



Personnel Commission
AGENDA OF SPECIAL MEETING

Thursday, November 21, 2019

4:00 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. PUBLIC COMMENTS

Comments Concerning Items on the Agenda

II. NEW BUSINESS

A. Approval of Revision to Job Description
Facilities Planner

ACTION

24-19/20

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.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	November 21, 2019	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF REVISION TO JOB DESCRIPTION: FACILITIES PLANNER	

BACKGROUND

The Personnel Commission approved a new leadership job description for Facilities Planner at its meeting of November 13, 2019. A special meeting is being called to address a necessary revision to duties identified in the job description as well as the minimum qualifications for this classification. Prompt action is requested to expedite the posting of this critical position.

STATUS

A revision to the job description is necessary to correct an oversight in specifying managerial duties that are solely within the authority of the Maintenance and Operations Administrator instead of Facilities Planner, and clarify other responsibilities. The minimum qualifications for years of experience in facilities planning shows a revision as well. There will be no change to the salary schedule placement.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revisions as presented to accurately reflect the classification responsibilities before posting for recruitment of eligibles.

FACILITIES PLANNER

Bargaining Unit: Management

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 ~~the District administrators and~~ **stakeholders**; appropriate funding ~~and other agencies regarding as it relates to facilities planning projects~~ 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~~ **will** exercise functional supervision of ~~over~~ professional, technical and/or clerical staff ~~as assigned.~~ **responsible for processing pay applications to related public projects.**

EXAMPLE OF ESSENTIAL DUTIES

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

1. ~~Coordinate the preparation of~~ **Create** reports and applications for funds allocated under the Leroy F. Green Lease-Purchase Building Program and similar **Capital Acquisition** 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. **Develop and monitor information and applications related to the State School Building Program; facilitate district relationships with Office of Public-School Construction (OPSC), State Department of Education, Facility Planning Division, and Division of the State Architect.**
4. Prepare a variety of financial and District-related reports for the county, state, and federal governments, federal and state claim forms for reimbursement, and year end reports.
5. 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.
6. Participate in the development **of policy**, and monitoring of the District's Capital Improvement Plan for facilities planning, financing, modernization and construction.
7. Participate in ~~facilities planning development~~, compiling and analyzing bid packages.
8. Maintain various financial or statistical records requiring the use of independent judgment; verify, balance, and adjust a variety of accounts.
9. Coordinate the development of educational specifications for new or modernized facilities; retain blueprints for District facilities and grounds.
10. Prepare budget projections for the facilities planning program.

PROPOSED REVISION

11. Develop and maintain information files related to the facilities planning program, such as school housing capacity and cohort survival enrollment projections.
12. Perform research and prepare cost estimates and special reports related to facilities planning.
13. 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.
- ~~14. Prepare and/or direct the preparation of procedural and administrative studies; recommend solutions to facilities planning difficulties.~~
- ~~15. Oversee and direct the work of project architects, inspectors and others in conjunction with the construction program, and general administration of construction contracts.~~
14. 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. **General management functions of planning and organization.**
5. School district organization and operations.
6. Problem analysis and report writing techniques; data organization and presentation.
7. Principles and practices of financial recordkeeping.
8. 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.

PROPOSED REVISION

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EDUCATION AND EXPERIENCE

Any combination of education, training and experience equivalent to a Bachelor's degree in **the field of** engineering, architecture or public administration. ~~Three (3)~~ **Two (2)** 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.

PROPOSED REVISION

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