



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, November 13, 2019 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Ms. Mary Theus, Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Regular Meeting Minutes – October 9, 2019

17-19/20

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 List(s)
 - 3. Nullification of Eligibility List(s)
 - 4. Ratification of Transfers

18-19/20

IV. PUBLIC HEARING

- A. Appointment of Personnel Commissioner
CSEA Nominee – Mr. Dale Speights

V. APPROVAL OF PERSONNEL COMMISSIONER

ACTION

- A. CSEA Appointment – Mr. Dale Speights

19-19/20

VI. UNFINISHED BUSINESS

None

VII. NEW BUSINESS

ACTION

- A. Approval of Job Description & Salary Placement
Facilities Planner
- B. Approval of Americans with Disabilities Act (ADA) Compliant Form
Facilities Planner
- C. Approval of 2018-2019 Personnel Commission Annual Report
- D. Second Reading – Revision to Personnel Commission Rules and Regulations
Chapter 8 Leaves of Absence – Item 8.1(I) and Item 8.1(Q)

20-19/20

21-19/20

22-19/20

23-19/20

VIII. INFORMATION/REPORTS

- A. Monthly Expenditure Review
- B. Classified Update
- C. Director, Personnel Commission
- D. Comments from Commissioners

IX. 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

X. RECONVENE TO OPEN SESSION

XI. 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

XII. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: December 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 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 October 9, 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 |
| STAFF PRESENT | Ms. Mary Theus, Director, Personnel Commission A quorum was present. |
| PRELIMINARY BUSINESS | Mrs. Duren moved to approve the minutes of the September 11, 2019 meeting, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, the motion carried with a 3-0 vote. Ayes: Duren, Thompson, Wilson. |
| PUBLIC COMMENTS CONCERNING AGENDA ITEMS | Solange Henriquez, Assistant Director of Human Resources, expressed her appreciation to the Commission for considering the District's recommendation for salary increases to substitute classifications. Ms. Henriquez stated, the salary increases incentivize applicants to apply and retain work as substitute employees. Moreover, by increasing the substitute pools, the District can continue to provide much needed services and support to students and staff. Erwin Bryant, CSEA Executive Board Member, articulated CSEA's position on the recommendations. He remarked that such increases for external applicants should not precede salary increases for permanent employees. Mr. Bryant reported the 1/2% salary increase offered by the District to CSEA through negotiations, which is substantially less than the proposed salaries for substitute classifications. |
| PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS | Helena Perkins, CSEA President, thanked Mrs. Duren for her service as the CSEA-appointed Commissioner, and reported CSEA members opinion on Mrs. Duren's role with a charter school. Erwin Bryant expressed his appreciation as well. |
| CONSENT AGENDA | Mrs. Thompson moved to approve the Consent Agenda as presented, with Mrs. Duren providing a second. The motion carried with a 3-0 vote: Ayes: Duren, Thompson, Wilson. |
| UNFINISHED BUSINESS | None. |

NEW BUSINESS

Approval of Salary Rates for Substitute Classifications

Mrs. Duren moved to approve the proposed salary rates for the substitute classifications as presented. Mrs. Thompson seconded the motion, and discussion ensued. Mrs. Duren commented that substitutes have been underpaid for years. After confirming that substitute salaries for local districts were surveyed, the Commission requested to view the breakdown of data before taking action. Mrs. Thompson amended her motion to table this item to a future meeting, with Mrs. Duren providing a second.

The motion carried with a 3-0 vote: Ayes: Duren, Thompson, Wilson.

INFORMATION/REPORTS

First Reading – Proposed Revision of Personnel Commission Rules and Regulations, Chapter 8

The first reading was presented and opened for discussion. It was reported that the current language is inconsistent with Education Code. Therefore, a revision to Items 8.1(I) and 8.1(Q) is necessary to reflect current Ed Code language pertaining to rights for classified employees to receive vacation day compensation upon separation prior to completion of the probationary period. The item will be placed on the next agenda for the second reading and approval.

Classified Update

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes.

Comments from Director and Commissioners

Ms. Theus expressed her appreciation of Mr. Wilson and Mrs. Duren. Their years of esteemed service as the Board-appointed Commissioner since 2017 and CSEA appointed Commissioner since 2014, respectively, have had a positive impact on the Commission, District, and community. She conveyed her respect and gratitude for their fairness, kind demeanor and constant support, and wished them well in future endeavors.

Commissioner Duren thanked CSEA for their well wishes, and conveyed that she enjoyed the last five years. Mrs. Duren further stated that, concerns regarding her role for a charter school was previously addressed and legitimately clarified that a conflict does not exist. She stressed that CSEA is always first in her heart, and it saddens her to hear classified employees have not changed their opinion regarding this issue.

Commissioner Wilson remarked that it was a pleasure to serve as the Board-appointed Commissioner, and thanked the District for their trust, as well as Mrs. Theus, Mrs. Duren, and Mrs. Thompson for the camaraderie and partnership.

Mrs. Thompson also expressed her appreciation to both Commissioners, and wished them well in future endeavors.

RECESS TO CLOSED SESSION

Recess to closed session at 5:49 P.M.

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

1. Confidential Employment Matters

RECONVENE TO OPEN SESSION

Reconvened to open session at 6:28 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
November 13, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Mrs. Duren, the meeting was adjourned at
6:29 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner

Classified Update for October 9, 2019

Testing Status:

| | |
|---|--|
| Accounting Clerk I | QAI 10/15/19 |
| Accounting Clerk II | Performance/written 10/03/19 |
| Administrative Assistant – Confidential | Performance/written 9/24, 9/25; QAI 10/2 |
| Bilingual/ECE Teacher Assistant | Written exam 10/08/19 |
| Child Nutrition Assistant III | QAI 10/07/19 |
| Library Aide | QAI pending |
| Paraeducator Moderate to Severe | Written exam 10/10/19; QAI 10/16/19 |
| Special Ed Instructional Assistant | Written exam 10/09, 10/10; QAI 10/16/19 |

Postings:

| | |
|---|-----------------|
| Benefits/Payroll Clerk | Closes 10/25/19 |
| Bilingual ECE Teacher Assistant | Continuous |
| Crossing Guard | Closes 10/24/19 |
| ECE Teacher Assistant | Continuous |
| Occupational Therapist | Continuous |
| Paraeducator-Certified Interpreter I/II | Continuous |

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 13, 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.

/MT
18-19/20

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
November 13, 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 Clerk I | 05/10/19 | 05/30/19 | 09/05/19 | 10/15/19 | 205 | 95 | 36 | 37 | 30 | 30 | 10/21/19 | 10/20/20 | No | 18 |
| Accounting Clerk II | 08/22/19 | 09/10/19 | 10/03/19 10/18/19 | 10/28/19 | 89 | 55 | 10 | 10 | 10 | 10 | 10/29/19 | 10/28/20 | *Yes | 7 |
| Bilingual ECE Teacher Assistant | 07/01/19 | Cont. | 10/08/19 | 10/18/19 | 56 | 3 | 3 | NA | 3 | 3 | 10/18/19 | 10/17/20 | *Yes | 3 |
| Crossing Guard | 10/04/19 | 10/24/19 | 10/31/19 | NA | 72 | 23 | 10 | NA | NA | 10 | 10/31/19 | 10/30/20 | *Yes | 10 |
| ECE Teacher Assistant | 07/01/19 | Cont. | 10/08/19 | 10/18/19 | 78 | 3 | 2 | NA | 1 | 1 | 10/18/19 | 10/17/20 | *Yes | 4 |
| Library Aide | 08/19/19 | 09/06/19 | 09/26/19 | 10/21/19 | 120 | 20 | 12 | 14 | 10 | 10 | 10/21/19 | 10/20/20 | No | 8 |
| Paraeducator-Moderate to Severe | 09/16/19 | 10/04/19 | 10/10/19 | 10/18/19 | 92 | 22 | 10 | NA | 10 | 10 | 10/18/19 | 10/17/20 | *Yes | 13 |
| Reprographics Technician | 09/04/19 | 09/24/19 | 10/21/19 | 10/29/19 | 76 | 28 | 18 | NA | 17 | 17 | 10/29/19 | 10/28/20 | No | 15 |
| Special Ed Instructional Asst. | 09/16/19 | 10/04/19 | 10/09/19 10/10/19 | 10/16/19 | 119 | 88 | 31 | NA | 28 | 28 | 10/17/19 | 10/16/20 | *Yes | 21 |

*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

11/07/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 13, 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 classification(s) still contain(s) a sufficient number of qualified ranks.

| Job Classification | Effective Date | Expiration Date | Date Extended |
|---------------------------------------|----------------|-----------------|---------------|
| Assistant Director, Business Services | 12/05/18 | 12/04/19 | 06/04/20 |

RECOMMENDATION

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

/MT
18-19/20

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 13, 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 |
|---|----------------|-----------------|
| Accounting Clerk II | 04/30/19 | 04/29/20 |
| Bilingual ECE Teacher Assistant | 08/30/19 | 08/29/20 |
| Crossing Guard | 03/12/19 | 03/11/20 |
| ECE Teacher Assistant | 08/30/19 | 08/29/20 |
| Paraeducator-Moderate to Severe | 02/25/19 | 02/24/20 |
| Special Education Instructional Assistant | 02/22/19 | 02/21/20 |

RECOMMENDATION

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

/MT
18-19/20

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 13, 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 REASSIGNMENT

11/13/19

| | <u>Employee Name</u> | <u>Effective Date</u> | <u>Classification(s)</u> | <u>Comments</u> |
|----|----------------------------|-----------------------|---|---|
| a. | Arteaga Martinez, Marisela | 10/04/19 | From Noon Duty/Campus Assistant (PT), 3.5 hrs/182 days, to Child Nutrition Assistant I (PT), 3.0 hrs/182 days | Promotion Replacement for Johana Mayen de Rodriguez |
| b. | Avelar, Stephanie | 09/30/19 | From School Secretary (MZ), 8.0 hrs/11 mo, to Bilingual Instructional Assistant (PLP), 5.75 hrs/182 days | Demotion Replacement for Diane Navarrete Garcia |
| c. | Ayala Armenta, Ana | 10/11/19 | Special Education Instructional Assistant I, from 5.75 hrs/182 days (DC), to 6.5 hrs/182 days (MZ) | Increase in hours by seniority Replacement for Deborah Robinson |
| d. | Brooks, Tammy | 10/04/19 | From Crossing Guard (Transp), 2.0 hrs/182 days, to Child Nutrition Cashier (PT), 3.0 hrs/182 days | Promotion Replacement for Alejandra Palacios |
| e. | Cortez, Karina | 09/16/19 | From Instructional Assistant I (BV), 5.75 hrs/182 days, to Bilingual Typist Clerk (BV) 5.75 hrs/10 mo | Promotion (correction from prev. agenda) Replacement for Idelia Magallanes |
| f. | Cruz, Jacqueline | 10/03/19 | From Noon Duty/Campus Assistant (QV), 3.5 hrs/182 days, to Student Interventionist (JH), 5.75 hrs/182 days | Promotion Replacement for Phillip Givens |
| g. | Delgado, Cristal | 09/01/19 | Paraeducator - Moderate to Severe, from 5.75 hrs/182 days (PDC) to 6.5 hrs/182 days (DW) | Growth Increase in hours by seniority |
| h. | Esquivel, Brianna | 10/16/19 | Paraeducator-Moderate to Severe, from 5.75 hrs/182 days to 7.0 hrs/182 days (PDC) | Growth Increase in hours by seniority |
| i. | Evans, B. Patrice | 09/04/19 | Paraeducator - Moderate to Severe (BV), from 5.75 hrs/182 days to 6.5 hrs/182 days | Replacement for Petronila Estrada Increase in hours by seniority |
| j. | Farias, Sara | 10/01/19 | Paraeducator/LVN, 7.0 hrs/182 days, from (PDC) to (Hlth Svcs) | Growth Reassignment due to elimination of position |
| k. | Ford, Stephen | 10/10/19 | Campus Security Assistant, 8.0 hrs/182 days, from (SAGE) to (DGM) | Voluntary Transfer Replacement for Anthony Flowers |
| l. | Gonzalez, Rocio | 09/16/19 | Bilingual Administrative Clerk II, 8.0 hrs/12 mo, from (ECE) to (SESS) | Voluntary Transfer Replacement for Ana Lyon |
| m. | Hernandez, Angela | 10/04/19 | From Noon Duty/Campus Assistant (CH), 3.5 hrs/182 days, to Child Nutrition Assistant I (SAGE), 3.0 hrs/182 days | Promotion Replacement for Maritza Yuman |
| n. | Hill, Virginia | 09/23/19 | Special Education Instructional Assistant I, 5.75 hrs/182 days, from (CH) to (Site 18) | Growth Reassignment due to elimination of position |
| o. | Miller, Marisa | 09/13/19 | From Child Nutrition Assistant I (OC), 3.0 hrs/182 days, to | Growth |

TRANSFERS AND REASSIGNMENT

11/13/19

| | | | | |
|-----|------------------------|----------|--|---|
| | | | Child Nutrition Assistant II (YN), 5.75 hrs/182 days | Promotion |
| p. | Navarro Cuevas, Genaro | 10/07/19 | From Custodian I, 8.0 hrs/12 mos (ECE), to Custodian II, 8.0 hrs/12 mos (ECE) | Growth Promotion |
| q. | Oke II, Michael | 10/21/19 | From Technology Support Specialist, 8.0 hrs/12 mos, to IT Technician, 8.0 hrs/12 mos | Promotion Replacement for Paul Kochie |
| r. | Ortez, Nelson | 10/09/19 | Custodian I, 8.0 hrs/12 mos, from (QV) to (ECE) | Growth Involuntary Transfer |
| s. | Ortiz, Girselda | 09/27/19 | Child Nutrition Assistant I, 3.0 hrs/182 days, from (SH) to (BS) | Voluntary Transfer Replacement for Mirena Perkins |
| t. | Ressler, Deanna | 10/09/19 | Early Childhood Education Teacher Assistant, 3.75 hrs/185 days, (Site 18), Rm 104, A.M. shift | Voluntary Transfer Replacement for Dally Arrese Panduro |
| u. | Robinson, Alisa | 09/09/19 | Special Education Instructional Assistant I, 6.5 hrs/182 days, from (QV) to (YU) | Growth Reassignment |
| v. | Robinson, Deborah Ann | 08/26/19 | Special Education Instructional Assistant I, 6.5 hrs/182 days, from (MZ) to (PT) | Growth Involuntary Transfer |
| w. | Roman, Antonio | 10/10/19 | Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (TW) to (GP) | Growth Voluntary Transfer |
| x. | Romo, Roxanne | 10/22/19 | Special Education Instructional Assistant I, from 5.75 hrs/182 days (CM) to 6.5 hrs/182 days (CH) | Growth Increase in hours by seniority |
| y. | Sanders, Alexis | 10/08/19 | Paraeducator-Moderate to Severe, from 5.75 hrs/182 days to 6.5 hrs/182 days, within (BV) | Growth Increase in hours by seniority |
| z. | Serrano, Maria | 10/08/19 | From Accounting Clerk II (ECE), 8.0 hrs/12 mo, to Accounting/Data Processing Technician (Fiscal), 8.0 hrs/12 mo | Promotion Replacement for Cindy Manzano |
| aa. | Strickland, Cynthia | 10/08/19 | Paraeducator/LVN, from 7.0 hrs/182 days (PDC) to 6.5 hrs/182 days (First Steps) | Growth Voluntary decrease in hours |
| ab. | Waller, Dana | 09/13/19 | From Child Nutrition Assistant I (QV), 3.0 hrs/182 days, to Child Nutrition Assistant II (MZ), 5.75 hrs/182 days | Promotion Replacement for Rachelle Bobber |
| ac. | Washington, Jasmine | 10/03/19 | Paraeducator/LVN, 6.5 hrs/182 days, from (MZ) to (CH) | Reassignment due to elimination of position Replacement for Brenda Winkler |

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

| | | |
|-------|--|---------------------|
| DATE | November 13, 2019 | REPORT |
| TO: | Personnel Commission | <u> X </u> ACTION |
| FROM: | Mary Theus Director, Personnel Commission | |
| RE: | APPOINTMENT OF COMMISSIONER – CSEA SELECTION | |

BACKGROUND

The Palmdale School District Personnel Commission consists of three members. One is nominated by the classified employees, one by the Board of Trustees, and one is selected by the appointed members.

The CSEA appointment was vacated and a selection has been made by CSEA membership to appoint Mr. Dale Speights for a 3-year term commencing December 1, 2019.

STATUS

At the meeting of November 13, 2019, the nomination of Mr. Dale Speights to the Personnel Commission will be presented in accordance with Education Code section 45246, for the term from December 1, 2019 through November 30, 2022. A public hearing will be conducted to allow community input. Action regarding the appointment will occur subsequent to the public hearing.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

| | | |
|-------|---|---------------------|
| DATE: | November 13, 2019 | REPORT |
| TO: | Personnel Commission | <u> X </u> ACTION |
| FROM: | Mary Theus Director, Personnel Commission | |
| RE: | APPROVAL OF NEW LEADERSHIP CLASSIFICATION AND SALARY PLACEMENT: FACILITIES PLANNER | |

BACKGROUND

The District and Maintenance & Operations Administrator proposed a new classified leadership classification titled Facilities Planner to effectively meet the growing needs of the District. The proposed job description more efficiently covers the scope of duties required for effective management of the District's facilities planning and construction programs.

STATUS

The proposed job description emphasizes essential management and fiscal competence to oversee and direct work related to facilities and construction operations. The recommended salary schedule placement is at the Assistant Director level of the Leadership Salary Schedule (\$67,298 - \$81,802).

RECOMMENDATION

It is recommended that the Personnel Commission approve the new classification and job description, and proposed salary schedule placement as presented for Facilities Planner.

/MT
20-19/20

FACILITIES PLANNER

Bargaining Unit: Management

PROPOSED SALARY RANGE

\$67,298 - \$81,802 Annually

DEFINITION

Plan, coordinate and administer the facilities planning and construction programs; participate in the development and implementation of policies and procedures related to facilities planning and construction; serve as liaison between District administrators and appropriate funding and other agencies regarding facilities planning and construction matters. Perform other related duties as required/assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance and Operations Administrator or designee. This position may exercise functional supervision over professional, technical and/or clerical staff as assigned.

EXAMPLE OF ESSENTIAL DUTIES

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

1. Coordinate the preparation of reports and applications for funds allocated under the Leroy F. Green Lease-Purchase Building Program and similar programs.
2. Serve as District liaison to the Division of the State Architect, the Office of Public School Construction (State Allocations Board) and other appropriate federal state, county and local agencies on facilities planning matters.
3. Prepare a variety of financial and District-related reports for the county, state, and federal governments, federal and state claim form for reimbursement, and year end reports.
4. Coordinate activities and serve as liaison between district administrators in the administration of facilities planning programs; work with outside contractors and site administrators to ensure efficient completion of construction projects impacting school operations.
5. Participate in the development and monitoring of the District's Capital Improvement Plan for facilities planning, financing, modernization and construction.
6. Participate in facilities planning development, compiling and analyzing bid packages.
7. Maintain various financial or statistical records requiring the use of independent judgment; verify, balance, and adjust a variety of accounts.
8. Coordinate the development of educational specifications for new or modernized facilities; retain blueprints for District facilities and grounds.
9. Prepare budget projections for the facilities planning program.
10. Develop and maintain information files related to the facilities planning program, such as school housing capacity and cohort survival enrollment projections.
11. Perform research and prepare cost estimates and special reports related to facilities planning.

PROPOSED NEW CLASSIFICATION

Personnel Commission Regular Meeting 11/13/19

12. 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, and developer fee systems; respond to inquiries regarding same.
13. Prepare and/or direct the preparation of procedural and administrative studies; recommend solutions to facilities planning difficulties.
14. Oversee and direct the work of project architects, inspectors and others in conjunction with the construction program, and general administration of construction contracts.
15. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

Knowledge of:

1. Government regulations and codes related to facility construction, such as Titles 19, 21, and 24 of the Administrative Code, the Uniform Building Code, and Health and Safety regulations.
2. Funding programs and sources for school construction, such as the Leroy F. Green Lease-Purchase Building Program, Mello Roos Financing Act, and California Street and Highways Code as related to Maintenance Assessment Districts.
3. Construction industry procedures and practices.
4. School district organization and operations.
5. Problem analysis and report writing techniques; data organization and presentation.
6. Principles and practices of financial recordkeeping.
7. General accounting and auditing procedures.

Ability to:

1. Coordinate the activities of various District programs in the administration of a facilities planning program.
2. Understand and interpret a variety of materials related to facility construction, such as government codes, procedures, and technical materials.
3. Establish and maintain effective working relationships with school district personnel, government agency representatives, contractors, architects, and others contacted in the course of work.
4. Prepare budget projections and cost estimates.
5. Analyze situations accurately and recommend appropriate solutions.
6. Maintain records and prepare reports.
7. Review and perform complex and specialized financial reports relating to the preparation relating to the preparation, processing and maintenance of District records.
8. Communicate effectively, both orally and in writing.
9. Manage demands; work independently with minimal supervision.

EDUCATION AND EXPERIENCE

Any combination of education, training and experience equivalent to a Bachelor's degree in engineering, architecture or public administration. Three (3) years of progressively responsible experience in facilities planning and budgeting activities for a school district or other public agency. Two (2) years of increasingly responsible experience in the maintenance of financial and statistical records, accounting and budgeting.

**Additional related experience may substitute for education on a year-for-year basis.

LICENSE AND CERTIFICATIONS

- Possession of an appropriate, valid California driver's license and automobile insurance.
- Ability to be covered under the District property/liability insurance.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

| | | |
|-------|---|---------------------|
| DATE: | November 13, 2019 | REPORT |
| TO: | Personnel Commission | <u> X </u> ACTION |
| FROM: | Mary Theus Director, Personnel Commission | |
| RE: | APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM: FACILITIES PLANNER | |

BACKGROUND

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in recommended format.

STATUS

The physical/mental requirements for Facilities Planner are presented for approval in the currently utilized ADA Compliant Job Analysis form as attached.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis for Facilities Planner as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

Facilities Planner

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never
I = Infrequently (less than once per day)
O = Occasionally (less than 2 ½ hours per day)
F = Frequently (2 ½ to 5 hours per day)
C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS

Postures/ Movements: During ESSENTIAL Functions

| | | | | | |
|------------|-----|---------------|-----|-------------------------|-----|
| Sitting | F-C | Kneeling | I | Twisting at Waist | O-F |
| Standing | F-C | Crawling | I | Reaching: | |
| Walking | F-C | Climbing | I-O | Above Shoulders | O |
| Bending | O | Balancing | I | At/Below Shoulders | F-C |
| Stooping | O | Foot Controls | I | Neck Extension (up) | O |
| Squatting | O | Pushing | O | Neck Flexion (down) | F-C |
| Lying Down | N | Pulling | O | Neck Rotation (turning) | F-C |

Comments:

Lifting: During ESSENTIAL Functions * Indicates with assistance

| Weight - Pounds | Below Waist | Waist/ Chest | Above Shoulder | Examples of Objects Lifted |
|-----------------|-------------|--------------|----------------|---|
| Up to 10 | O-F | F-C | O | Paper; supplies; books; blueprints; equipment |
| 11-25 | O-F | O-F | I-O | Paper; supplies; books; blueprints; equipment |
| 26-50 | I | I | I | equipment |
| 51-75* | I | I | I | |
| 76-100* | N | N | N | |
| Over 100* | N | N | N | |

Comments: * Overweight Items require breaking down or assistance

Carrying: During ESSENTIAL Functions * Indicates with assistance

| Pounds | Freq. | Distance | Examples of Objects Carried |
|-----------|-------|------------|--|
| Up to 10 | F-C | Up to 100' | Paper; office supplies; books; blueprints; equipment |
| 11-25 | F | Up to 50' | Paper; office supplies; books; equipment |
| 26-50 | I-O | Up to 20' | Box of paper; equipment |
| 51-75* | I | | |
| 76-100* | N | | |
| Over 100* | N | | |

Comments: *Over weight items require breaking down or assistance

| OBJECT MANIPULATION | | |
|---------------------|-------|---|
| | Freq. | Tools & materials handled during ESSENTIAL Functions: |
| Fine Grasp | F-C | Pens/pencils; files; reports; office supplies; computer mouse |
| Fine Manipulation | F-C | Files, reports, equipment |
| Gross Grasp | F-C | |
| Gross Manipulation | F-C | |
| Power Grasp | N | |

| MENTAL AND PSYCHOLOGICAL DEMANDS | | | |
|----------------------------------|---|-----------|----------|
| | | Frequency | |
| Basic Work Abilities: | | Essential | Non-Ess. |
| 1 | Follow verbal and written instructions. | F-C | |
| 2 | Maintain the established work pace. | F-C | |
| 3 | Adhere to established work and safety procedures. | F-C | |
| 4 | Respond appropriately to direction, evaluation, or criticism. | F-C | |
| 5 | Respond appropriately to changes in the work setting. | O-F | |
| Attention to Task/ Details: | | | |
| 6 | Perform simple/ repetitive tasks. | F-C | |
| 7 | Perform complex/varied tasks. | F-C | |
| 8 | Organize tasks and set priorities. | F-C | |
| 9 | Manage multiple tasks simultaneously. | F-C | |
| Interaction with Others: | | | |
| 10 | Work cooperatively with coworkers. | F-C | |
| 11 | Interact with customers or the public. | F-C | |
| 12 | Give training/ instruction. | O-F | |
| 13 | Direct or supervise others. | O-F | |
| Decision Making: | | | |
| 14 | Use basic problem-solving techniques. | F-C | |
| 15 | Work autonomously, or with minimal supervision. | F-C | |
| 16 | Make independent decisions based on data/ circumstances. | F-C | |

Comments:

| COMMUNICATION / SENSORY DEMANDS | | | | |
|---------------------------------|-------|--|-------|---------------------------|
| Method | Freq. | Function #: ESSENTIAL | Freq. | Function #: Non-ESSENTIAL |
| Seeing | C | Reading reports/blueprints | | |
| Hearing | C | Converse with District staff and other agencies; phone calls | | |
| Speaking | F-C | Converse with District staff and other agencies; | | |
| Reading | F-C | Printed material; computer data; reports; blueprints | | |
| Writing | O-F | Letters, memorandums; reports; applications; note taking | | |
| Math | O-F | claim forms; accounting; cost estimates; record data | | |

Comments:

| ENVIRONMENTAL CONDITIONS | | | | |
|--|-------|--|-------|---------------|
| | Freq. | Essential | Freq. | Non-Essential |
| Indoors | F-C | | | |
| Outdoors | O-F | Weather; Site visitations | | |
| Cold | I-O | Weather; Site visitations | | |
| Heat | I-O | Weather; Site visitations | | |
| Humidity | I-O | Weather; Site visitations | | 1 |
| Temperature Swings | I-O | Weather; Site visitations | | |
| Dust/ Wind | I-O | Weather; Site visitations; open doors/windows | | |
| Noise | I-O | Construction projects at sites; open doors/windows | | |
| Vibration | N | | | |
| Fumes/ Odors | I | Construction projects at sites | | |
| Toxic Substances | N | | | |
| Radiation | N | | | |
| Mechanical Hazards | N | | | |
| Electrical Hazards | N | | | |
| Explosive Hazards | N | | | |
| Safety Equipment/Training/Attire: Appropriate attire as per Board Dress Code Policy | | | | |

| OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY | | | |
|---|-------|-------------------------|-------|
| Essential Functions | Freq. | Non-Essential Functions | Freq. |
| Operate computer | F-O | | |
| Operate automobile | I | | |
| | | | |

| WORK SETTING | | | | |
|---|----|----------------------------|----|----------------------------|
| Brief Description of Work Site: Facilities & Maintenance Office; site locations | | | | |
| Breaks: Two 15 min; lunch break | | Overtime: Exempt | | |
| Supervised by: M&O Admin. | | Supervises: Assigned staff | | |
| Number of Employees at Work Site: Approx. 6 in office | | | | |
| Characteristics of Site: | % | | % | |
| Informal | 25 | Formal | 75 | Formal + Informal = 100 % |
| Autonomy-oriented | 60 | Team-oriented | 40 | Autonomy + Team = 100% |
| Routine Tasks | 60 | Variable Tasks | 40 | Routine + Variable = 100 % |
| Slow Paced | 50 | Fast Paced | 50 | Slow + Fast Paced = 100% |
| Low Pressure | 40 | High Pressure | 60 | Low + High Pressure = 100% |

| JOB ANALYSIS PARTICIPANTS | | | |
|---|-----------|---|------------|
| Name | Signature | Job Title | Date |
| Mary Theus | | Director, Personnel Commission | 11/07/2019 |
| Al Tsai | | Maintenance & Operations Administrator | 11/07/2019 |
| Solange Henriquez | | Asst. Director, Human Resources | 11/07/2019 |
| Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Other | | | |
| Written by: Mary Theus Date: 11/07/2019 | | | |

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

| | | |
|-------|--|---------------------|
| DATE | November 13, 2019 | REPORT |
| TO: | Personnel Commission | <u> X </u> ACTION |
| FROM: | Mary Theus Director, Personnel Commission | |
| RE: | APPROVAL OF 2018-2019 PERSONNEL COMMISSION ANNUAL REPORT | |

BACKGROUND

Each year, an annual report of the Personnel Commission is brought for review subject to approval by November 30th per Education Code 45266 and Personnel Commission Rules and Regulations, Chapter 2, Item 2.17.

STATUS

Attached is the 2018-2019 Personnel Commission Annual Report.

RECOMMENDATION

It is recommended that the Personnel Commission approve the Annual Report as presented.

/MT
22-19/20

Commissioners

Kathleen Duren

Mrs. Kathleen "Kathe" Duren was appointed on September 10, 2014 for the remainder of the CSEA appointment. Mrs. Duren retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served on the Executive Board and was a Job Steward. She has served the District in many different capacities including the classification committee, insurance committee, and various other committees/ foundations. After retirement, Mrs. Duren continued to support the Merit System by serving on Qualifications Appraisal Interview (QAI) panels before being appointed as a Commissioner. Mrs. Duren was reappointed in December 2016.

Don Wilson

Mr. Don Wilson was appointed as the Interim Commissioner on September 22, 2017 for the remainder of the Board of Trustees' appointment. Mr. Wilson has lived in the Antelope Valley since 1987 with his wife and three children. His children attended school in the Palmdale School District, and his wife is a thirty-year employee at the District currently teaching second grade at a Dual Immersion school. Mr. Wilson is retired after 28 years of retail sales at Foster Farms, and has ten years' experience in hotel/restaurant management. Mr. Wilson was appointed in December 2017 for a three-year term.

Deneese Thompson

Mrs. Deneese Thompson was appointed December 1, 2015. She is the joint appointment of the two commissioners. Mrs. Thompson was a volunteer in the Palmdale School District for many years. She gained employment with the District and served as an Instructional Assistant and Media Center Clerk. Mrs. Thompson retired from the District as a School Secretary. Her retirement days are spent serving as the Area Director for Special Olympics Antelope Valley. Mrs. Thompson currently supervises the athletic training of 300 athletes with intellectual disabilities.

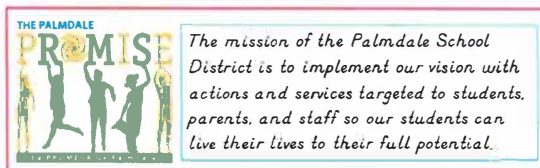
PERSONNEL COMMISSION MISSION STATEMENT

To complement student learning and achievement, the Personnel Commission will...

- Attract, recruit, select, and retain a qualified and talented workforce.
- Adhere to Merit System principles and Personnel Commission Rules and Regulations in alignment with Education Code, Board Policies, contract language, and other pertinent laws.
- Serve and support classified employees.
- Disseminate information and provide resources to employees and community members.

Palmdale School District Mission Statement

The Palmdale PROMISE, including a refocused mission statement, strategic goals, and essentials is foundational in all Palmdale School District operations.



PERSONNEL COMMISSION STAFF

Mary Theus, Interim Director
mltheus@palmdalesd.org

Elvira Cova, Personnel Analyst
ecova@palmdalesd.org

Stacey Elliott, Personnel Analyst
selliott@palmdalesd.org

Susan McCormick, Administrative Secretary
smccormick@palmdalesd.org

Personnel Commission
37230 37th Street East ♦ Palmdale, CA 93550
661.285.2902



Palmdale School District PERSONNEL COMMISSION ANNUAL REPORT

2018 - 2019

Personnel Commission

Kathleen Duren
Deneese Thompson
Don Wilson



Acknowledgments

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

Our sincere appreciation to the individuals from the following organizations, retired management personnel, and employees from the Palmdale School District, who graciously gave their time to serve as raters on our screening and interview panels. Your willingness to serve and share your expertise is invaluable to Merit System operations.

Antelope Valley Union High School District
Lancaster School District
William S. Hart Union High School District



MEMBERSHIPS / RESOURCES

The Personnel Commission maintained memberships in the following organizations:

ACSA - Association of California School Administrators
CSPCA - Calif. School Personnel Commissioners Assoc.
CODESP - Cooperative Organization for the Development of Employee Selection Procedures
NEOGOV - Applicant tracking system
OPAC - Office Proficiency and Assessment Certification
PCASC - Personnel Commission Assoc. of Southern California

The Merit System

The Merit System provides the framework for personnel management for classified employees of the school district and fosters the advancement of career service. The Personnel Commission is responsible for administering the Merit System principles in the district within the parameters of the Education Code. The Merit System operates to ensure that employment selections and promotions are on the basis of merit and fitness to minimize preference or prejudice as governed by Education Code 45240 through 45320. Through the competitive examination process, vacancies are filled from established eligibility lists as evidenced by the ranking of qualified candidates. Merit System principles also afford an impartial appeal hearing for disciplinary actions.

Meetings

The Personnel Commission ordinarily meets the second Wednesday of each month. If a second meeting is needed, the fourth Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:30 P.M. unless otherwise notified.

During the 2018-19 year, the Personnel Commission held 20 regular meetings and two special meetings.

NEW CLASSIFICATIONS

Benefits Analyst
Substitute Noon Duty/Campus Assistant
Systems Administrator

REVISED CLASSIFICATIONS

Benefits Analyst * Director Personnel Commission
Head Start/State Preschool Fiscal Officer *
Noon Duty/Campus Assistant * Substitute Early Childhood
Education Teacher Assistant * Systems Administrator

PERSONNEL REQUISITIONS PROCESSED

| | |
|------------------------------------|------------|
| Employment (New Hires) | 122 |
| Demotions | 9 |
| Promotions | 31 |
| Transfers | 36 |
| Reassignments | 58 |
| Rehire/Reinstatements | 8 |
| <u>Increase in Hours/Work Year</u> | <u>50</u> |
| Total Positions Filled | 382 |

COMPETITIVE EXAMINATION

| | |
|---------------------------------------|--------------|
| Job Hits on Website | 148,046 |
| Classified Applications | 4,583 |
| Examinations Administered: | |
| Written | 102 |
| Technical/Skills | 39 |
| QAI | 50 |
| Proficiency (Basic Skills) | 22 |
| Substitute/Casual Applications | 1969 |
| Examinations Administered: | |
| Written | 65 |
| Qualified & Referred | 311 |
| Applicants Scheduled to Test | 1752 |
| Eligibility Lists Certified | 70 |

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

| | | |
|-------|--|---------------------|
| DATE | November 13, 2019 | REPORT |
| TO: | Personnel Commission | <u> X </u> ACTION |
| FROM: | Mary Theus Director, Personnel Commission | |
| RE: | SECOND READING AND APPROVAL - PROPOSED REVISION TO PERSONNEL COMMISSION RULES AND REGULATIONS CHAPTER 8 – LEAVES OF ABSENCE, Items 8.1 (I) and 8.1 (Q) | |

BACKGROUND

A comparison of Education Code 45197, and the Personnel Commission Rules and Regulations ("PC R&R") revealed an inconsistency in language pertaining to rights for probationary classified employees to receive vacation compensation upon separation from the District prior to completion of the probationary period.

STATUS

Items 8.1(I) and 8.1(Q), Chapter 8 of the Personnel Commission Rules and Regulations require revision to conform with Education Code. The recommended changes identified below are now presented for a second reading and approval.

Current PC R&R, Item 8.1(I):

Vacation does not become an earned right until after completion of the initial probationary period.

- **REVISED PC R&R, Item 8.1(I):**

Vacation does not become an earned right until after completion of six (6) months of employment.

Current PC R&R, Item 8.1(Q):

Earned and unused vacation is to be paid in a lump sum upon termination, except employees within initial probation are not entitled to vacation pay upon separation.

- **REVISED PC R&R, Item 8.1(Q)**

Earned and unused vacation is to be paid in a lump-sum upon termination, except employees who have not completed six (6) months of employment in regular status shall not be entitled to vacation pay upon separation.

RECOMMENDATION

It is recommended that the Personnel Commission approved the revision as presented to update its Rules and Regulations, Chapter 8, Items 8.1(I) and 8.1(Q), as presented.

CHAPTER 8

LEAVES OF ABSENCE

SECTION 1 LEAVES OF ABSENCE

ITEM 8.1 VACATION

- A. Vacation privilege is applicable only to regularly-assigned classified service employees and shall be earned at the prescribed rate as part of compensation.
- B. Vacation time will accrue from the first month of employment if the employee is paid for at least one day over one-half of that month. Otherwise, it accrues from the first day of the following month.
- C. Minimum vacation time will accrue at the rate of a day of vacation for each month worked if the employee is in a paid status for half (1/2) the working days or more in a month and normally works seven (7) to eight (8) hours per day, five (5) days per week.
- D. According to the contract effective July 1, 2002, following five (5) years employment, two (2) additional vacation days per year shall accrue for year six (6) through thirteen (13), to a total of twenty-eight (28) days. If a holiday falls within the vacation period, an extra day is added to the vacation period.
- E. Employees who are on leave to serve in a limited-term assignment, or who serve in limited-term assignments during periods when they are regularly assigned, shall earn as above, during such limited-term assignments.
- F. Vacation shall be earned during any paid leave of absence.
- G. The District shall credit each employee on July 1 of each fiscal year with their proposed accrued entitlement.
- H. Vacations shall be computed on an hourly basis for those employees paid on an hourly basis. Hourly employees shall earn an hour of vacation for every twenty-two (22) hours worked.
- I. Vacation does not become an earned right until after completion of six (6) months of employment.
- J. Supervisors may develop a vacation schedule each year and present it to the appropriate supervisor for review and approval.
- K. Probationary or permanent hourly employees may be compensated for unused earned vacation at the end of the school year.
- L. All personnel may take their vacation any time during the fiscal year in which it is earned if approved by the employee's immediate supervisor.
- M. The Assistant Superintendent of Human Resources, after consultation with the employee's immediate supervisor, may authorize an extension of a vacation period without pay for three weeks beyond the paid vacation period.

- N. If vacation cannot be taken in any one year, it can be carried over to the next year or paid, if approved in advance by the Superintendent.
- O. Vacation can be taken on the basis of what will be earned during a year but which has not yet been accrued.
- P. Used but unearned vacation must be repaid upon separation from the District through appropriate deductions from the employee's final warrant.
- Q. Earned and unused vacation is to be paid in a lump sum upon termination, except employees who have not completed six (6) months of employment in regular status shall not be entitled to vacation pay upon separation.
- R. Employees, whose vacation was interrupted by illness, accident, or other personal type of leave, shall not have vacation time deducted unless all other leaves have been used.
- S. Vacations which occur at the time of a Board or legal holiday shall have such day or days added to the employee's vacation schedule.
- T. Employees may interrupt or terminate vacation leave in order to begin another type of paid leave without returning to active service. The employee must supply adequate notice and relevant supporting information regarding the basis for such interruption or termination.
- U. At least one day prior to the employee's expected return to work; the employee shall notify the supervisor in order that any substitute employee may be terminated. If the employee fails to notify the supervisor and both the employee and the substitute report, the substitute is entitled to the assignments, and the employee shall be docked for another day of vacation.

ITEM 8.2 LEAVE OF ABSENCE FOR ILLNESS OR INJURY (SICK LEAVE)

- A. Sick leave applies to probationary or permanent employees.
- B. Sick leave accrues at the rate of one day per full month employed for a seven (7) or eight (8) hour employee. Employees working less than seven (7) hours will be prorated. (one-half (1/2) month or more employed accrues at the rate of one (1) day).
- C. Sick leave accrues indefinitely.
- D. Sick leave may be taken at any time.
- E. Probationary employees may use only seven (7) days of paid sick leave during the probationary period. After the probationary period, the amount remaining is added to the balance of unused sick leave for the year.
- F. At the beginning of the fiscal year, the employee shall be credited with the unused portion of sick leave, together with the full year's sick leave for the new fiscal year. Unused sick leave shall be thereafter carried forward from year to year.
- G. Pay for any day of sick leave shall be the same pay the employee would have received if the employee had worked that day.
- H. The District may require written verification by the employee's physician or practitioner for any absence due to illness or injury. Such verification shall be required whenever an

| Fund | Func | Dist Obj | Sch Loc | Schl Loc Desc | Resource Desc | Current Operating Budget | Expenditure | Encumbrance | Total Obligated | Remaining Balance |
|------|-------|----------|---------|----------------------|------------------------|--------------------------|-------------|-------------|-----------------|-------------------|
| 01 | 74400 | 4320 | 2300000 | Personnel Commission | Unrestricted Resources | 5,799.00 | 301.24 | 4,862.60 | 5,163.84 | 635.16 |
| 01 | 74400 | 4380 | 2300000 | Personnel Commission | Unrestricted Resources | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 01 | 74400 | 4420 | 2300000 | Personnel Commission | Unrestricted Resources | 1,000.00 | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 01 | 74400 | 4480 | 2300000 | Personnel Commission | Unrestricted Resources | 3,000.00 | 0.00 | 0.00 | 0.00 | 3,000.00 |
| 01 | 74400 | 5210 | 2300000 | Personnel Commission | Unrestricted Resources | 1,000.00 | 48.60 | 0.00 | 48.60 | 951.40 |
| 01 | 74400 | 5220 | 2300000 | Personnel Commission | Unrestricted Resources | 18,000.00 | 2,194.75 | 1,458.95 | 3,653.70 | 14,346.30 |
| 01 | 74400 | 5310 | 2300000 | Personnel Commission | Unrestricted Resources | 3,600.00 | 3,500.00 | 0.00 | 3,500.00 | 100.00 |
| 01 | 74400 | 5712 | 2300000 | Personnel Commission | Unrestricted Resources | 750.00 | 101.50 | 0.00 | 101.50 | 648.50 |
| 01 | 74400 | 5719 | 2300000 | Personnel Commission | Unrestricted Resources | 600.00 | 64.45 | 0.00 | 64.45 | 535.55 |
| 01 | 74400 | 5810 | 2300000 | Personnel Commission | Unrestricted Resources | 4,800.00 | 0.00 | 0.00 | 0.00 | 4,800.00 |
| 01 | 74400 | 5822 | 2300000 | Personnel Commission | Unrestricted Resources | 40,000.00 | 0.00 | 40,000.00 | 40,000.00 | 0.00 |
| 01 | 74400 | 5828 | 2300000 | Personnel Commission | Unrestricted Resources | 28,000.00 | 25,802.59 | 0.27 | 25,802.86 | 2,197.14 |
| 01 | 74400 | 5830 | 2300000 | Personnel Commission | Unrestricted Resources | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 01 | 74400 | 5890 | 2300000 | Personnel Commission | Unrestricted Resources | 800.00 | 0.00 | 0.00 | 0.00 | 800.00 |
| 01 | 74400 | 5899 | 2300000 | Personnel Commission | Unrestricted Resources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 | 82000 | 2230 | 2300000 | Personnel Commission | Unrestricted Resources | 11,992.00 | 3,997.04 | 0.00 | 3,997.04 | 7,994.96 |
| 01 | 82000 | 2231 | 2300000 | Personnel Commission | Unrestricted Resources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 | 82000 | 3212 | 2300000 | Personnel Commission | Unrestricted Resources | 2,487.00 | 788.24 | 0.00 | 788.24 | 1,698.76 |
| 01 | 82000 | 3312 | 2300000 | Personnel Commission | Unrestricted Resources | 744.00 | 256.37 | 0.00 | 256.37 | 487.63 |
| 01 | 82000 | 3332 | 2300000 | Personnel Commission | Unrestricted Resources | 174.00 | 59.95 | 0.00 | 59.95 | 114.05 |
| 01 | 82000 | 3412 | 2300000 | Personnel Commission | Unrestricted Resources | 4,262.00 | 1,244.67 | 0.00 | 1,244.67 | 3,017.33 |
| 01 | 82000 | 3512 | 2300000 | Personnel Commission | Unrestricted Resources | 6.00 | 2.04 | 0.00 | 2.04 | 3.96 |
| 01 | 82000 | 3612 | 2300000 | Personnel Commission | Unrestricted Resources | 324.00 | 106.16 | 0.00 | 106.16 | 217.84 |
| 01 | 82000 | 3712 | 2300000 | Personnel Commission | Unrestricted Resources | 403.00 | 134.30 | 0.00 | 134.30 | 268.70 |
| 01 | 82000 | 3752 | 2300000 | Personnel Commission | Unrestricted Resources | 484.00 | 131.50 | 0.00 | 131.50 | 352.50 |
| 01 | 82000 | 4320 | 2300000 | Personnel Commission | Unrestricted Resources | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 01 | 82000 | 4393 | 2300000 | Personnel Commission | Unrestricted Resources | 200.00 | 55.02 | 147.12 | 202.14 | (2.14) |