



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, March 27, 2019 - 5:30 P.M.  
Site 18, Room 125  
37230 37<sup>th</sup> Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Don Wilson, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson  
Mrs. Kathleen Duren, Commissioner  
Ms. Mary Theus, Interim Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

**ACTION**

- A. Approval of Special Meeting Minutes – March 07, 2019 53-18/19
- B. Approval of Regular Meeting Minutes – March 13, 2019 54-18/19

**II. PUBLIC COMMENTS**

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

**III. SALARY / INTERNAL EQUITY STUDY**

Examine internal equity of proposed salaries for the classified service represented by CSEA

**IV. CONSENT AGENDA**

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

**ACTION**

- A. Approval of Consent Agenda 55-18/19
  - 1. Ratification of Eligibility Lists
  - 2. Extension of Eligibility Lists
  - 3. Nullification of Eligibility Lists

**V. UNFINISHED BUSINESS**

None

**VI. NEW BUSINESS**

**ACTION**

- A. Approval of Revised Job Description: 56-18/19  
Director, Personnel Commission

**VII. INFORMATION/REPORTS**

- A. Classified Update
- B. Interim Director, Personnel Commission
- C. Comments from Commissioners

**VIII. 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. Public Employee Recruitment  
Director, Personnel Commission
  - 2. Confidential Employment Matters

**IX. RECONVENE TO OPEN SESSION**

**X. 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. Public Employment Recruitment  
Director, Personnel Commission
  - 2. Confidential Employment Matters

**XI. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: April 10, 2019, at 5:30 P.M.**

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

In compliance with the American with Disabilities Act, if you need special assistance to participate 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.

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of March 07, 2019 Special Meeting**

<b>CALL TO ORDER</b>	Chairperson Don Wilson called the meeting to order at 3:30 p.m., followed by the Pledge of Allegiance led by Mrs. Thompson.
<b>MEMBERS PRESENT</b>	Mr. Don Wilson, Chairperson Mrs. Deneese Thompson, Vice Chairperson Mrs. Kathleen Duren, Commissioner  A quorum was present
<b>STAFF PRESENT</b>	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	Mr. Gilbert Borquez thanked the Commission for working toward building relationships. He reiterated his concerns regarding the initial salary placement of the Assistant Director, Maintenance and Operations.  Mr. Erwin Bryant also reiterated his previous statements concerning the matter before the Commission.  Dr. Stacy Bryant and Mr. Al Tsai addressed the Commission, providing supporting statements for the recommended salary placement for Assistant Director, Maintenance and Operations. Mr. Tsai also provided historic data on promotional appointments within the Facilities and Maintenance Department.
<b>RECESS TO CLOSED SESSION</b>	Recess to closed session at 3:45 P.M. A. Pursuant to Government Code Section 54957 1. Public Employee Appointment Assistant Director, Maintenance and Operations
<b>RECONVENE TO OPEN SESSION</b>	Reconvened to open session at 4:16 P.M.
<b>REPORT OUT OF CLOSED SESSION</b>	With no action taken, there is no report.
<b>ADJOURNMENT</b>	On a motion made by Mrs. Thompson, the meeting was adjourned at 4:16 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mary Theus', with a stylized, flowing script.

Mary Theus  
Interim Director, Personnel Commission

**APPROVED:**

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Kathleen Duren, Chairperson

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Don Wilson, Vice Chairperson

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Deneese Thompson, Commissioner

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of March 13, 2019 Scheduled Meeting**

<b>CALL TO ORDER</b>	Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Duren.
<b>MEMBERS PRESENT</b>	Mr. Don Wilson, Chairperson Mrs. Kathleen Duren, Commissioner
<b>MEMBERS ABSENT</b>	Mrs. Deneese Thompson, Vice Chairperson  A quorum was present
<b>STAFF PRESENT</b>	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	Mrs. Duren moved to approve the amended minutes of the February 13, 2019, meeting, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed unanimously. Mr. Wilson – Aye; Mrs. Duren – Aye.  Mrs. Duren moved to approve the minutes of the February 27, 2019, meeting, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed unanimously. Mr. Wilson – Aye; Mrs. Duren – Aye.
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	Mr. Gilbert Borquez addressed the Commission, restating his concerns regarding the salary placement for Assistant Director, Maintenance and Operations, and asked that the Commission consider placement at the first step of the salary schedule.
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	None.
<b>CONSENT AGENDA</b>	Mrs. Duren moved to approve the Consent Agenda excluding item 1. Mr. Wilson provided a second, and the Consent Agenda, items (2) through (4) was approved. Mr. Wilson – Aye; Mrs. Duren – Aye.  Mrs. Duren then moved to approve Ratification of Eligibility Lists, with Mr. Wilson providing a second. Discussion ensued regarding the Child Nutrition Cashier eligibility list, and future recruitments for that position. The vote was called for and motion passed unanimously. Mr. Wilson – Aye; Mrs. Duren – Aye.

## **UNFINISHED BUSINESS**

Mrs. Duren moved to deny the recommended salary placement at Step 3 for Assistant Director, Maintenance and Operations, with Mr. Wilson providing a second, and discussion ensued. Mrs. Duren indicated that the denial was in line with the Personnel Commission rules and regulations; therefore, the initial placement will be at Step 1 of the salary schedule. Mr. Wilson called for the vote, and the motion passed unanimously. Mr. Wilson – Aye; Mrs. Duren - Aye

## **INFORMATION / REPORTS**

### **Expenses Review**

The expenses for the month of February, 2019, were reviewed

### **Classified Update**

Ms. Theus distributed the Classified Update.

### **Interim Director, Personnel Commission**

Ms. Theus shared her participation on the interview panel for the Assistant Director, Human Resources position.

### **Comments from Commissioners**

Mrs. Duren commented that she appreciates the opportunity to see our rules and regulations applied appropriately. She looks forward to the next Merit Academy session.

Mr. Wilson shared his appreciation of opportunities to learn more about the merit system. He thanked everyone for their attendance and participation at the Personnel Commission meetings.

## **RECESS TO CLOSED SESSION**

Recess to closed session at 5:59 P.M.

A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957

1. Public Employee Discipline/Dismissal/Release

## **RECONVENE TO OPEN SESSION**

Reconvened to open session at 7:35 P.M.

## **REPORT OUT OF CLOSED SESSION**

With no action taken, there is no report.

## **NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled for March 27, 2019 at 5:30 P.M. in Room 125 at Site 18.

## **ADJOURNMENT**

On a motion by Mrs. Duren, the meeting was adjourned at 7:36 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mary Theus". The signature is fluid and cursive, with the first name "Mary" being more prominent than the last name "Theus".

Mary Theus  
Interim Director, Personnel Commission

**APPROVED:**

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Don Wilson, Chairperson

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Deneese Thompson, Vice Chairperson

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Kathleen Duren, Commissioner





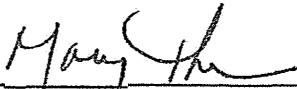
**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
March 27, 2019**

**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
Crossing Guard	02/14/19	03/06/19	03/12/19	NA	53	46	25	NA	NA	25	03/12/19	03/11/20	*Yes	10
ECE Fiscal Officer	02/12/19	03/05/19	03/08/19	03/15/19	5	3	3	NA	3	3	03/15/19	03/14/20	*Yes	5
Health Assistant LVN	02/01/19	02/21/19	03/01/19	03/13/19	50	29	11	11	10	10	03/13/19	03/12/20	*Yes	10

\*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  
 Interim Director, Personnel Commission

3/19/19  
 \_\_\_\_\_  
 Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE March 27, 2019 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Interim 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
Benefits/Payroll Clerk	04/13/18	04/12/19	10/12/19
ECE Disabilities/Mental Health Specialist	04/18/18	04/17/19	10/17/19

RECOMMENDATION

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

**AGENDA ITEM**

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: March 27, 2019 REPORT

TO: Personnel Commission   X   ACTION

FROM: Mary Theus  
Interim Director, Personnel Commission

RE: APPROVAL OF REVISED JOB DESCRIPTION:  
Director, Personnel Commission

BACKGROUND

A primary function of the Personnel Commission is to review and update job descriptions. The Personnel Commission recently indicated a need for a revision to the description for the Director, Personnel Commission classification.

STATUS

Attached is a copy of the proposed revisions to the duties, experience, and education that will more accurately portray the position's essential responsibilities and minimum qualifications. The annual salary will be maintained.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revisions to the job description for Director, Personnel Commission as presented.

# DIRECTOR PERSONNEL COMMISSION

Leadership Team, Management Classification

## **SALARY RANGE**

\$107,375.00 - \$130,515.00 Annually

## **DEFINITION:**

~~Under the direction of the Personnel Commission, in cooperation with district administration, to carry out all procedures of the merit system; conducts classification studies; conducts non-certificated recruitment and examination programs to fill District vacancies in the classified service; coordinates employee appeals; proposes personnel policies and procedures; administers a comprehensive personnel program for classified employees~~

The job of Director Personnel Commission is done for the purpose/s of carrying out the procedures of the Merit System under the direction of the Personnel Commission and in cooperation with the district administration; conducting classification studies; directing all classified recruitment including leadership/management positions, and examination programs; filling district vacancies in classified services; administering a comprehensive personnel program for classified employees; coordinating employee appeals; proposing personnel policies and procedures; and providing information and serving as a resource to others.

## **SUPERVISION RECEIVED AND EXERCISED**

This position reports to and receives direction from the Personnel Commission.

## **EXAMPLE OF DUTIES:**

## **MAJOR DUTIES AND RESPONSIBILITIES:**

- ~~1. Serves as secretary to the Personnel Commission; prepares and/or oversees preparation/maintenance of agenda, minutes and budgets and reports;~~
- ~~2. Plan, organize, and administer the personnel program of the Classified Merit System of the District; plan, organize and oversee the conduct of a Merit System selection process including examination preparation and analysis.~~
- ~~3. Provides professional leadership and assists the Personnel Commission in its strategic planning designed to achieve both short and long-term goals; advises Commission on administrative, legal and personnel matters by investigating and analyzing data, interpreting rules and regulations, and submitting written/oral reports/recommendations;~~
- ~~4. Plan, organize, implement and administer a District classification plan for the District and Personnel Commission including surveys and analysis; conducts field and desk audits; prepares classification and validations recommendations; administer the employee performance evaluation program; oversees the maintenance of the employee records systems~~
- ~~5. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; maintains awareness of legislative changes, new theories, practices and procedures in personnel management;~~

- ~~6. Develops, reviews and approves recruitment programs and bulletins to ensure good personnel practices and compliance with provisions of the Education Code and the Commission Rules; develops and implements policies and procedures concerning review of applications to determine candidate eligibility;~~
- ~~7. Consults with the superintendent or other District officials, and with representatives of other school districts, employee representatives, employees, and representatives of public/private agencies concerning personnel management matters;~~
- ~~8. Serve as a resource for classified labor negotiations; provides guidance during negotiations to ensure compliance with Merit system rules.~~
- ~~9. Attend conferences and meetings; represents Personnel Commission at Board of Education meetings.~~
- ~~10. Other related duties, as assigned.~~

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administers the personnel program for the classified service of the Merit System (e.g. Personnel Commission Rules and Regulations; Education Code; etc.) for the purpose of conforming to relevant laws, contracts and agreements, and district policies.
- Serves as Secretary to the Personnel Commission (e.g. overseeing the preparation/maintenance of meeting agendas, minutes, budgets, reports, etc.) for the purpose of providing accurate and up-to-date information regarding all matters under the purview of the Personnel Commission.
- Attends meetings, conferences, workshops, and seminars pertaining to the Merit System for the purpose of gathering information required to perform functions; represents Personnel Commission at Board of Education meetings.
- Collaborates with internal and external personnel (e.g. Personnel Commission, District administration, other school districts, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Conducts classification studies (e.g. duties, qualifications, salary, etc.) to develop and maintain a series of related jobs (e.g. job families), and determine whether or not the District policies, practices, and pay structure are effective or in need of adjustment; conducts field and desk audits.
- Coordinates recruitment, competitive examinations, and personnel processes (e.g. advertising vacancies, recruitment, screening applicants, conducting interviews, testing, training, selection, hiring, etc.) for the purpose of filling openings with qualified personnel, and ensuring good personnel practices and compliance with the Merit System requirements.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established time frames, and in compliance with related requirements to Personnel Commission Rules and Regulations, Education Code, CSEA CBA, etc.
- Coordinates appeal hearings in accordance with the Merit System principles, Education Code, and Personnel Commission Rules & Regulations for the purpose of affording appeal rights to classified employees.
- Maintains documents, files, and records for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines for recruiting, hiring, retaining, assigning and promoting classified personnel, and ensuring documentation of personnel processes are in compliance with established requirements.
- Monitors a variety of activities (e.g. plans, budgets, funding requests, personnel processes, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and requirements.

- Approves personnel requisitions to add classified employees to District payroll in accordance with Merit System principles.
- Performs supervisory functions (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Prepares a wide variety of complex written materials (e.g. plans, budgets, funding requests, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the Personnel Commission's goals and objectives.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc.; develops new programs/services, ensuring compliance with legislative requirements; securing general information for planning and/or responding to requests.
- Responds to written and verbal inquiries from a variety of internal and external sources (e.g. staffing, conflicts in policies and regulations, community concerns, examination protests, etc.) for the purpose of identifying the relevant issues and recommending or implementing a remediation plan to the Personnel Commission.
- Serves as a resource, upon request, for the collective bargaining processes for the purpose of assisting district negotiation of labor agreements and ensuring compliance with Merit System principles.
- Work independently under broad organizational guidelines to achieve unit objectives; utilization of significant resources from other work units is routinely required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

## **QUALIFICATIONS:**

### **Knowledge of:**

- ~~1. Merit Systems rules and provisions of the Education Code related to personnel practices and procedures in school districts;~~
- ~~2. Principles and practices of personnel administration, including ADA, selection, recruitment, job analysis, salary administration;~~
- ~~3. Federal, state and local personnel and labor relations laws, codes, regulations, practices and procedures;~~
- ~~4. Statistical, research and survey methods and techniques;~~
- ~~5. English usage, spelling, grammar and punctuation;~~
- ~~6. General principles of supervision;~~
- ~~7. Collective bargaining techniques, laws, etc.~~

### **Skills:**

- Perform technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.
- Plan and manage projects; prepare budgets and review financial information.
- Administer personnel policies and procedures.
- Develop and maintain cooperative and effective working relationships.

- Operate standard office equipment including utilizing pertinent software applications.
- Communicate effectively, both orally and in writing utilizing correct English usage, spelling, grammar and punctuation.

#### Knowledge:

- Review and interpret highly technical information, write technical materials and/or speak persuasively to implement desired actions.
- Analyze situations to define issues and draw conclusions.
- Merit System rules and provisions of the Education Code.
- Principles and practices of school district personnel administration including ADA, recruitment, selection, job analysis, and salary administration.
- Statistical, research, and survey methods and techniques.
- Pertinent codes, policies, regulations and/or laws, and classified contracts.
- Basic understanding of human resources information systems (HRIS).

#### Ability to:

- ~~1. Interpret and apply a wide variety of rules and regulations relating to the operation of the Merit System under the State Education Code;~~
- ~~2. Plan, organize and direct a comprehensive personnel management program;~~
- ~~3. Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the Personnel Commission, District and administrators;~~
- ~~4. Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals;~~
- ~~5. Perform a variety of professional and technical duties involved in the conduct of the District's classification, salary, recruitment, examination, selection and employee disciplinary programs;~~
- ~~6. Communicate effectively, both orally and in writing.~~

#### Ability:

- Interpret and apply a wide variety of rules and regulations relating to the operation of the Merit System under the State Education Code.
- Facilitate communications between persons and/or groups with frequently divergent positions.
- Routinely interpret, gather, collate and/or classify data of varied types and/or purposes utilizing defined but different processes; use standardized methods and job-related equipment.
- Independently work with others in a wide variety of circumstances and organizational guidelines to achieve unit objectives (flexibility is required).
- Problem solve to analyze issues and create action plans.
- Manage frequent interruptions and changing priorities; adhere to deadlines and schedules.
- Schedule a significant number of activities, meetings, and or events; perform multiple projects; work as a team.
- Maintain confidentiality on sensitive issues.



## EXPERIENCE AND EDUCATION:

### Education:

~~Graduation from a four (4) year college or university with a major in personnel management, public administration, business administration or a related field. Completion of specialized training courses in test development, management and administration is desirable.~~

### Experience:

~~Three (3) years of recent full-time experience in personnel administration, preferably in a public agency with at least one (1) year experience at the Analyst level.~~

### Experience:

Job related experience with increasing levels of responsibilities is required.

- Three (3) years of professional-level experience in a K-8 school district setting, with one (1) year at an Analyst level with supervisory experience preferred.

### Education:

- Bachelor's degree from a recognized accredited college/university in personnel management, human resources, public/business administration, or a related field.
- OR
- The ability to demonstrate the necessary skills for successful job performance (e.g. a minimum of five years at the Analyst level).
  - Completion of specialized training courses in the Merit System, test development, management and administration, or other related training is desirable.

Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

## LICENSE AND CERTIFICATIONS:

~~Must possess and maintain a Valid Class C California Driver's license and remain insurable~~ **evidence of insurability**, and have use of a personal automobile.

## WORK ENVIRONMENT:

### PHYSICAL REQUIREMENTS:

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing and/or pulling; fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing.

**Indoor** office environment; subject to walking or driving to District sites to observe work environments; requires the ability to speak, see, hear; ~~enter data into a computer terminal using a keyboard; moderate lifting; and the ability to sit or stand for extended periods of time;~~ **hand-eye-arm coordination to operate standard office equipment including a computer;** possible contact with ~~hostile and violent~~ **aggressive** individuals. **This job is performed in a generally clean and healthy environment.**