



**PERSONNEL COMMISSION**

Wednesday, December 09, 2020 - 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: December 09, 2020 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 12/09/2020

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/93040106764>

Or iPhone one-tap:

US: +12133388477,, 93040106764#

Or Telephone:

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

US: +1 213 338 8477

**MEETING ID: 930 4010 6764**

**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. Organizational Procedure – Appointments Commencing January 1, 2021
- Chairperson of the Personnel Commission
  - Vice-Chairperson of the Personnel Commission

M. Theus

- B. Approval of Meeting Minutes – November 10, 2020

**ACTION**  
22-20/21

**II. PUBLIC COMMENTS**

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

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

In compliance with the American with Disabilities Act, if you need special assistance in this meeting, please contact the Personnel Commission office at 661 285 2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

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

**III. CONSENT AGENDA**

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

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

**ACTION**  
23-20/21

**IV. NEW BUSINESS**

- A. Approval of Eligibility List with Fewer than Three Ranks:  
Bilingual Early Childhood Education Teacher Assistant
- B. Approval of Reclassification Request  
Assistant Director, Human Resources to Director-Classified Personnel

**ACTION**  
24-20/21

**ACTION**  
25-20/21

**V. INFORMATION/COMMENTS**

- A. Classified Update
- B. Comments from Director
- C. Comments from Commissioners

**VI. RECESS TO CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
1. 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: January 13, 2021 at 5:30 P.M.**

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

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of November 10, 2020 Rescheduled Regular (Virtual) Meeting**

Zoom Meeting ID: 944 3298 2714

CALL TO ORDER	The meeting was called to order at 5:37 P.M. by Commissioner Duren, 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
STAFF PRESENT	Ms. Mary Theus, Director, Personnel Commission
PRELIMINARY BUSINESS	<b>Approval of Meeting Minutes</b> Commissioner Thompson motioned to approve the minutes recorded for the October 14, 2020 regular meeting, with Commissioner Duren providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	Mr. Ryan Beardsley, Assistant Superintendent of Human Resources, thanked all employees across the District who are veterans, and conveyed his appreciation for their service in advance of Veteran's Day. He also thanked the Commission for reviewing his formal written request for a reclassification. He stated he is available to respond to questions at the appropriate time outlined on the agenda.
PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS	No comments offered or heard.
CONSENT AGENDA	Commissioner Thompson motioned to approve the Consent Agenda as presented, with Commissioner Duren providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
NEW BUSINESS	<b>Approval of Eligibility List with Fewer Than Three Ranks: Attendance Clerk</b> Commissioner Thompson motioned to approve the eligibility list, with Commissioner Duren providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>  <b>Approval of Eligibility List with Fewer Than Three Ranks: Executive Assistant Non-Confidential</b> Commissioner Thompson motioned to approve the eligibility list, with Commissioner Duren providing a second. Ms. Theus confirmed the lists will be utilized to fill future vacancies, but administrators are not obliged to hire from a list with less than three ranks. There will be a future recruitment to merge additional candidates to the list. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
DISCUSSION ITEMS	<b>Request for Reclassification: Director-Classified Personnel</b> The Commission had no questions or comments regarding this item. It will be brought back for action at the next regular meeting in December.

## **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 congratulated Commissioner Duren on her reappointment to the Personnel Commission as the Governing Board's appointee. She also wished a Happy Veteran's day to military personnel who have served and continue to serve.

### **Comments from Commissioners**

Commissioner Duren stated she is honored and appreciative of her reappointment to the Personnel Commission for another term. She echoed previous comments regarding Veteran's Day, and announced that it is the 245<sup>th</sup> Birthday of the United States Marine Corp.

## **CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
1. Confidential/Personnel Matters

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

The Commission recessed to closed session at 5:48 P.M.  
The Commission reconvened to open session at 6:02 P.M.

## **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. Confidential/Personnel Matters

There was no action taken to report out.

## **ADJOURNMENT**

On a motion by Commissioner Thompson and second by Commissioner Duren, and Commissioner Speights voting yes, the meeting adjourned at 6:03 P.M.

Respectfully submitted,



Mary Theus

Director, Personnel Commission

## **APPROVED:**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice Chairperson

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Dale Speights, Commissioner

### **Classified Update for November 10, 2020**

#### **Testing Status:**

Accounting Clerk II	Performance/written exam – 11/10/20, 11/12/20, 11/13/20
Accounting/Data Processing Technician	Performance/written exam – 11/03/20, 11/04/20, 11/05/20, 11/09/20; QAI – 11/16/20
Bilingual/ECE Teacher Assistant	Written Exam – 10/08/20; QAI – 11/04/20
Bilingual School Secretary	Screening; test dates pending
Health Assistant/LVN	Performance/written exam – 11/16/20, 11/17/20
Student Information Services Supervisor	Performance/written – 10/28/20; QAI – 11/05/20

#### **Postings:**

Accounting Clerk II	Closed 10/28/20
Bilingual ECE Teacher Assistant	Continuous
Bilingual School Secretary	Closed 11/03/20
Child Nutrition Assistant I	Closes 11/19/20
ECE Teacher Assistant	Continuous
Health Assistant/LVN	Closed 11/03/20
Instructional Assistant I	Closes 11/10/20
Library Aide	Closed 11/04/20
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 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  
December 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
Accounting Clerk II	10/08/20	10/28/20	11/10, 11/12, 11/13/20	11/19/20	48	32	8	9	7	7	11/30/20	11/29/21	No	7
Accounting/Data Processing Technician	10/05/20	10/23/20	11/3, 11/4, 11/9/20	11/16/20	49	36	12	15	11	11	11/17/20	11/16/21	*Yes	10
ECE Teacher Assistant	07/10/20	Cont.	10/08/20	11/04/20	75	8	5	NA	4	4	11/09/20	11/08/21	*Yes	4

\*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 December 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
Administrative Clerk I	06/24/2019	12/23/2020	06/23/2021
Administrative Secretary	06/26/2019	12/25/2020	06/25/2021
Child Nutrition Assistant III	12/11/2019	12/10/2020	06/10/2021
Custodian II	06/25/2019	12/24/2020	06/24/2021

**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 December 9, 2020 REPORT

TO: Personnel Commission   X   ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

**STATUS**

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Accounting/Data Processing Technician	09/18/2020	09/17/2021
ECE Teacher Assistant	01/27/2020	01/26/2021

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 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

12/09/2020

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Castellanos, Griselda	11/02/2020	From Parent/Community Liaison (SAGE) 8.0 hrs/182 days, to Family Services Advocate (ECE) 8.0 hrs/12 mo.	Promotion Growth
b.	Iraheta, Esthefany A.	11/17/2020	Bilingual Administrative Secretary from (Ch. Nutr.) to (Pers. Comm.) 8.0 hrs/12 mo.	Voluntary Transfer Replacement for Heidy Castillo
c.	Nava, Stephanie	11/02/2020	From Parent/Community Liaison (TA) 8.0 hrs/182 days, to Family Services Advocate (ECE) 8.0 hrs/12 mo.	Promotion Growth
d.	Panduro, Paulina	11/02/2020	From Family Services Advocate (ECE), to Family Partnership Specialist (ECE) 8.0 hrs/12 mo.	Promotion Replacement for Leticia M. Perez
e.	Serrano, Maria	11/02/2020	Accounting/Data Processing Technician from (Fiscal) to (ECE) 8.0 hrs/12 mo.	Voluntary Transfer Replacement for Mary M. Varalyay
f.	Sewalson, Nicole	11/13/2020	From Child Nutrition Assistant II (DGM) 5.75 hrs/182 days, to Child Nutrition Manager (MZ) 8.0 hrs/10 mo.	Promotion Replacement for Mary L. Jeffrey
g.	Tacanga, Xiomara	11/02/2020	From Bilingual ECE Teacher Assistant (ECE) 5.75 hrs/185 days, to Family Services Advocate (ECE) 8.0 hrs/12 mo.	Promotion Growth
h.	Zayas Garcia, Catherine A.	11/02/2020	From Bilingual Instructional Assistant (DGM) 5.75 hrs/182 days, to Parent/Community Liaison (MZ) 8.0 hrs/182 days	Replacement for Karla Solano

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	December 9, 2020		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: Bilingual Early Childhood Education Teacher Assistant		

**BACKGROUND**

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

**STATUS**

Recruitment efforts for the classification of Bilingual Early Childhood Education Teacher Assistant are challenging. This is a position that is posted continuously and difficult to fill because of the minimum qualifications. There is one eligible applicant from a recent recruitment that met all minimum qualifications and successfully completed the competitive examination process.

To support the Early Childhood Education needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified. The candidate will be merged to the existing list.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the eligibility list for Bilingual Early Childhood Education Teacher Assistant with Leaves Analyst as presented with one eligible candidate.


**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
December 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
Bilingual ECE Teacher Assistant	07/10/20	Cont.	11/04/20	11/04/20	39	3	2	NA	1	1	11/09/20	11/08/21	Yes	2

\*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

12/4/2020

Date

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	December 9, 2020	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL TO RECLASSIFY A CLASSIFIED EMPLOYEE FROM ASSISTANT DIRECTOR, HUMAN RESOURCES TO DIRECTOR-CLASSIFIED PERSONNEL	

**BACKGROUND**

A primary function of the Personnel Commission is to classify positions. The District submitted the attached formal request for the reclassification of classified employee, Solange Henriquez, Assistant Director, Human Resources, to the newly established position of Director-Classified Personnel. The District reported the employee has been performing duties more closely aligned with those of a Classified Director.

Upon receipt of the District's request, the Director, Personnel Commission reviewed and evaluated the current job descriptions for Assistant Director, Human Resources and Director-Classified Personnel to determine similarities and/or distinctions in the duties. Ryan Beardsley, Assistant Superintendent of Human Resources, articulated in the formal request and personnel commission meetings the need for a Classified Director, and verified that Ms. Henriquez has regularly performed duties outside the function of the job classification held that are of a higher complexity.

The essential functions of the Assistant Director, Human Resources include assisting in the planning, organization, and supervision of human resource functions for classified employees including, but not limited to, assisting in collective bargaining activities, supervision and evaluation, and the technical aspects of employee/employer relations including investigations involving dismissals, suspensions, and grievances. The Director-Classified Personnel serves as the chief administrator for all classified employment functions for the District. The essential functions for the position are focused on performing higher level management functions, implementation and oversight of a comprehensive District-wide human resources program including a leaves management program for the classified service. Both positions are under the direction of the Assistant Superintendent, Human Resources.

**STATUS**

Pursuant to Education Code section 45285, and the Personnel Commission Rules and Regulations, an employee may be reclassified on the basis of a gradual accretion of duties provided the incumbent has been in the class for at least two years. After research and completion of the reclassification request process, the findings concluded that Ms. Henriquez meets the criteria mentioned above. A gradual increase in duties with a higher level of difficulty has been verified. She has been and continues to perform duties beyond a level of those outlined in her current job description, and has essentially assumed responsibility for all director-level management functions as they pertain to the classified service. Therefore, Ms. Henriquez should be reclassified to the newly established position of Director-Classified Personnel.

**RECOMMENDATION**

The Personnel Commission has thoroughly studied pertinent job descriptions, reviewed the official request from the District, in addition to considering public comments and responses to its inquiries regarding this matter. It is recommended that the Personnel Commission approve to reclassify Ms. Henriquez to the classification of Director-Classified Personnel, effective December 14, 2020.

November, 2, 2020

Ms. Mary Theus, Director, Personnel Commission  
37230 37<sup>th</sup> Street East  
Palmdale, CA 93550

RE: Request for Reclassification

Please allow this to serve as a formal request to reclassify Ms. Solange Henriquez from Assistant Director of Human Resources to the recently approved position of Director of Classified Personnel.

In a comprehensive review of both job descriptions Ms. Henriquez has been performing duties more closely aligned with those of a Classified Director. Examples of duties for the Assistant Director position include assisting the Assistant Superintendent or other administrator in guidance, training, discipline, and mediation duties for the department. Ms. Henriquez has assumed the role of point person for these duties as they pertain to Classified staff which is in clear alignment with a Director level position. A recent example would be the coordination, planning, and oversight of a district wide Classified professional development day on October 9, 2020. She has also taken on the role of lead negotiator for the district in a similar capacity as the Certificated Director serves during negotiations with the Certificated bargaining unit. In this capacity she has worked with legal counsel, drafted proposals, and been instrumental in negotiating the last two collective bargaining agreements along with multiple M.O.U.s for the COVID pandemic.

Coordination of leaves management is another key difference in the responsibilities between the Assistant Director and Director job descriptions. The need for expertise in this area has never been more clearly illustrated as it has been this past year. With input and direction from Ms. Henriquez, our department has worked to define, establish, and hire a leaves analyst in order to guarantee compliance with federal, state, and local bargaining unit expectations. The Classified Director position is instrumental in supervision and direction of this analyst to maximize the leave entitlements for all of the district's classified employees. Although I take pride in the fact that the Human Resources department works collaboratively for the employees of the Palmdale School District, the Assistant Director position has clearly shifted into the role that should be appropriately placed at a Director level.

As the need for a Classified Director has been articulated and approved by the Personnel Commission, the request to reclassify Ms. Henriquez is justified by her experience with Classified personnel over the last two years and further enhanced by her resume which includes a Juris Doctorate providing a legal background that is rare to find in such a position. Ms. Henriquez has been trained extensively in investigations, negotiations, dispute resolution, leaves, progressive discipline, protocols and procedures specific to the Palmdale School District, Human Resources department. She has forged relationships with

the bargaining unit, built a network of resources inclusive of legal counsel and local job-alike positions within and outside of our area.

Ms. Henriquez has stepped into many of the roles and responsibilities of a Classified Director with great success as the expansion of the department has increased the demand for human resources experience, trained decision making, investigation protocols, and a constant evolution of leaves analysis as we navigate the pandemic and provide support for nearly 2,000 employees.

Thank you for your consideration,

Mr. Ryan Beardsley  
Assistant Superintendent  
Human Resources