



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, April 24, 2019 - 5:30 P.M.
Site 18, Room 125
37230 37th 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 Regular Meeting Minutes – April 10, 2019

63-18/19

II. PUBLIC COMMENTS

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

III. 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
 - 1. Ratification of Eligibility Lists
 - 2. Nullification of Eligibility Lists
 - 3. Ratification of Transfers

64-18/19

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- A. Approval of 2019-2020 Membership Agreement for CODESP

65-18/19

VI. AGENDA REPORTS

INFO

- A. First Reading
 - 1. Proposed Revision to Personnel Commission Rules and Regulations
 - a. Chapter 7, Section 2, Item 7.6 – Initial Placement

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. 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. Confidential Employment Matters

XI. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: May 08, 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 to 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 April 10, 2019 Scheduled Meeting

CALL TO ORDER	Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Duren.
MEMBERS PRESENT	Mr. Don Wilson, Chairperson Mrs. Deneese Thompson, Vice Chairperson Mrs. Kathleen Duren, Commissioner A quorum was present
STAFF PRESENT	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
PRELIMINARY BUSINESS	Mrs. Duren moved to approve the minutes of the March 27, 2019, Meeting, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	None.
CONSENT AGENDA	Mrs. Duren moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second. Motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.
UNFINISHED BUSINESS	None.
NEW BUSINESS	A. Approval of Eligibility List with Less than Three Ranks: Occupational Therapist Mrs. Duren moved to approve the Eligibility List for Occupational Therapist, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye. B. Approval of Revision to Job Description: Benefits Analyst Mrs. Thompson moved to approve the revision, with Mrs. Duren providing a second, and discussion was called for. Ms. Theus walked the Commissioners through the changes, which centered on the management aspects of the position. Mr. Wilson then called for the

vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

C. Approval of Revision to Job Description: Systems Administrator

Mrs. Thompson moved to approve the revision, with Mrs. Duren providing a second, and discussion was called for. Ms. Theus noted that under the Supervision Received and Exercised section, the words “IT Specialists” should be replaced with “IT Technicians”. Mrs. Thompson amended her motion to approve the revision with the change in wording, with Mrs. Duren providing a second to the amended motion, and the vote was called for. Motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

PUBLIC HEARING

Recess to Public Hearing at 5:36 P.M.

Proposed 2019-2020 Personnel Commission Annual Budget.

With no comments or testimony presented, the Public Hearing was closed at 5:37 P.M.

RECONVENE TO OPEN SESSION

Reconvene to Open Session at 5:37 P.M.

NEW BUSINESS (cont’d)

D. Approval of 2019-2020 Personnel Commission Annual Budget

Mrs. Duren moved to approve the proposed 2019-2020 Personnel Commission Annual Budget, with Mrs. Thompson providing a second, and discussion was called for. Ms. Theus highlighted budget reductions as requested by the District. Mr. Wilson then called for the vote and the motion carried with a 3-0 vote: Duren – Aye; Thompson – Aye; Wilson – Aye.

INFORMATION/REPORTS

Expenses Review

The Commissioners reviewed the expenses for the month of March.

Classified Update

Ms. Theus distributed the Classified Update

Comments from Commissioners

Mrs. Duren commended the Personnel Commission Department staff for their great work. She was pleased with the number of eligibility lists that are prepared and up to date.

Mrs. Thompson also shared that she is pleased with the work being done and that we are headed in the right direction for staffing in the upcoming school year.

Mr. Wilson echoed the sentiments of Mrs. Thompson and Mrs. Duren.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for April 24, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Mrs. Thompson, the meeting was adjourned at 5:54 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mary Theus', is written over a light gray rectangular background.

Mary Theus
Interim Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 24, 2019 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim 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.

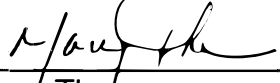
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
April 24, 2019**

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
Bilingual Admin Clerk II	03/01/19	03/20/19	04/02/19 04/03/19	04/12/19	77	43	12	12	12	12	04/12/19	04/11/20	No	10
Instructional Assistant I	03/11/19	03/29/19	04/05/19 04/10/19	NA	74	70	47	NA	NA	47	04/10/19	04/09/20	*Yes	16
Paraeducator/LVN	03/12/19	04/01/19	04/09/19	04/16/19	28	19	6	NA	6	6	04/16/19	04/15/20	*Yes	7

*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

4/18/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 24, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim 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
Instructional Assistant I	09/13/18	09/12/19
Paraeducator/LVN	12/06/18	12/05/19

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 24, 2019 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: RATIFICATION OF TRANSFER(S)

STATUS

As provided for in the Personnel Commission Rules and Regulations Section 4, Item 6.18B and in the collective bargaining agreement Article 7.1, 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

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Ramirez, Alexandria	03/01/19	From Instructional Assistant I (5.75 hrs/182 days) to Instructional Assistant III (5.75 hrs/182 days), (SW)	Completion of coursework
b.	Avina Perales, Candelaria	03/25/19	Bilingual Instructional Assistant, 5.75 hrs/182 days, from (PT) to (DC)	Voluntary transfer Replacement for Graciela Montes
c.	Rivas, Nora P.	03/25/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (CH) to (OC)	Voluntary transfer Replacement for Howida Guirgis
d.	Thomas, NeAsha	03/25/19	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (SW) to (MQ)	Growth Reassignment due to elimination of position
e.	Brown, Gralyn	03/15/19	Paraeducator - Moderate to Severe, 5.75 hrs/182 days, from (PDC) to (YN)	Growth Involuntary transfer
f.	Stokes, Terrance A.	03/25/19	Instructional Assistant I, 5.75 hrs/182 days, from (TA) to (PT)	Voluntary transfer Replacement for Sarah Mestas
g.	Minero, Ily Y.	03/25/19	Early Childhood Education Teacher Assistant (MQ), 3.75 hrs/182 days, from P.M. shift to A.M. shift	Voluntary transfer Replacement for Margarita Bradley Aguilar
h.	Castro Cisneros, Andres	03/25/19	From Noon Duty/Campus Assistant, 3.5 hrs/182 days (MQ), to Instructional Assistant I, 5.75 hrs/182 days (OT)	Growth Promotion
i.	Chinchilla, Lesley S.	03/28/19	From Bilingual Administrative Clerk II (CN), 8.0 hrs/12 mos, to Accounting Clerk II (Bus Ofc), 8.0 hrs/12 mos	Promotion Replacement for Maili Puzio

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 24, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF 2019-2020 MEMBERSHIP AGREEMENT FOR CODESP
(Cooperative Organization for the Development of Employee Selection Procedures)

BACKGROUND

One of the primary functions of the Personnel Commission is to recruit candidates based on merit and fitness for the classification. One of the tools used to assess knowledge, skills and abilities is a written examination. CODESP is an organization that assists public sector organizations by providing examination content to members.

STATUS

Membership in CODESP expires on June 30th of each year. The annual membership for 2019-2020 is \$2,200, which is a rate increase of \$150. This expense was projected in the Personnel Commission budget for 2019-2020.

The 2019-2020 Membership Agreement is attached, with an invoice expected prior to service expiration on June 30, 2019.

RECOMMENDATION

It is recommended that the Personnel Commission approve renewal of the CODESP Membership Agreement for 2019-2020 as presented.



INTENT TO CONTINUE MEMBERSHIP
2019 – 2020

CODESP offers Employee Selection Materials for our customers to choose from including: Supplemental Applications; Multiple Choice (online and paper formats); Interviews; Writing, Situational and Performance Exercises. Other services include: FREE Training Meetings and Webinars, Job Description Builder, and Paraprofessional Test Materials. All products can be accessed online using a secure login and password.

Information we gather regarding membership is vital so that we can effectively plan training programs, test development services and continue to provide your district with low-cost and quality services. The fee for 2019-2020 is \$2,200 for districts with between 1,001 to 60,000 ADA. Please contact us for a custom invoice if you have not received one.

Please copy the bottom portion of this form, change your selection to **BOLD**, and paste it into an email to **codesp@codesp.com** as soon as possible.

Agency name: Personnel Commission of Palmdale School District

- YES, we plan to continue services for the 2019 – 2020 fiscal year beginning July 1, 2019. We will submit approval for payment as soon as possible. 2019 Mid-Year Members and Less Than Full Year Members are contractually obligated to rejoin CODESP for a full year for 2019 - 2020.
- We are undecided at this time but will know by: _____ (add date)
- Our agency will NOT be renewing membership for 2019 – 2020 and we will cease to use and will destroy all copies, both paper and electronic, of CODESP test materials on June 30, 2019 in accordance with the CODESP Service Agreement.

Reason for not rejoining:

- ☐ Budget cuts
- ☐ Do not use CODESP services/products
- ☐ Do not have enough information on products/services
- ☐ Other (please specify):



CODESP MEMBER SERVICE AGREEMENT

Please read, acknowledge and agree to the following service agreement terms.

Services Provided:

CODESP provides online employment selection materials and training presentations to members who are employed at public agencies that have met all of the membership terms. Once the registration process is completed and payment is received your agency will gain access to the secure areas of the website.

Members will gain access to all content currently posted to the members area of the site including the Interview Builder and posted supplemental application forms and situational, performance, and writing exercises. In addition to the posted materials, members may request multiple-choice test packets along with custom supplemental application forms and situational, performance, and writing exercises via the CATS (CODESP Automated Test System) Request Form. Additional services include live and recorded webinars, live training (may be subject to an additional fee), a job description builder, sample job analysis questionnaires, an online multiple-choice testing option, and online Links and Resources related to public-sector Human Resources.

Payment for Services:

A Purchase Order may be submitted to initiate services, but payment must be received within 45 days after the PO is received. Payment or proof of payment (such as a Purchase Order) for all services must be made in advance of services being provided. Please refer to our current fee schedule for the most current pricing and options. PayPal payment requires an additional service fee.

Service Options:

- **Full Year:** A full year payment is for services from July 1 through June 30 in the same fiscal year.
- **Less Than Full Year:** A less than full year payment is for any services initiated after July of the current fiscal year. If joining after July, an agency may choose one of the following options:
 - **Pay the full year rate for the current fiscal year with no additional commitment.**
 - **Pay a prorated amount for services for the months remaining in the current fiscal year with a contractual obligation to continue the following fiscal year.**
 - The prorated fee shall be one-twelfth (1/12) of the full year fee multiplied by the number of months remaining in the fiscal year. Any months in which services will be rendered will be included in this calculation.
 - By agreeing to this option, the agency agrees to pay for a full year of service the fiscal year following the fiscal year in which services are originated. The fee for the following year will be in accordance with the posted fee schedule for the following year which shall be made available by no later than February of the preceding fiscal year. In the event that the posted fee schedule for the following year indicates a fee increase in excess of ten (10) percent from the previous year, the agency will have the right to option out of the following full year of service. This agreement may be amended to remove the requirement for an additional year of service under special circumstances wherein an agency policy is provided that supports a limitation set by the governing body of the agency limiting the agency's ability to agree to a multi-year contractual obligation upon consent of the CODESP administration.

Refunds:

Refunds for membership fees will not be made.

Continuation of Services:

To continue membership in good standing, agencies shall pay the membership fee no later than July 1 or communicate their intent to rejoin through e-mail or other correspondence. Unless the membership fee is received by September 1, the intent to rejoin becomes null and void, and the agency will be dropped from the membership roll.

Please note that the following terms apply at the start of each fiscal year. Failure to adhere to the following may result in access to the secure areas of the CODESP website being temporarily disabled.

- Payment must be received within 45 days of receipt of a Purchase Order
- A signed copy of the Agency Security Agreement and Service Agreement for the current fiscal year must be received within 45 days of the start of the new fiscal year

Test Material Requests:

Multiple-choice test materials from the online item bank are requested by completing a **CATS Request Form**.

Other test materials such as interviews (Interview Builder), supplemental application forms, writing, situational, and performance exercises (under Test Materials) can be accessed from the secure areas of the website. If customized materials are needed, the member will complete a CATS Request Form and provide current job information and access to job experts as needed to fulfill such a request.

When submitting requests for test materials, members must provide a job description and other pertinent information needed to guide CODESP staff in selecting job-related materials. The member will allow at least 10 business days for the request to be fulfilled. If new test materials need to be developed, the member acknowledges that these requests take longer to fulfill and will work with CODESP staff on an appropriate timeline for fulfilling the request.

Access to the secure areas of the website and all test materials is restricted to authorized employees who are responsible for accessing test materials and implementing the selection process. Authorization is determined by the member's Human Resources administrator and subject to approval by CODESP administration. The number of users is based on the size of the agency and approved by CODESP. Generally, no more than 10 users per agency may have access to the secure areas of the website. Exceptions to the restriction on the number of users may be authorized for agencies with an employee count of over 3,000.

A maximum of five test material requests may be submitted by the member per month, unless otherwise approved by CODESP administration. CODESP provides unlimited access to the products and services accessible from the secure areas of the website that do not require completing a CATS Request Form. Unlimited test products include all questions in the Interview Builder and posted sample test materials such as supplemental application forms and writing, situational, and performance exercises.

New Test Material Development:

CODESP will expand test material job families when resources are available. Job experts are to be provided by the member whenever possible. CODESP maintains final edit approval on test materials entered into the CATS system. Adding job families and items to the item bank is at the discretion of CODESP. A list of Multiple-Choice Item Banks currently available can be found under **Join CODESP / Frequently Asked Questions**. The list is subject to revision and the job families listed do not contain test items for all possible classifications that may fall under a specific job family.

CODESP requires the following to develop new test materials:

- A job expert provided by the member to assist CODESP staff in the development, edit, and final review of the new materials.
- Technical documents/manuals or other appropriate source material provided by the member when they are not readily available to CODESP.

- At least 15 business days for development, review, and edits of new test materials. The 15 day period begins after the job expert and/or technical materials are provided to CODESP.

CODESP will not:

- Recreate state licensure, Microsoft certification, or similar examinations that require formal certificates.
- Enter copyrighted materials into our item bank.
- Create test materials for sworn police or fire personnel.
- Create test materials for positions where the type of assessment method requested is inappropriate. For example, multiple-choice tests for senior management or highly technical positions like engineer.

Use of Test Materials:

The final selection of which test materials to use is the responsibility of the agency. A local job analysis is highly recommended to determine test content which is appropriate for your agency's specific position/classification for which you are testing. All test materials should be reviewed by a local job expert prior to use in order to ensure validity.

The use of test materials by a member agency (such as a County Office of Education) to test or assess candidates for a non-member agency (such as a local district) is strictly prohibited.

The charging of any test administration or related fees to a candidate for any job for taking a test that includes any CODESP materials is strictly prohibited unless otherwise approved by CODESP administration.

Retention of Test Materials:

Upon termination of CODESP membership, the agency shall immediately cease and desist the use of all CODESP test materials and shall cease administering any and all tests that contain CODESP test materials. The agency shall destroy all CODESP test materials, both paper and electronic, except those used to document existing test records. The agency shall inform CODESP at the time of the discontinuation of service of any test materials that are being maintained in order to document existing test records. The agency shall delete CODESP test materials from electronic storage devices, databases, test management systems, and/or item banks that may be accessible by unauthorized individuals, agencies, or vendors.

Legal Acknowledgements:

The terms of this Service Agreement may change prior to the start of each fiscal year as solely determined by the CODESP Board of Directors. A copy of this Service Agreement will be sent to members in advance of the new fiscal year. Members must agree to the terms of the current Service Agreement in order to continue services.

To the extent allowable by California law, the agency named below shall defend, indemnify, and hold harmless CODESP, its board members, officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the use of materials or services provided by CODESP.

The agency named below understands and acknowledges that it is solely responsible for its employment decisions including, but not limited to, all uses of CODESP materials including, but not limited to, test materials, rating criteria, training materials, statistical reports, and cutoff scores. The agency named below also acknowledges that it is solely responsible for ensuring its employment practices comply with all applicable federal, state, and local laws, regulations, and professional guidelines. It is the exclusive responsibility of the agency named below to ensure that the knowledge, skills, and abilities and/or competencies measured by CODESP test materials are valid job requirements.

By entering into this Service Agreement the agency acknowledges that so far as it pertains to the agency and CODESP, that CODESP is the sole owner of the intellectual property that the agency will have access to under this Agreement, described herein as "content" or "materials," as well as any other intellectual property the agency will have access to under this Agreement. CODESP hereby grants to the agency a non-transferable and non-exclusive license to the materials and content for the purposes described herein. This license shall be

in effect only as long as the agency remains as a party in good standing to this Agreement and only while the agency is current in its financial obligations to CODESP. The agency acknowledges that any use of the intellectual property owned by CODESP in violation of this license will constitute an intentional infringement of CODESP's copyright interest in such property. The agency agrees that copyright infringement under this Agreement includes obtaining CODSEP materials while a member and continuing to use such materials after the end of the membership. The agency agrees that should it infringe upon CODSEP's intellectual property rights that the agency will pay for CODSEP's attorney fees and costs incurred by CODSEP in any ensuing litigation.

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions will not be affected thereby.

- ☐ I agree with the terms and conditions as stated in this document.
- ☐ I do not agree with the terms and conditions and choose not to become a member at this time.

Agency: Personnel Commission of the Palmdale School District

Signature of Authorized Agency Representative: _____ Date: 4/16/2019

Printed Name: Mary The us Title: Interim Director, Personnel Commission

Signature of HR Administrator (if different from above): _____ Date: _____

Printed Name: _____ Title: _____

Please agree, complete, sign and e-mail a scanned copy to codesp@codesp.com. If you are unable to send a scanned copy via e-mail, please fax a signed copy to: 714-374-8225

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 24, 2019 X REPORT

TO: Personnel Commission ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: FIRST READING: Proposed Revision to
Personnel Commission Rules and Regulations, Item 7.6

BACKGROUND

The Personnel Commission Rules and Regulations specifies the initial hiring pay rate for all new employees will be set at the first step of the salary range for the classification, except where efforts indicate difficulty in recruiting at that step or special qualifications exist.

STATUS

A change to Item 7.6, Chapter 7, Section 2, of the Personnel Commission Rules and Regulations is proposed in order to permit an accelerated initial salary rate to be set for Leadership Team classifications despite the exceptions. The recommended addition to the above rule is presented.

The proposed revision will be brought back for a second reading and/or approval at the next regular meeting of the Personnel Commission.

SECTION 2 APPLICATION OF SALARY SCHEDULE

ITEM 7.6 INITIAL PLACEMENT

All new employees shall be appointed at the hiring rate of the classification as approved by the Commission. The hiring rate shall be the first step of the salary range except for classifications where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring pay rate may be set, with the recommendation of the Superintendent and approval of the Board and Commission, at any step of the salary range of the classification.

A new employee may be hired into a step other than the first step, if the special qualifications are such that the services of the candidate could not be obtained without the higher rate of pay.

Notwithstanding the foregoing, upon recommendation of the Superintendent and approval by the Governing Board and Commission, the initial hiring rate of a new employee in a Leadership Team classification may be advanced beyond the first step of the salary range, but not to exceed the third step on the salary range.

FIRST READING

Personnel Commission Regular Meeting
04/24/2019