



PERSONNEL COMMISSION

Wednesday, October 14, 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: October 14, 2020 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission-10/14/2020

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/97558092238>

Or iPhone one-tap:

US: +12133388477,,97558092238#

Or Telephone:

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

US: +1 213 338 8477

MEETING ID: 975 5809 2238

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 – September 9, 2020

ACTION

13-20/21

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 | <u>ACTION</u> |
| 1. Ratification of Eligibility Lists | 14-20/21 |
| 2. Extension of Eligibility Lists | |
| 3. Nullification of Eligibility Lists | |
| 4. Ratification of Transfers | |

- | | |
|--|----------------------|
| IV. NEW BUSINESS | <u>ACTION</u> |
| A. Approval of Initial Salary Placement:
Occupational Therapist | 15-20/21 |
| B. Second Reading and Approval
Revision to Personnel Commission Rules and Regulations
Reclassification - Chapter 3, Section 3, Item 3.19 | 16-20/21 |
| C. 2019-2020 Personnel Commission Annual Report | 17-20/21 |

- V. INFORMATION/COMMENTS**
- A. Classified Update
 - B. Director, Personnel Commission
 - 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 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

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: November 11, 2020 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of September 9, 2020 Regular (Virtual) Meeting

Zoom Meeting ID: 961 8228 5225

CALL TO ORDER	Chairperson Kathleen Duren called the meeting to order at 5:40 P.M., followed by the Pledge of Allegiance led by Commissioner Thompson.
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
PRELIMINARY BUSINESS	Approval of Meeting Minutes Commissioner Thompson motioned to approve the minutes recorded for the August 12, 2020 regular meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	No comments offered.
PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS	Helena Perkins, CSEA President, articulated her appreciation to the Commission as well as Ms. Theus for her communication and notifications regarding very important items concerning the Personnel Commission and potentially CSEA.
CONSENT AGENDA	Commissioner Thompson 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 Revision to Leadership Job Description: Student Information Services Supervisor Commissioner Thompson motioned to approve the proposed revisions to the leadership job description, with Commissioner Speights providing a second. Commissioner Duren remarked that she appreciates Ms. Theus' efforts to keep job descriptions fresh and current. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i> Approval of Americans with Disabilities Act (ADA) Compliance Form: Student Information Services Supervisor Commissioner Thompson motioned to approve the ADA Compliance Form, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i> Ratification of Request for Voluntary Demotion Commissioner Thompson motioned to ratify the request for the voluntary demotion of permanent employee, 09-1849-19/20. Commissioner Speights provided a second, and the motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>

AGENDA REPORTS

First Reading: Proposed Revision to Personnel Commission Rules and Regulations: Chapter 3, Section 3, Item 3-19 – Reclassification

The Commission conducted a first reading of proposed revisions to its rules. The item will be brought back for a second reading and/or approval at the next regular meeting.

INFORMATION/REPORTS

Classified Update

Ms. Theus distributed the Classified Update. She gave a brief overview of postings and examinations in progress. The update is attached as part of the official minutes.

Comments from Director, Personnel Commission

Ms. Theus shared information on the District's meal distribution to anyone 18 years or younger, and the locations and times for the distributions. The Child Nutrition Department will provide more information to interested parties. She also mentioned that Student Services has taken the Welcome and Enrollment Center on the road. The department is utilizing a bus to park at school sites and other areas in town to make it convenient for parents to enroll their child in school. Ms. Theus conveyed if families have questions regarding enrollment, they should be referred to the Welcome and Enrollment Center for assistance.

Comments from Commissioners

Commissioner Thompson stated that she is amazed of how creative we are forced to become just to keep our heads above water this school year. She is very pleased with what she is seeing.

Commissioner Speights reported that he visited 6 schools over the past two weeks, and is amazed at how well they are operating. Congratulations to all.

Commissioner Duren agreed with comments from her colleagues. She stated it is absolutely remarkable what staff can accomplish in these pandemic times. She hopes that by the beginning of the new year, usual operations will resume, especially knowing how creative we can be when we move forward. Mrs. Duren further stated that he is particularly appreciative of the District continuing with the family feeding. She started her career at PSD in this area, which is where her heart lies. Kudos to everyone.

RECESS TO CLOSED SESSION

No recess.

ADJOURNMENT

On a motion by Commissioner Thompson and second by Commissioner Speights, with Commissioner Duren voting aye, the meeting adjourned at 5:56 P.M.

Respectfully submitted,

Mary L. Theus

Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Deneese Thompson, Vice Chairperson

Dale Speights, Commissioner

Classified Update for September 9, 2020

Testing Status:

Accounting/Data Processing Technician	Performance/Written exam – 09/09, 09/10/20; QAI – 09/18/20
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	QAI – 09/01/20
Executive Assistant Non-Confidential	Performance/Written exam – TBD
Family Partnership Specialist	Screening
Maintenance Worker II	Written Exam – TBD
Paraeducator Moderate to Severe	Written Exam – 09/09/20; QAI – 09/23/20
Paraeducator – Translator (DHH)	Written Exam – 09/04/20
Special Education Instr Assistant	Written Exam – 09/14 – 9/18/20; QAI – 09/23/20

Postings:

Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Social Emotional Learning Specialist	Closes 10/02/20

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	October 14, 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.

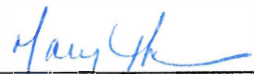
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
October 14, 2020**

CLASSIFIED RECRUITMENT SUMMARY REPORT

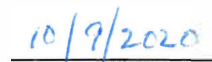
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Accounting/Data Processing Technician	08/10/20	08/28/20	09/09, 09/10/20	09/18/20	28	20	4	4	4	4	09/18/20	09/17/21	No	4
Family Partnership Specialist	07/27/20	08/14/20	09/21/20	09/28/20	29	12	12	NA	12	12	09/28/20	09/27/21	No	11
Maintenance Worker II	01/24/20	02/14/20	03/09/20	10/01/20	100	35	2	NA	1	1	10/02/20	10/01/21	No	16
Maintenance Worker II - Reposted	06/15/20	07/03/20	9/21, 9/22/20		136	49	24	NA	20	20				
Paraeducator Moderate to Severe	07/08/20	07/28/20	09/09/20	09/23/20	47	8	3	NA	3	3	09/29/20	09/28/21	*Yes	6
Paraeducator Translator DHH	04/28/20	05/19/20	09/04/20	10/06/20	13	13	8	NA	7	7	10/06/20	10/05/21	No	5
Special Education Instructional Assistant	03/05/20	03/25/20	9/14, 9/15, 9/16, 9/17, 9/18/20	09/23/20	74	66	19	NA	19	19	09/29/20	09/28/21	*Yes	11

*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: October 14, 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
Accounting Clerk I	10/21/2019	10/20/2020	04/20/2021
Library Aide	10/21/2019	10/20/2020	04/20/2021
Reprographics Technician	10/29/2019	10/28/2020	04/28/2021

RECOMMENDATION

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

DATE	October 14, 2020		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
Paraeducator-Moderate to Severe	06/22/2020	06/21/2021
Special Education Instructional Assistant	12/12/2019	12/11/2020

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	October 14, 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

10/14/2020

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Castillo, Heidy K.	8/31/2020	From Administrative Secretary (P.C.) to Leaves Analyst (H.R.) 8.0 hrs/12 mo.	Growth
b.	Fait, Jeffrey Leon	9/14/2020	Custodian I, 8.0 hrs/12 mo., from (CM) to (YU)	Replacement for Teodulo Morales Reassignment due to elimination of position
c.	Fields, Monet	7/30/2020	Mental Health Intensive Case Manager, from (Parent Center) to (Yellen) 8.0 hours/12 mo.	Change of location
d.	Garcia, Enrique A.	9/14/2020	Custodian I, 8.0 hrs/12 mo., from (QV) to (Site 18)	Growth Reassignment due to elimination of position
e.	Haney, Brittany M.	9/15/2020	Child Nutrition Assistant I, 3.0 hrs/182 days, from (MZ) to (OC)	Replacement for Nora Rivas Transfer at discretion of District
f.	Hess, Alan	9/17/2020	Custodian I, 8.0 hrs/12 mo., from split assignment (PC/YN) to (YN)	Growth Reassignment due to elimination of position
g.	Jones, Antonio D.	9/14/2020	Custodian I, 8.0 hrs/12 mo., from (PT) to (Site 18)	Growth Reassignment due to elimination of position
h.	Ledezma Jr., Armando	9/8/2020	From Student Information Services Supervisor (WEC) to Administrative Secretary (Risk Mgmt) 8.0 hrs/12 mo.	Voluntary Demotion Replacement for Kandace Herrera
i.	Rezvani Khalabajadi, Anita	08/26/2020	ECE Teacher Assistant, (TW)from 3.75 hrs/185 days to 5.75 hrs/185 days	Replacement for Lourdes Monterroso Increased hours by seniority
j.	Silvestre, Barbara J.	09/01/2020	From Special Education Instructional Assistant I, to Special Education Instructional Assistant II (SH) 5.75 hrs/182 days	Completion of coursework
k.	Valencia, Paulina B.	08/26/2020	Paraeducator-Moderate to Severe, (PDC) from 5.75 hrs/182 days to (YN) 7.0 hrs/182 days	Replacement for Gricelda Zarazua Increased hours by seniority

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	October 14, 2020	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF SALARY SCHEDULE PLACEMENT: OCCUPATIONAL THERAPIST	

BACKGROUND

In accordance with Personnel Commission Rules and Regulations, Item 7.6, the initial salary placement is the first step of the salary range as approved by the Commission. An accelerated pay rate may be established in classifications where recruitment efforts are difficult. The initial salary placement may be set beyond the first step, but not to exceed the third step, with the recommendation of the Superintendent as well as the approval of the Board and Commission.

STATUS

Recruitment efforts for the classification of Occupational Therapist are ongoing and challenging. This is a position that is difficult to fill because of the certification and minimum qualification requirements. Two qualified candidates, 44476321 and 44522064, were recently selected for contingent hire.

With the approval of the Superintendent, the annual salary recommendation for the Occupational Therapist candidates is Step 3 (\$88,839) of the appropriate salary schedule for this position.

RECOMMENDATION

It is recommended that the Personnel Commission approve the initial salary placement as recommended.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	October 14, 2020	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	SECOND READING AND APPROVAL - REVISIONS TO THE PERSONNEL COMMISSION RULES AND REGULATIONS: CHAPTER 3, SECTION 3 - RECLASSIFICATION	

BACKGROUND

Chapter 3, Section 3 of the Personnel Commission Rules and Regulations regarding reclassification does not correspond with pertinent sections of the Education Code; therefore, this requires action from the Personnel Commission.

STATUS

The proposed revisions to the Personnel Commission Rules and Regulations are needed to align with sections 45285 and 45285.5 of the Education Code. Additional language has been added to support the collective bargaining agreement with respect to salary placement, and define procedures for a reclassification. These changes are now presented for a second reading and/or approval.

RECOMMENDATION

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

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 a listing of the current authorized duties 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 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 two or more years in one or more of the positions being reclassified may be reclassified with their position as provided by 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 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 shall be on the basis of 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 two (2) years from the 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 3.22 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.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	October 14, 2020	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF 2019-2020 PERSONNEL COMMISSION ANNUAL REPORT	

BACKGROUND

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

STATUS

The annual Personnel Commission report prepared for 2019-2020 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



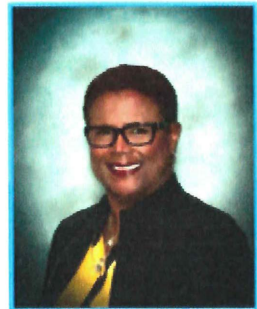
Kathleen Duren - Board Appointee

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: 10 Regular and 1 Special Meeting

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

Recruitment and Selection

The statistics shown from the last three years identify in part, the standard recruitment and selection activities performed by the Personnel Commission staff during 2019-2020.

RECRUITMENT			
CATEGORIES	2017-2018	2018-2019	2019-2020
Recruitments	94	71	69
Job Posting Hits (public views)	145,446	107,251	122,575
Applications Submitted	5,062	4,583	5,149
Examinations Conducted			
Written	118	102	102
Performance	34	39	30
Proficiency (Basic Skills)	49	22	39
Oral (QAI)	42	50	45
Eligibility Lists Certified	76	70	55

CATEGORIES	2017-2018	2018-2019	2019-2020
Substitute Recruitments **	55	27	25
Job Posting Hits (public views)	36,401	28,136	33,021
Applications Submitted	2,409	1,969	2,463
Examinations Conducted	59	65	82
Candidates Qualified/Referred	347	311	332

** Includes recruitments posted continuously.

EMPLOYMENT			
CATEGORIES	2017-2018	2018-2019	2019-2020
New Employees	144	122	115
Substitute/Casual to Regular	76	59	54
Promotions	46	31	57
Transfers	44	36	34
Reassignments	54	58	55
Reemployment/Reinstatements	2	8	13
Seniority Offers for Increased Work Hours and/or Work Year)	55	50	124
Appeal Hearings	0	1	0

NEW/REVISED CLASSIFICATIONS 2019-2020		
Bilingual Typist Clerk	District Chef	Director-Classified Personnel
Leaves Analyst	Facilities Planner	

RULE REVISIONS 2019-2020		
11/13/2019	PC Rules 8.1.I and 8.1.Q	Leaves of Absence

HIRES BY DIVISION			
DIVISIONS	2017 - 2018	2018 - 2019	2019 - 2020
Business Services	104	77	53
District Office	0	1	3
Early Childhood	35	31	15
Educ. Services	4	3	4
H.R. / Pers. Comm.	4	7	6
School Sites	96	121	178
Sp Ed/Student Svcs	66	26	11

Data represents new hires, promotions, rehires/reinstatements, transfers, and substitute to regular employment. Assistants hired within the special education program are documented as school site appointments.

APPLICANT RESPONSE TO ADVERTISING SOURCES			
SOURCES	2017 - 2018	2018 - 2019	2019 - 2020
A.V. Press	1%	0	0
CASBO/EdJoin	1%	1%	1%
District Employee	11%	11%	13%
District Website/ Bulletin	37%	34%	38%
EDD Office	1%	1%	1%
Internet Sites	35%	37%	33%
Other	13%	15%	13%
Walk-In	1%	1%	1%

Classifications Filled by New Hires 2019 - 2020		
Accounting/Data Processing Technician (1)	Accounting Clerk II (3)	Administrative Assistant-Confidential (1)
Benefits Payroll Clerk (2)	Bilingual Early Childhood Education Teacher Assistant (2)	Bilingual Typist Clerk (3)
Child Nutrition Assistant I (10)	Child Nutrition Cashier (1)	Crossing Guard (8)
Early Childhood Education Teacher Assistant (5)	Early Childhood Education Disabilities/Mental Health Specialist (1)	Health Assistant-LVN (2)
Instructional Assistant (22)	Library Aide (4)	Mental Health Intensive Case Manager (1)
Noon Duty/Campus Assistant (13)	Occupational Therapist (2)	Paraeducator-LVN (5)
Paraeducator-Moderate to Severe (3)	Special Education Instructional Assistant (23)	Student Interventionist (2)
Technology Support Liaison (2)	On September 18, 2018, Governor Jerry Brown signed Assembly Bill 2160 ("AB 2160"), which expands the rights of part-time playground positions (commonly called "noon duty aides") by making them part of the classified service for merit system districts. These employees were previously excluded from the classified service and could be released at any time. Noon Duty personnel working prior to January 1, 2019 became permanent employees without a probationary period. Persons hired after January 1, 2019 were processed through the Personnel Commission and must serve a probationary period.	



EMPLOYEE RECOGNITIONS

2017-2018 2018-2019 2019-2020

Barrel Springs Patricia Fehribach Erica Doyle Patricia Fehribach	Buena Vista Caroline Heller Argelia Alvarez Amelia Richardson-Eshun	Cactus Magnet Academy Rocio Chamorro-Rosado Rafael Astolpho Begoña Nakasu	Chaparral Tina Wiebe Veronica Rojas Ana Robinson
Cimarron Natashia Finley Jalees Liudo Diane Lorenzana	David G. Millen Magnet Academy Anthony Flowers Art Aceves Valeria Osuna	Desert Rose Gabriela Vasquez Jacqueline Kelly Natasha Almanza	Desert Willow Fatima Moore Thomas Murray Rebecca Fraire
Dos Caminos Dual Immersion Victor Romero Theodore Landreth Araceli Barajas	Early Childhood Education Carmen Ruvalcaba Claudia Herrera Amparo Carrillo-Garcia	First Steps Special Ed. Preschool Jamie Varalyay Laura Shoff	Golden Poppy Cathi Escobar Danielle Ammerman Jessica Albornoz
Joshua Hills Rosa Talavera Jose Ortiz Cherie Curtis	Los Amigos Dual Immersion Dalit Molina Daniel King Jacqueline Chavarria	Manzanita Elisa Arriaga-Castillo Jasmin Ruelas Russell Anderson	Mesquite Stephanie Powell Geraldine De Dios Brandie Strachan
Oak Tree Learning Center Sandra Ybarra Brad Squires Susy Martel	Ocotillo Patricia Rivera Melissa Bowden Jazmin Colmenero	Palm Tree Eva Garcia Guillermina Lopez Martha Camarena	Palmdale Discovery Center Gabriela Rubio; Guadalupe Cosme Robert Wynkoop
Palmdale Learning Plaza Elise Haden Patricia Ratcliff	Quail Valley Crystal Cabrera Annette Childree Dawn Bradford	S.A.G.E Magnet Academy Chantell Schechter Janet Barragan Heidi Perez	Shadow Hills Magnet Academy Kandace Herrera Lewis Wright Norma Mendoza
Summerwind Victoria Jones Angela Celeste Jose Rodriguez	Tamarisk Michael Vaughn Guadalupe Ordaz Yvette Jones	Tumbleweed Anna Meza Luz Gomez Loida Arreola	Yellen Learning Center LaQuinta Mitchell Aldo Lozano Gladys Weeks
Yucca Martha Coleman Thomas Andersen Kimberly Tenuta	<u>District Office</u> <div> Astrid Cante Emerald Garcia Wendy Powell </div> <div> Gratziella Wolf </div> <div> Lizbet Dunning Luis Jimenez Valerie McOwen Jamie Mosley Andrea Ortiz </div>		<u>DISTRICT EMPLOYEES OF THE YEAR</u> <div> Natashia Finley Anthony Flowers Jaleesa Liudo Luis Jimenez </div> <div> Cimarron David G. Millen Cimarron District Office </div>

★ Acknowledgements

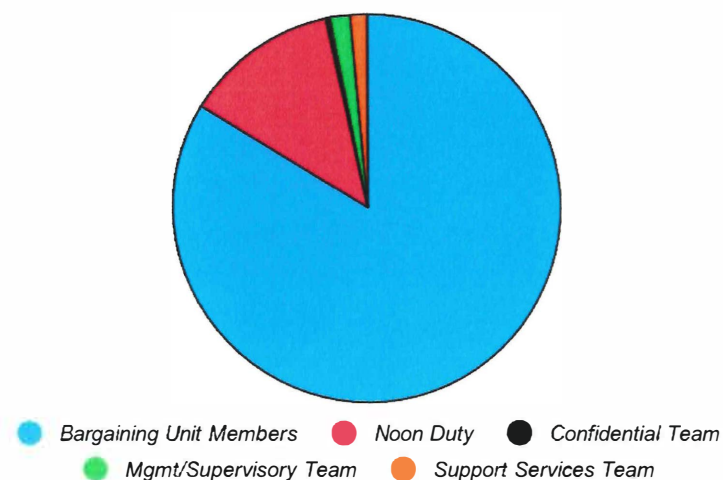
The Personnel Commission of the Palmdale School District has been able to perform its activities and responsibilities in an effective manner and would like to extend our gratitude to the classified employees, the Board of Trustees, CSEA, and District administration for their cooperation and support.

Our sincere appreciation to the individuals from the following organizations, 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 screening and interview panels. Your willingness to serve and share your expertise is invaluable to Merit System operations.

- ★ Antelope Valley Union High School District
- ★ Child Care Resource Center (CCRC)
- ★ HPLE
- ★ Keppel Union School District
- ★ Lancaster School District
- ★ Santa Ana Unified School District
- ★ William S. Hart Union High School District
- ★ Wilsona School District

Classified Workforce

The classified workforce for 2019-2020 consists of 1,432 employees that include CSEA bargaining unit members, Noon Duty personnel, Support Services, Confidential, and Management/Supervisory employees.



Bargaining Unit Members: 1,200
Confidential Team: 6
Support Services Team: 19

Noon Duty/Campus Asst.: 183
Mgmt/Supervisory Team: 24



PERSONNEL COMMISSION STAFF			
Mary Theus..... Director, Personnel Commission		Elvira Cova..... Personnel Analyst	
Heidy Castillo..... Administrative Secretary		Adriana Garcia..... 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.