



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, August 14, 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, Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Regular Meeting Minutes – July 10, 2019

03-19/20

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. Extension of Eligibility Lists
 - 3. Nullification of Eligibility Lists
 - 4. Ratification of Transfers

04-19/20

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

ACTION

- A. Approval of Revision to Job Description
Bilingual Typist Clerk
- B. Approval of Revision to Classification Salary Range
Facilities Planning Technician
- C. Approval of Purchase over \$500
- D. Approval of Initial Salary Placement
Occupational Therapist

05-19/20

06-19/20

07-19/20

08-19/20

VI. INFORMATION/REPORTS

INFO

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

VII. RECESS TO CLOSED SESSION

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

VIII. RECONVENE TO OPEN SESSION

IX. REPORT OUT ACTIONS TAKEN (if any) IN CLOSED SESSION

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

X. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: September 11, 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 July 10, 2019 Regular Meeting

CALL TO ORDER

Chairperson Don Wilson called the meeting to order at 5:32 P.M., followed by the Pledge of Allegiance led by Deneese Thompson.

MEMBERS PRESENT

Mr. Don Wilson, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mrs. Kathleen Duren, Commissioner

A quorum was present

STAFF PRESENT

Ms. Mary Theus, Director, Personnel Commission

PRELIMINARY BUSINESS

Mrs. Duren moved to approve the minutes of the June 26, 2019 regular meeting, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote, and the motion passed unanimously.

**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. Mr. Wilson called for the vote, and the motion passed unanimously.

INFORMATION / REPORTS

Classified Update

Ms. Theus distributed the Classified Update, and reported the Commission staff is busy filling positions for the start of school in August.

RECESS TO CLOSED SESSION

No recess.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for August 14, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion made by Mrs. Thompson, the meeting was adjourned at 5:51 P.M.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner



Palmdale School District

Launching a lifetime of learning

Personnel Commission

37230 37th Street East

Palmdale, CA 93550

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www.palmdalesd.org

Kathleen Duren, Commissioner

Deneese Thompson, Commissioner

Don Wilson, Commissioner

Mary Theus, Interim Director

Classified Update for July 10, 2019

Testing Status:

Accounting Clerk I	Exam date pending
Bilingual/ECE Teacher Assistant	Written 07/09/19, 07/11/19; QAI 07/16/19
Executive Assistant Confidential	QAI 07/11/19
IT Technician	Written exam 07/10/19
Parent/Community Liaison	QAI date pending
Student Engagement Advocate	Written exam 07/17/19

Postings:

Bilingual ECE Teacher Assistant	Continuous
Custodian I	Closes 07/17/19
ECE Teacher Assistant	Continuous
Facilities Planning Technician	Closes 07/19/19
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Personnel Administrative Clerk	Closes 07/17/19

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 14, 2019 ___ REPORT
TO: Personnel Commission _x_ 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
August 14, 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
Accounting/Data Processing Technician	03/28/19	04/17/19	06/20/19	07/09/19	84	41	7	7	7	7	07/09/19	07/08/20	No	4
Bilingual ECE Teacher Asst.	07/01/19	Continuous	06/26/19 07/09/19	07/16/19	12	1	1	NA	1	1	07/17/19	07/16/20	*Yes	3
Custodian I	06/26/19	07/17/19	07/24/19	NA	268	74	62	NA	NA	62	08/02/19	08/01/20	No	12
ECE Teacher Assistant	07/01/19	Continuous	06/26/19 07/09/19	07/16/19	25	1	1	NA	1	1	07/17/19	07/16/20	*Yes	7
Executive Assistant - Confidential	05/21/18	06/12/18	11/08/18	07/11/19	41	16	2	2	2	2	07/15/19	07/14/20	*Yes	9
Executive Assistant – Confidential (Reposted)	01/23/19	02/12/19	05/07/19		41	18	7	7	7	7				
Student Engagement Advocate	05/31/19	06/20/19	07/17/19	08/02/19	107	52	22	NA	21	21	08/08/19	08/07/20	No	13

*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

8/8/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 14, 2019 _____ 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
Assistant Director, Maintenance & Operations	02/21/18	08/20/19	02/20/20
Fingerprint Technician (Promotional)	03/08/18	09/07/19	03/07/20
Project/Curriculum Center Clerk	08/23/18	08/22/19	02/22/20
Technology Support Specialist (Promotional)	08/15/18	08/14/19	02/14/20
Warehouse Worker/Delivery Driver II	08/30/18	08/29/19	03/01/20

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: August 14, 2019 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
Bilingual ECE Teacher Assistant	02/28/19	02/27/20
ECE Teacher Assistant	05/07/19	05/06/20

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 14, 2019 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Mary Theus
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.	Alcantara Gonzaga, Jeanette	08/06/19	Bilingual Typist Clerk, 5.75 hrs/10 mos, from (TW) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Idelia Magallanes
b.	Anguiano Pineda, Fabiola	08/14/19	Instructional Assistant I, 5.75 hrs/182 days, from (TA) to (QV)	Reassignment due to displacement - Renaissance Model Replacement for Jessica Ellis
c.	Arrese Panduro, Dally	08/14/19	Bilingual ECE Teacher Assistant, 3.75 hrs/185 days, transfer within Site 18	Replacement for Esteisy Perez-Delgado
d.	Barron-Zarraga, Nayeli	07/01/19	Custodian I, 8.0 hrs/12 mos, from (LA) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Patrick Modlin
e.	Baker, MiKeisha	08/14/19	Instructional Assistant I, 5.75 hrs/182 days, from (TW) to (TA)	Voluntary Transfer - Renaissance Model
f.	Bickel, Wendell	07/01/19	Custodian I, 8.0 hrs/12 mos, from (JH) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Jessie Burnell
g.	Bobber, Rachelle	08/14/19	Child Nutrition Assistant II, 5.75 hrs/182 days, from (MZ) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Irma Lopez
h.	Burnell, Jessie	07/01/19	Custodian I, 8.0 hrs/12 mos, from (TA) to (JH)	Reassignment due to displacement - Renaissance Model Replacement for Wendell Bickel
i.	Carcamo, Janet	08/14/19	Child Nutrition Cashier, 3.0 hrs/182 days, from (SAGE) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Rocio Garcia
j.	Castellanos, Griselda	08/14/19	Parent/Community Liaison, 8.0 hrs/182 days, from (TA) to (SAGE)	Reassignment due to displacement - Renaissance Model, Replacement for Stephanie Nava
k.	Chavarria, Jacqueline	07/15/19	From Bilingual Typist Clerk (DC), 5.75 hrs/10 mos, to Bilingual School Secretary (LA), 8.0 hrs/11 mos	Promotion Replacement for Blanca Quintana
l.	Cruz, Hilda	08/14/19	Bilingual Instructional Assistant, 5.75 hrs/182 days, from (DC) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Arelis Schopp
m.	Dassler, Steven Jr	08/14/19	From Child Nutrition Assistant I (PT), 3.0 hrs/182 days, to Child Nutrition Assistant II (MQ), 5.75 hrs/182 days	Promotion, Replacement for Marjorie Estarella
n.	Davison, Engracia	08/14/19	Instructional Assistant I, 5.75 hrs/182 days, from (TA) to (PT)	Reassignment due to displacement Replacement for Marshay Lynch
o.	Dunnigan, Latoya	08/14/19	Student Interventionist, 5.75 hrs/182 days, from (SW) to (PLP)	Growth, Voluntary Transfer
p.	Ellis, Jessica	08/14/19	Instructional Assistant I, 5.75 hrs/182 days, from (QV) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Fabiola Anguiano Pineda

TRANSFERS AND REASSIGNMENTS

q.	Fulladosa, Yvonne	08/14/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (TA) to (DC)	Reassignment due to displacement - Renaissance Model Replacement for Delia Alfaro-Sokolik
r.	Garcia, Rocio	08/14/19	Child Nutrition Cashier, 3.0 hrs/182 days, from (TA) to (SAGE)	Reassignment due to displacement - Renaissance Model Replacement for Janet Carcamo
s.	Garcia, Siu Nie	08/14/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (TW) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Brian Ruth
t.	Giron, Mikhael Avi	08/14/19	Instructional Assistant I, 5.75 hrs/182 days, from (TA) to (DC)	Reassignment due to displacement - Renaissance Model Replacement for Alice Ratzenburg
u.	Gutierrez, Vanessa	08/14/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (YU) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Steven A. Harris II
v.	Haro, Sergio	08/14/19	From Child Nutrition Cashier (LA), 3.0 hrs/182 days, to Instructional Assistant I (MQ), 5.75 hrs/182 days	Voluntary demotion Replacement for Yancy Rodriguez-Coe
w.	Harris, Steven	08/14/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (TA) to (TW)	Reassignment due to displacement - Renaissance Model Replacement for Irene Lopez
x.	Harris, Steven A.	08/14/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (TA) to (YU)	Reassignment due to displacement - Renaissance Model Replacement for Anet Safaryans
y.	Harris, Steven A. II	08/14/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (TA) to (MQ)	Reassignment due to displacement - Renaissance Model Replacement for Andres Castro Cisneros
z.	Jones, Yvette	08/14/19	Student Interventionist, 5.75 hrs/182 days, from (TW) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Alison Osborn
aa.	Kaiser, Marie	06/17/19	Administrative Clerk II, 8.0 hrs/12 mos, from (M&O) to (WEC)	Growth Reassignment due to elimination of position
ab.	Kelly, Rhonda L	08/14/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (TW) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Ruth Knight
ac.	Knight, Ruth	08/14/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (TA) to (JH)	Reassignment due to displacement - Renaissance Model Replacement for Jai Garbutt
ad.	Lopez, Irma	08/14/19	Child Nutrition Assistant II, 5.75 hrs/182 days, from (TA) to (CH)	Reassignment due to displacement - Renaissance Model Replacement for Alycia Ball
ae.	Loughrey, Mellanni Rae	08/01/19	From Special Education Instructional Assistant I to Special Education Instructional Assistant II	Completion of coursework
af.	Lozano, Aldo	08/14/19	Campus Security Assistant, 8.0 hrs/182 days, from (YN) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Colby Moreno
ag.	Lynch, Marshay	08/14/19	Instructional Assistant I, 5.75 hrs/182 days, from (PT) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Engracia Davison
ah.	Lyon, Ana	07/19/19	From Bilingual Administrative Clerk II (SESS), 8.0 hrs/12 mos, to Administrative Clerk II (Ed Svcs), 8.0 hrs/12 mos	Growth, Voluntary Lateral Transfer
ai.	Magallanes, Idelia	08/06/19	Bilingual Typist Clerk, 5.75 hrs/182 days, from (TA) to (BV)	Reassignment due to displacement - Renaissance Model Replacement for Melissa D. Saldana

TRANSFERS AND REASSIGNMENTS

aj.	Martinez, Monica	06/10/19	From Bilingual Typist Clerk (OC), 5.75 hrs/10 mos, to Bilingual Administrative Clerk II (CN) 8.0 hrs/12 mos	Promotion Replacement for Lesley Chinchilla
ak.	Marzett, Vince	07/01/19	Custodian II, 8.0 hrs/12 mos, from (JH) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Michael Vaughn
al.	Michalski, Kelli	07/15/19	Technology Support Liaison, 8.0 hrs/11 mos, from (MQ) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Jeffrey Stiger
am.	Moreno, Colby	08/14/19	Campus Security Assistant, 8.0 hrs/182 days, from (TA) to (YN)	Reassignment due to displacement - Renaissance Model Replacement for Aldo Lozano
an.	Modlin, Patrick	07/01/19	Custodian I, 8.0 hrs/12 mos, from (TA) to (LA)	Reassignment due to displacement - Renaissance Model Replacement for Nayeli Barron-Zarraga
ao.	Nava, Stephanie	08/14/19	Parent/Community Liaison, 8.0 hrs/182 days, from (SAGE) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Griselda Castallenos
ap.	Nelson, Rocio	08/08/19	Child Nutrition Manager, 8.0 hrs/10 mos, from (Site 18) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Terry Richardson
aq.	Ocampo, Elizabeth	07/15/19	Health Assistant - LVN, 8.0 hrs/11 mos, from (MZ) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Becky Vollmer
ar.	Ordaz, Guadalupe	07/15/19	School Secretary, 8.0 hrs/11 mos, from (TA) to (JH)	Reassignment due to displacement - Renaissance Model Replacement for Kelsey Hoffman
as.	Perez, Karina	08/14/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (TA) to (BS)	Reassignment due to displacement - Renaissance Model Replacement for Wendolyn Moore
at.	Perkins, Mirena	08/14/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (BS) to (TA)	Reassignment due to displacement - Renaissance Model Replacement for Wendolyn Moore
au.	Phanhsy, Susan	08/06/19	From Instructional Assistant I (YU), 5.75 hrs/182 days, to Administrative Clerk I (Supt Office), 5.75 hrs/10 mos	Promotion, Replacement for Maria Osorio-Rivas
av.	Ramsey, Yolanda	08/14/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (TW) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Antonio Roman
aw.	Ratzenburg, Alice	08/14/19	Instructional Assistant III, 5.75 hrs/182 days, from (DC) to (TA)	Voluntary Transfer - Renaissance Model
ax.	Reasoner, Lisa A.	07/29/19	Administrative Secretary, 8.0 hrs/12 mos, from (SESS) to (SELPA)	Voluntary Transfer - Replacement for Lavella Denison
ay.	Richardson, Terry	08/08/19	Child Nutrition Manager, 8.0 hrs/10 mos, from (TA) to (Site 18)	Reassignment due to displacement - Renaissance Model Replacement for Rocio Nelson
az.	Robinson-Woods, Kristen	07/16/19	Social Emotional Learning Specialist, 8.0 hrs/208 days, from (TW) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Lyndsie Williams
ba.	Roman, Antonio	08/14/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (TA) to (TW)	Reassignment due to displacement - Renaissance Model Replacement for Rhonda Kelly
bb.	Ross, Kimberly	08/14/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (SH) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Yvonne Fulladosa
bc.	Ruth, Brian	08/14/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (TA) to (CH)	Reassignment due to displacement - Renaissance Model Replacement for Shereyah Farrell

TRANSFERS AND REASSIGNMENTS

bd.	Schopp, Arelis	08/14/19	Bilingual Instructional Assistant, 5.75 hrs/182 days, from (TA) to (DC)	Reassignment due to displacement - Renaissance Model Replacement for Hilda Cruz
be.	Stiger, Jeffrey	07/15/19	Technology Support Liaison, 8.0 hrs/11 mos, from (TA) to (Technology Services)	Reassignment due to displacement - Renaissance Model
bf.	Suarez-Ruedas, Lizette	08/14/19	Instructional Assistant I, 5.75 hrs/182 days, from (TA) to (PT)	Reassignment due to displacement - Renaissance Model Replacement for Kara Mayo
bg.	Taylor, Taniqua	05/28/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (DW) to (SW)	Involuntary transfer Replacement for Ella Trammell
bh.	Vaughn, Michael	07/01/19	Custodian II, 8.0 hrs/12 mos, from (TA) to (JH)	Reassignment due to displacement - Renaissance Model Replacement for Vince Marzett
bi.	Vollmer, Becky	07/15/19	Health Assistant, 8.0 hrs/11 mos, from (TA) to (CH)	Reassignment due to displacement - Renaissance Model Replacement for Leticia Herrera
bj.	Washington, Jasmine	08/14/19	Paraeducator/LVN, 6.5 hrs/182 days, from (DW) to (MZ)	Growth, Reassignment due to elimination of position
bk.	Williams, Lyndsie	07/16/19	Social Emotional Learning Specialist, 8.0 hrs/208 days, from (TA) to (TW)	Reassignment due to displacement - Renaissance Model Replacement for Kristin Robinson-Woods
bl.	Yuman, Maritza	08/14/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (SAGE) to (TA)	Voluntary Transfer - Renaissance Model Replacement for Steven Harris

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 14, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVAL OF REVISION TO JOB DESCRIPTION – BILINGUAL TYPIST CLERK

BACKGROUND

A job description for Bilingual Typist Clerk was developed as an entry-level position to perform a wide-variety of routine clerical work, in both English and Spanish, for school sites and offices.

STATUS

Revision to the job description has been recommended in order to accommodate in other school clerical areas, including the health office, during times of reduced office staff or peak periods. The proposed revision mirrors duties in the job description for the Administrative Clerk I entry-level classification.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revision to the job description for the Bilingual Typist Clerk classification as presented.

BILINGUAL TYPIST CLERK

Bargaining Unit: Classified

SALARY RANGE

\$16.76 - \$20.37 Hourly

DEFINITION:

To perform routine clerical work, including the ability to write, spell, and speak correctly, in both English and Spanish, and to make simple arithmetical calculations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from site administrator.

EXAMPLE OF DUTIES:

Duties may include, but are not limited to, the following:

1. Assist in the preparation and reinforcement of the presentation of bilingual learning materials and in the performance of other bilingual activities.
2. Perform record keeping activities; take attendance and maintain attendance records; fill out forms and applications as needed; assist in maintaining testing and other records.
3. Telephone and interpret for non-English speaking parents, when directed, to inform them of the behavioral or academic standing of their child; interpret at parent/teacher conferences.
4. Attend and participate in faculty, staff, inservice and parent conferences and meetings.
5. Operate audio-visual equipment, computer, copying machines and other related equipment.
6. Register new students, and communicate between school, teacher, and parents.
7. Make home visits (with teacher/principal) to assist with oral translation.
8. Attend BAC and PTA meetings, and Kindergarten Orientation to assist with oral translation.
9. Translate in writing from English to Spanish all school letters, PSD announcements, school newsletters, school awards, BAC, school plan, and school report card.
10. Assist in other areas at times of reduced office staff or peak periods including in the areas of school clerical and health assistance.
11. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. English and second language included in the bilingual programs to which assigned, including literacy as well as oral proficiency.
2. Type at a speed necessary for successful job performance.

PROPOSED REVISION

Personnel Commission Regular Meeting 08/14/19

3. Follow oral and written directions.
4. Simple record keeping procedures.

Ability to:

1. Interpret from English to another language and from another language to English.
2. Properly administer and score language assessment tests.
3. Read and write at the level required for successful job performance.
4. Perform routine clerical work and type at a speed of 40 words per minute.
5. Maintain records.
6. Operate standard office equipment, and learn office rules, methods, and policies.
7. Communicate clearly and concisely, both orally and in writing in English and Spanish.
8. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some general clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 14, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVAL OF REVISION TO CLASSIFICATION SALARY RANGE
FACILITIES PLANNING TECHNICIAN

BACKGROUND

A revision to the job description for Facilities Planning Technician was approved by the Personnel Commission on June 26, 2019, with no change to the salary schedule placement at Range 34.

STATUS

The classification is presented once more to consider an adjustment to the salary schedule placement. The Board of Trustees submitted a written recommendation to the Personnel Commission to consider approving salary placement for the classification at range 38 of the classified salary schedule. The increased salary would attract candidates with expert skills, and serve as a career ladder opportunity for employees.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed salary schedule placement as presented.

FACILITIES PLANNING TECHNICIAN

Bargaining Unit: Classified

~~SALARY RANGE 34~~

~~\$4,004.00—\$4,867.20 Monthly~~

SALARY RANGE 38

\$4,420.00 - \$5,375.07

DEFINITION:

Under the direction of the Chief Business Officer or designee, assists in performing a wide range of duties related to the planning and construction of new facilities and the improvement of older facilities; serves as a liaison between District administration and governmental agencies regarding facility planning and construction; conduct studies; analyze and prepare written reports.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Chief Business Officer or designee.

EXAMPLE OF DUTIES:

1. Establish and maintain database for collecting organizing, and analyzing data for housing and population trends, pupil yield factors, enrollment projections, school attendance boundaries, community facility districts, developer fee systems, and responds to inquiries regarding same.
2. Communicate with a wide variety of internal and external personnel (e.g. administrators, state architect, district counsel, assessor's office etc.) for the purpose of coordinating and monitoring activities, resolving conflicts and exchanging information
3. Prepare a variety of financial and District related reports for the county, state and federal governments; prepare federal and state claim form for reimbursement; prepare year end reports.
4. Participate in compiling and analyzing bid packages.
5. Conduct research and analysis; prepare demographic projections and develop short and long range plans for housing of students and District functions.
6. Participate in the development and coordination of the District budgets; perform technical accounting duties for facilities projects; input, update and reconcile budget data as required; maintain ongoing budget analysis postings and reports.
7. Maintain various financial or statistical records requiring the use of independent judgment; verify, balance, and adjust a variety of accounts.
8. Organize and maintain departmental records, forms, files and documents necessary for a variety of calculations, transactions, and documentation.
9. Participate in the development and monitoring of the District's Master Plan for school facilities, proposed funding sources for financing, remodeling, and construction.
10. Assist in the preparation of various complex reports to present to the Board of Trustees and/or the community regarding zoning, development, etc. as it relates to the District.
11. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of work unit.

PROPOSED REVISION

Personnel Commission Regular Meeting 08/14/2019

QUALIFICATIONS:

Knowledge of:

1. General terms, principles, and practices used in the planning, design, construction, rehabilitation and remodeling of schools. California school facility functions, including funding alternatives, facility planning strategies, and general knowledge of the construction industry.
2. State school building process, including application materials.
3. Effective public relations techniques.
4. Data processing terminology and application.
5. Computer software applications (e.g. Microsoft Word, Excel)
6. Correct English grammar, spelling, punctuation, and vocabulary.
7. Practical operating knowledge of accounting and mathematics.

Ability to:

1. Perform a wide range of professional, administrative, advocacy, and liaison duties involved in facility planning.
2. Use independent achievement in analyzing facility planning functions and procedures.
3. Analyze, interpret, and apply provisions of federal, state, and local regulations and statutes applicable to school facilities planning, construction, and utilization.
4. Coordinate and integrate the efforts and interests of diverse participants in the facility planning process.
5. Prepare written analyses, program funding applications, forms and reports.
6. Communicate effectively, both orally and in writing.
7. Operate a variety of office equipment including a typewriter, computer, and calculating machines.
8. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years increasingly responsible facility planning experience and financial or statistical data, preferably in the area of facilities planning for a large institution; use of computers, including database, spreadsheet and work processing software (GIS software experience preferred).

Training:

Equivalent to the completion of the twelfth grade supplemented by additional coursework in bookkeeping, accounting, or related field.

PROPOSED REVISION

Personnel Commission Regular Meeting 08/14/2019

LICENSE AND CERTIFICATIONS:

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.

Ability to be covered under the District property/liability insurance.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 14, 2019 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Director, Personnel Commission
RE: APPROVAL OF EXPENSE OVER \$500 – OFFICE CHAIRS

BACKGROUND

Office chairs passed down to the Personnel Commission for use in two interview rooms within the Personnel Commission Office are deteriorating and need to be replaced.

STATUS

The District's Purchasing Supervisor obtained the attached quote from a reputable vendor for the procurement of eight task chairs at the rate of \$2,322.08 plus sales tax. This expense is included in the approved 2019-2020 Personnel Commission budget.

RECOMMENDATION

It is recommended that the Personnel Commission approve the recommended expense as presented.

Proposal

Quote #: 071619

Please refer to this number when ordering

To:

Randie Almonte

Palmdale SD

Phone:

Fax:

Reference: E-mailed quote request



CULVER-NEWLIN
FURNITURE FOR SCHOOLS & OFFICES

From:

Date: 7/16/2019

Bill Wells

520 E. Rincon Street Suite #102

Corona, CA 92879


Phone: (310)765-0397

Fax: (949)855-9577

billw@culver-newlin.com

Quotation Expires: 8/15/2019

Terr. No: /

Item #	Qty	Mfg	Description	List Price	Your Price	Amount
I560-Y2-A00-BF A-M01-BA2B-C4	8	9to5	STRATA MESH BACK TASK WITH WITH BLACK UPHOLSTERED SEAT AND FRAME	\$665.00	\$290.26	\$2,322.08
						
<p align="center">**YOUR LOCAL SALES TAX TO BE ADDED*</p> <p align="right">You Saved: \$2,997.92</p>						

PRODUCT MADE TO ORDER
CANNOT BE RETURNED OR EXCHANGED

Page 1 TOTAL \$2,322.08

TOTAL All Pages \$2,322.08

QUOTATION QUALIFICATIONS

PRICES FIRM TO: 8/15/2019	SHIPMENT BY: Best Way	<input checked="" type="checkbox"/> FREE SHIPPING(Del'd Price)	Installation:
SHIP BY: 4-6 weeks aro	INVOICE TERMS: Upon Receipt	<input type="checkbox"/> Tailgate Delivery Only	<input type="checkbox"/> by owner
		<input checked="" type="checkbox"/> Inside Delivery	<input checked="" type="checkbox"/> by C-N
		<input checked="" type="checkbox"/> One Location	<input type="checkbox"/> other
		<input type="checkbox"/> Multiple Locations	

Special Conditions: Changes in quantity will affect prices quoted. Purchase orders generated from this quote must be mailed, e-mailed or faxed to the above address to ensure correct pricing. Please include this quote number with all correspondence.

Authorized By: Bill Wells

Title: Regional Sales Manager

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 14, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVAL OF INITIAL SALARY 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

Salary placement for Occupational Therapist candidate #40384269, is recommended at Step 3 of the Support Services Team category of the Leadership Team Salary Schedule, with endorsement by the Superintendent. The Board will approve salary placement upon hire.

RECOMMENDATION

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