather		
Noise	F	Site/dept. visitations; office machines; office staff; telephone		
Vibration	O	Office/computer equipment; automobile		
Fumes/ Odors	O	Foods; fragrances; cleaning agents; exhaust from automobile		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	N-I	Defective office equipment		
Electrical Hazards	N-I	Electrical cords; plugging/unplugging		
Explosive Hazards	N			
Safety Equipment/Training/Attire: Dress code in accordance with Board policy; PPE when necessary (i.e. face masks, disposable gloves; sanitizing wipes/spray)				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer, office equip.	F-C		
Operate automobile	O		

WORK SETTING				
Brief Description of Work Site: Central Office				
Breaks: as per legal guidelines		Overtime: Exempt		
Supervised by: Asst. Supt. of SESS; Director, Student Services		Supervises: Assigned staff		
Number of Employees at Work Site: Varies				
Characteristics of Site:	%		%	
Informal	50	Formal	50	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	70	Variable Tasks	30	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Dr. Cassandra Ziskind		Director, Student Services	8/31/2020
Armando Ledezma		Student Information Services Supervisor	8/31/2020
Mary Theus		Director, Personnel Commission	8/31/2020
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Other			
Other Sources of Information:			

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: September 9, 2020 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: RATIFICATION OF REQUEST FOR VOLUNTARY DEMOTION

BACKGROUND

Consistent with the Personnel Commission Rules and Regulations, Chapter 6, Section 4, Item 6.19(A), the Personnel Commission shall ratify requests for voluntary demotion to a classification with a lower maximum pay range where a vacancy exists. Approval of the department head and that of the head of the receiving department were obtained in accordance with the rules.

Employee	Effective Date	From	To
09-1849-19/20	09/08/2020	Student Information Services Supervisor	Administrative Secretary

RECOMMENDATION

It is recommended that the Personnel Commission ratify the request(s) for voluntary demotion as presented.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	September 9, 2020	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	FIRST READING – PROPOSED REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS: CHAPTER 3, SECTION 3 - RECLASSIFICATION	

BACKGROUND

Chapter 3, Section 3 of the Personnel Commission Rules and Regulations does not correspond with the appropriate sections of the Education Code regarding reclassification. However, there are areas where the Commission may utilize discretion.

STATUS

The proposed revisions to the Personnel Commission Rules and Regulations are in alignment with the Education Code sections 45285 and 45285.5, and the collective bargaining agreement, as appropriate. Additional language has been added to define procedures.

The proposed changes are now presented for a first reading and a copy will also be provided to CSEA for review. This item will be brought back for a second reading and/or approval at the next regular meeting.

SECTION 3 RECLASSIFICATION

ITEM 3.17 REQUESTS FOR STUDY

Requests for the classification study of existing positions may be initiated by an employee, the District Administration with the approval of the Superintendent, a recognized employee organization, or the Personnel Commission Director. Requests initiated by an employee or an employee organization shall include shall be presented to the Personnel Commission Director together with a statement of the reasons for requesting study. Requests for study may be initiated by the administration, with the approval of the Superintendent, or by employees or employee organizations, or by the Personnel Commission Director. All such requests shall be accompanied by a statement a listing of the current authorized duties of the position(s) and any prospective changes, and a statement indicating the reasons the employee feels a reclassification is justified. Requests initiated by the District Administration shall include the above information as well as a statement by the employee's supervisor verifying the authorized duties of the position. All information pertinent to the request for study shall be presented to the Personnel Commission Director.

~~ITEM 3.18~~ EFFECTIVE DATE OF RECLASSIFICATION

~~Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for examinations to be completed, but for not more than three (3) months.~~

ITEM 3.18 3.18 EFFECTS ON INCUMBENTS

When all of the positions in a class are reclassified to a higher class, the incumbents of the positions who have been in the class for ~~three~~ two or more years in one or more of the positions being reclassified may be reclassified with their position as provided by the Personnel Commission rule. When a portion of the positions within a class are reclassified to a higher class, an incumbent who has a continuous employment record of ~~three (3)~~ two (2) or more years in one or more of the positions being reclassified may be reclassified with the position as provided by Personnel Commission rule.

The basis for reclassification of the position must be a gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. Determinations as to gradual accretion will shall be decided by on the basis of the guidelines provided by Personnel Commission rules.

An employee who has been reclassified with their position shall be ineligible for subsequent reclassification with their position for a period of at least ~~three (3)~~ two (2) years from the date of the classification or reclassification. initial action.

No position classification or reclassification plan which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the Commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposed classifications or reclassifications.

ITEM 3.19 DEFINITION OF GRADUAL ACCRETION

For purposes of these rules, the gradual accretion of the measurable addition of duties must occur for at least two (2) complete years of regular and continuous service within the assignment basis of the class or position. Determination as to gradual accretion will be based on an analysis of data to be supplied by the division or school, as well as the Personnel Commission staff, regarding the following factors:

- A. The nature and scope of each identified change in duties and responsibilities
- B. The exact or approximate date the incumbent began the performance of the newly required duties and responsibilities.
- C. The conditions which led to the association of the added duties and responsibilities.
- D. Evidence of the employee's performance of the added duties and responsibilities.

ITEM 3.20 NOTIFICATION OF RECLASSIFICATION

Notification of a recommendation for the classification or reclassification of a position or employee shall be given to the employee(s) affected, their exclusive representative, the employee's supervisor, and the District Administration before the classification proposal is adopted.

ITEM 3.21 RECLASSIFICATION OF VACANT POSITION(S)

If a reclassification occurs to a vacant position, the position shall be filled through normal selection procedures.

ITEM ~~3.18~~ 3.22 EFFECTIVE DATE OF RECLASSIFICATION

Reclassification of a position shall become effective on the date prescribed by the Commission and shall not have retroactive effect. Effective dates may be set sufficiently in the future to allow time for an examination procedure to be completed, but for not more than three (3) months from the date of the Commission's action.

ITEM 3.23 SALARY PLACEMENT AFTER RECLASSIFICATION

When a position is reclassified upward, incumbents who are to be reclassified with the position shall be placed on the step within the new range that represents at least five-percent (5%) increase in salary, unless the new range has a top step of less than a five-percent (5%) difference, in which case salary placement will be at the top step of the new range.

REFERENCES: Education Code Sections 45285; 45285.5
CBA Article VII, Item 7.11
CSPCA Model Merit Rules