



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, December 11, 2019 - 5:30 P.M.  
Site 18, Room 125  
37230 37<sup>th</sup> Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

**I. PRELIMINARY BUSINESS**

- A. Oath of Office Administered to Mr. Dale Speights as the CSEA Appointee to the Personnel Commission
- B. Organizational Procedure – Appointments Commencing January 1, 2020
  - Chairperson of the Personnel Commission
  - Vice-Chairperson of the Personnel Commission
- C. Approval of Minutes Recorded for the November 13, 2019 Regular Meeting
- D. Approval of Minutes Recorded for the November 21, 2019 Special Meeting

**ACTION**  
24-19/20  
25-19/20

**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.

- A. Approval of Consent Agenda
  - 1. Ratification of Eligibility Lists
  - 2. Nullification of Eligibility List(s)
  - 3. Ratification of Transfers

**ACTION**  
26-19/20

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

- A. Ratification of Eligibility List with Fewer Than Three Ranks  
Paraeducator Certified Interpreter (DHH)
- B. Approval of Revision to Americans with Disabilities Act (ADA) Compliant Form  
Student Interventionist
- C. Approval of Salary Rates for Substitute Classifications

**ACTION**  
27-19/20  
28-19/20  
29-19/20

**VI. INFORMATION/REPORTS**

- A. Monthly Expenditure Review
- B. Classified Update
- C. Director, Personnel Commission
- D. 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: January 8, 2020, 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 November 13, 2019 Regular Meeting**

<b>CALL TO ORDER</b>	Chairperson Kathleen Duren called the meeting to order at 5:30 P.M., followed by the Pledge of Allegiance led by Mrs. Thompson.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson
<b>STAFF PRESENT</b>	Ms. Mary Theus, Director, Personnel Commission  A quorum was present.
<b>PRELIMINARY BUSINESS</b>	Mrs. Thompson moved to approve the minutes of the October 9, 2019 regular meeting, with Mrs. Duren providing a second, and discussion was called. Hearing none, the motion carried with a 2-0 vote. Ayes: Duren, Thompson.
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	<p>Gilbert Borquez, Maintenance Worker and CSEA negotiating team member, commented on the proposed job description for Facilities Planner. He acknowledged the District's need for this position to move facilities projects forward and its value at a higher pay rate. However, he reminded the Commission of District and CSEA negotiation team meetings where CSEA attempted to bargain a competitive salary range for the classified bargaining unit position of Facilities Planning Technician. He stated the position has evolved to a leadership team classification; yet, its salary is at the Assistant Director pay rate, but should be at a Director level. Mr. Borquez expressed his disappointment that the District continues to compensate low when positions warrant higher pay to remain competitive in the job market.</p> <p>Helena Perkins, CSEA President, noted the union was not able to reach an agreement with the District to negotiate a salary increase for Facilities Planning Technician. She also acknowledged the District's need for this position, and stated negotiations were once again bypassed. Ms. Perkins asked the Commission to consider denying the approval of the Facilities Planner classification.</p> <p>Dr. Frances Ufondu, Chief Business Officer, also spoke on the matter of Facilities Planner. She first thanked CSEA for their understanding of the District's need for this position. Dr. Ufondu mentioned the position was not designed to recruit a specific individual. The District realized the scope of responsibilities for the management of its million-dollar facilities projects is beyond that of Facilities Planning Technician; thus, the Facilities Planner classification was established. Additional duties were added to bring the position to a supervisory level. Given the number of contractors working these projects, a person is needed to assist the Maintenance &amp; Operations Administrator, which would allow more time to effectively monitor contractors at sites on job walks. Dr. Ufondu articulated her understanding of the competitive market, and shared the District has declining enrollment</p>

that has initiated a conservative decision regarding the salary rate for Facilities Planner. She again stressed the District's need to hire as soon as possible, and requested the Commission's approval of the new leadership classification.

**PUBLIC COMMENTS CONCERNING  
NON-AGENDA ITEMS**

None heard.

**CONSENT AGENDA**

Mrs. Thompson moved to approve the Consent Agenda as presented, with Mrs. Duren providing a second. The motion carried with a 2-0 vote. Ayes: Duren, Thompson.

**PUBLIC HEARING**

The Commission recessed from the regular meeting at 5:43 P.M. to open a Public Hearing to receive comments regarding the CSEA nomination and appointment of Mr. Dale Speights as Commissioner.

Gilbert Borquez articulated his support of Mr. Dale Speights and thanked him for stepping up to represent CSEA on the Personnel Commission. He expressed his appreciation to all Commissioners for their efforts, and stated it is always good to infuse other perspectives.

Helena Perkins shared Mr. Speights' former roles with CSEA as an executive-board member and union-related positions at the state level. She is looking forward to CSEA's interaction with Mr. Speights and his involvement as a Commissioner.

Kathy Seraile, Custodian II, noted her 25-year service with the District and interactions with Mr. Speights. She stated he is fair, honest, and was a great asset to CSEA and its Chapter, and will be the same as a Commissioner.

The Public Hearing closed to reconvene to Open Session at 5:48 P.M.

**APPROVAL OF APPOINTMENT TO  
PERSONNEL COMMISSION**

Mrs. Thompson moved to approve CSEA's nominated appointee, Mr. Dale Speights, to the Personnel Commission commencing December 1, 2019, with Mrs. Duren providing a second. The motion carried with a 2-0 vote. Ayes: Duren, Thompson.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Approval of Job Description and Salary Placement – Facilities Planner**

Mrs. Thompson moved to approve the proposed job description and salary placement for Facilities Planner, with Mrs. Duren providing a second, and discussion was called. Mrs. Duren sought clarification on the position's allocation to the Leadership Team and its salary schedule. Ms. Theus confirmed the placement and salary at the Assistant Director level, and shared next steps for recruitment if approved. The vote was called and the motion carried with a 2-0 vote. Ayes: Duren, Thompson.

**Approval of Americans with Disabilities Act (ADA) Compliant Form  
Facilities Planner**

Mrs. Thompson moved to approve the proposed ADA Compliant Form for Facilities Planner, with Mrs. Duren providing a second, and discussion was called. Hearing none, the motion carried with a 2-0 vote.

Ayes: Duren, Thompson.

**Approval of the 2018-2019 Personnel Commission Annual Report**

Mrs. Thompson moved to approve the Annual Report as presented, with Mrs. Duren providing a second, and discussion was called. Upon request, Ms. Theus outlined briefly the report and its data. Hearing no further discussion, the vote was called and the motion carried with a 2-0 vote. Ayes: Duren, Thompson.

**Second Reading and Approval – Revision to Personnel Commission Rules  
and Regulations**

Mrs. Thompson moved to approve the proposed revision to the PC Rules, Chapter 8 Leaves of Absences, Item 8.1(I) and Item 8.1(Q). Mrs. Duren provided a second, and discussion was called. Hearing none, the motion carried with a 2-0 vote. Ayes: Duren, Thompson.

**INFORMATION/REPORTS**

**Classified Update**

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

**RECESS TO CLOSED SESSION**

Recess to closed session at 6:00 P.M.

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

**RECONVENE TO OPEN SESSION**

Reconvened to open session at 6:53 P.M.

**REPORT OUT OF 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

With no action taken, there is no report.

**NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled for December 11, 2019 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

On a motion by Mrs. Thompson, the meeting was adjourned at 6:54 P.M.

Respectfully submitted,



Mary Theus  
Director, Personnel Commission

**APPROVED:**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice Chairperson

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Vacant, Commissioner

**Classified Update for November 13, 2019**

**Testing Status:**

Benefits/Payroll Clerk	Written exam 11/01/19; QAI 11/13/19
Bilingual/ECE Teacher Assistant	QAI 11/19/19
Paraeducator-Certified Interpreter I	QAI 11/13/19

**Postings:**

Bilingual Attendance Clerk	Closes 11/19/19
Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Assistant III	Closes 11/14/19
ECE Disabilities/Mental Health Specialist	Closes 11/25/19
ECE Teacher Assistant	Continuous
Mental Health Intensive Case Manager	Closes 11/25/19
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Special Ed Instructional Asst	Closes 11/26/19

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of November 21, 2019 Special Meeting**

**CALL TO ORDER** Chairperson Kathleen Duren called the meeting to order at 4:03 P.M., followed by the Pledge of Allegiance led by Mrs. Thompson.

**MEMBERS PRESENT** Mrs. Kathleen Duren, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson

**STAFF PRESENT** Ms. Mary Theus, Director, Personnel Commission

A quorum was present.

**PUBLIC COMMENTS CONCERNING AGENDA ITEMS** None heard.

**NEW BUSINESS** Mrs. Thompson moved to approve the job description revision for Facilities Planner, with Mrs. Duren providing a second. After brief discussion and clarification of proposed changes, the motion carried with a 2-0 vote:  
Ayes: Duren, Thompson.

**ADJOURNMENT** On a motion by Mrs. Thompson, the meeting was adjourned at 4:08 PM.

Respectfully submitted,



Mary Theus  
Director, Personnel Commission

**APPROVED:**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice Chairperson

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Vacant, Commissioner



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 11, 2019	REPORT
TO:	Personnel Commission	<u>X</u> 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.

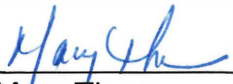
**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
December 11, 2019**

**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
Benefits/Payroll Clerk	10/07/19	10/25/19	11/01/19	11/13/19	130	57	9	10	9	9	11/14/19	11/13/20	No	6
Bilingual ECE Teacher Assistant	07/01/19	Cont.	11/05/19	11/19/19	21	1	1	NA	1	1	11/19/19	11/18/20	*Yes	5
ECE Teacher Assistant	07/01/19	Cont.	11/05/19	11/19/19	36	3	3	NA	3	3	11/19/19	11/18/20	*Yes	6
Paraeducator/LVN	10/18/19	11/07/19	11/13/19	12/02/19	32	9	4	NA	2	2	12/02/19	12/01/20	*Yes	3

\*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

12/5/19  
\_\_\_\_\_  
Date

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE December 11, 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	10/18/19	10/17/20
ECE Teacher Assistant	10/18/19	10/17/20
Paraeducator/LVN	04/16/19	04/15/20

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 11, 2019	REPORT
TO:	Personnel Commission	<u>X</u> 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**
**12/11/19**

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Ayala Armenta, Ana	10/31/19	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (MZ) to (TA)	Growth Reassignment
b.	Bosch, Kristopher	10/24/19	Paraeducator-Moderate to Severe, from (YN) 5.75 hrs/182 days, to (DW) 5.75 hrs/182 days	Replacement for Tiffany Stewart Reassignment due to elimination of position
c.	Chamorro-Rosado, Rocio	10/23/19	From Bilingual School Secretary (CA) 8.0 hrs/11 mo., to Administrative Assistant-Confidential (H.R.) 8.0 hrs/12 mo.	Promotion Replacement for Adriana Garcia
d.	Delgado, Cristal	10/25/19	Paraeducator-Moderate to Severe, from (DW) 6.5 hrs/182 days, to (YN) 7.0 hrs/182 days	Growth Increase in hours by seniority
e.	Echevarria, Emily	10/24/19	Special Education Instructional Assistant I, from (SAGE) 5.75 hrs/182 days, to (SW) 6.5 hrs/182 days	Growth Increase in hours by seniority
f.	Flores, Maria T.	11/01/19	Child Nutrition Assistant I from (SAGE) to (DC) 3.0 hrs/182 days	Voluntary Transfer Replacement for Keishonta Urssery
g.	Hernandez, Jacqueline	10/24/19	From Administrative Secretary (Risk Mgmt) to Personnel Administrative Clerk (H.R.) 8.0 hrs/12 mo.	Growth Demotion
h.	Minor, Jessica	11/04/19	From Student Engagement Advocate (SESS) 8.0 hrs/11 mo., to Child Nutrition Assistant II (YU) 5.75 hrs/182 days	Demotion
i.	Mouret, Ana	10/16/19	From Bilingual Typist Clerk (MZ) 5.75 hrs/10 mo., to Bilingual School Secretary (MZ) 8.0 hrs/11 mo.	Promotion Replacement for Stephanie Avelar
j.	Pagtakhan, Joyce	10/28/19	Paraeducator-Moderate to Severe, 5.75 hrs/182 days, from (PDC) to (BV)	Replacement for Brandy Hayes Reassignment due to elimination of position
k.	Rico, Jessica	11/12/19	From Bilingual Attendance Clerk (SH) to Administrative Secretary (PC) 8.0 hrs/12 mo.	Promotion Replacement for Susan McCormick
l.	Rivera, Daisy	09/17/19	Paraeducator - Moderate to Severe, from 7.0 hrs (PDC) to 6.5 hrs (DW)	Growth Voluntary decrease in hours
m.	Robinson, Keziah	10/10/19	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (CA) to (SW)	Voluntary Transfer Replacement for Zoila Pineda
n.	Robinson, Robert	11/26/18	Maintenance Worker II-Certified, from 10 hrs x 4 days, to 8 hours x 5 days	Change in Hours
o.	Salazar, Maria	10/24/19	Special Education Instructional Assistant, from (BS) 5.75 hrs/182 days, to (QV) 6.5 hrs/182 days	Increase in hours by seniority Replacement for Alisa Robinson
p.	Sierra, Yesenia E.	10/25/19	Special Education Instructional Assistant I, from (JH) 5.75 hrs/182 days, to (SH) 6.5 hrs/182 days	Growth Increase in hours by seniority
q.	Stevenson, Daniel	11/01/19	From Maintenance Worker II to Maintenance Worker II-	Contractor License

**TRANSFERS AND REASSIGNMENT**
**12/11/19**

Certified (M&O)				
r.	Stewart, Tiffany	10/25/19	Paraeducator-Moderate to Severe, from (DW) 6.5 hrs/182 days, to (YN) 7.0 hrs/182 days	Increase in hours by seniority Replacement for Jennifer Gomez
s.	Villagrana, Isabel	10/31/19	Special Education Instructional Assistant I (First Steps) 5.75 hrs/182 days	Voluntary Transfer within same site Replacement for Paula Beshara
t.	Williams, Kenya	10/14/19	From Library Aide (OT) 4.0 hrs/10 mo., to Student Interventionist (TW) 5.75 hrs/182 days	Promotion Replacement for Yvette Jones

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	December 11, 2019	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR CERTIFIED INTERPRETER (DHH)	

**BACKGROUND**

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

**STATUS**

Recruitment efforts for the Paraeducator Certified Interpreter (DHH) classification is continuous, with a limited number of applicants. Currently, we have one applicant that meets all minimum qualifications and has completed the examination process. Due to an ongoing need for qualified candidates, the District would like the ability to interview and select, if appropriate, from the list of one eligible presented for your consideration and approval.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the eligibility list for Paraeducator Certified Interpreter (DHH), as presented.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
December 11, 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
Paraeducator-Certified Interpreter (DHH)	07/01/19	Continuous	10/29/19	11/13/19	3	1	1	NA	1	1	11/14/19	11/13/20	No	1

\*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

12/5/19  
\_\_\_\_\_  
Date



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: November 11, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM  
Student Interventionist

**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 a recommended format.

**STATUS**

Shaw HR Consulting, an independent contractor providing services to the District, developed an Essential Function Position Analysis for the Student Interventionist classification. An incumbent and supervising administrator participated as subject matter experts for the study. The information articulated in the analysis has been condensed and converted to the attached ADA Compliant Job Analysis form.

The duties described in the current job description are not changing at the present time.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the modernized ADA Compliant Job Analysis for the Student Interventionist classification, as presented.

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**Student Interventionist**

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

Comments:

**Lifting:** During ESSENTIAL Functions \* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F	F	Office/school supplies; books; files; paperwork; keys; clipboard; moving backpacks, student lunch bags; iPad.
11-25	I-O	I-O	N	Computer laptop; books; supplies; learning materials; pushing furniture such as tables and chairs.
26-50	I	I	N-I	Box of copier paper; lifting boxes of supplies/donations onto cart.
51-75*	N	N	N	
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	Up to 100 yards	Office/school supplies; books; files; paperwork; keys; clipboard; moving backpacks, student lunch bags; iPad.
11-25	I-O	Up to 50 yard	Computer laptop; books; supplies; learning materials; pushing furniture such as tables and chairs.
26-50	I	Up to 1 yard	Box of copier paper (#40); lifting boxes of supplies/donations onto cart.
51-75*	N		
76-100*	N		
Over 100*	N		

**Comments:** \*Over weight items require breaking down or assistance

Incumbents may deal with aggressive students having behavioral issues and may need to restrain a student to deescalate a situation; incumbent may be required to take steps to protect self from harm.

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-F	Supplies; paperwork; iPad; telephone; assessment instruments
Fine Manipulation	I-O	Keys, iPad usage; utilizing manipulatives; demonstrating fine motor activity
Gross Grasp	I	Lifting box of supplies; intervention activities
Gross Manipulation	I-O	Boxes of supplies; rearranging furniture; intervention activities
Power Grasp	I	Lifting box of supplies; intervention activities

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

Comments:

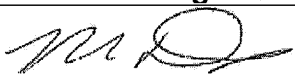

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	1,2,3,4,5,6,7,8,9,10,11,12		
Hearing	C	1,2,3,4,5,6,7,8,9,10,11,12		
Speaking	F-C	1,2,3,4,5,6,7,8,9,10,11,12		
Reading	O-F	1,2,3,4,5,6,7,8,9,10,11,12		
Writing	O-F	1,2,6,7,9,12		
Math	I-O	1,2,3,6,7,12		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	I-C	District buildings; classrooms, offices; cafeteria; meeting rooms; home visits		
Outdoors	I-F	To/from buildings.; playground; bus loading/unloading; lunch/recess periods		
Cold	I-O	Seasonal weather exposure outdoors; climate controlled indoor environment		
Heat	I-O	Seasonal weather exposure outdoors; climate controlled indoor environment; home visits		
Humidity	I-O	Seasonal weather exposure outdoors; climate controlled indoor environment; home visits		
Temperature Swings	I-O	Seasonal weather exposure; climate controlled indoor environment; home visits		
Dust / Wind	I-O	Outdoor activities; open doors/windows		
Noise	I	Assemblies; school bells; student activities; groundskeeping equipment		
Vibration	I	Rolling bag or cart over uneven surfaces or door thresholds		
Fumes/ Odors	I-O	Exhaust from bus and cars; landscaping equipment fumes		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	I	Hand held communication equipment		
Electrical Hazards	I	Plugging/unplugging low voltage equipment only		
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate attire as per Board Dress Code Policy Latex gloves; first aid kits; CPR mask; antibacterial soap/hand sanitizer; District and legally required trainings				

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

WORK SETTING				
<b>Brief Description of Work Site:</b> School site setting; indoor and outdoor work				
<b>Breaks:</b> One 15-min. rest break/4 hours; one 30-min lunch break unless waived		<b>Overtime:</b> Various; as needed		
<b>Supervised by:</b> Site Administrator		<b>Supervises:</b> None		
<b>Number of Employees at Work Site:</b> Varies by school site				
<b><u>Characteristics of Site:</u></b>	<b>%</b>		<b>%</b>	
Informal	50	Formal	50	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Roxanne Dashti		School Site Administrator	10/18/2019
Elisa Arriaga-Castillo		Student Interventionist	10/12/2019
<b>Other Sources of Information:</b> <input checked="" type="checkbox"/> Referral to company job description(s) <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> Observation			
<b>EFPA Developed:</b> Matthew McSorley, Consultant, Shaw HR Consulting, Inc. <b>Date:</b> October 2019 <b>Transcribed:</b> Mary Theus, Director Personnel Commission <b>Date:</b> November 2019			

“EFPA” denotes Essential Functions Position Analysis

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE December 11, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVAL OF SALARY RATES FOR SUBSTITUTE CLASSIFICATIONS

**BACKGROUND**

Substitute job descriptions are currently in place to provide temporary services in the event of an incumbent's absence or other critical needs as deemed necessary by the District. Hourly rates for several substitute classifications have been reviewed to ascertain their competitive standing among like positions in similar organizations.

**STATUS**

This item was presented at the October 9, 2019 regular meeting, and is being brought back for consideration. In order for the District to remain competitive, salary increases are proposed for the substitute classifications identified below. In doing so, the District anticipates improved response to available temporary assignments, and retention of substitute pools to provide consistent services to students and classrooms; especially, within the special education program.

The proposed salary rates are in line with the first step of the salary range for respective classifications on the Classified Salary Schedule. Supplemental information, as requested, identifying salaries for other Districts is attached for review.

Classification	Current Hourly Rate	Proposed Hourly Rate
Substitute Administrative Clerk	\$ 12.00	\$ 16.00
Substitute Health Assistant-LVN	\$ 12.00	\$ 23.00
Substitute Instructional Assistant	\$ 12.00	\$ 14.00
Substitute Paraeducator-LVN	\$ 12.00	\$ 23.00
Substitute Paraeducator - Moderate to Severe	\$ 12.00	\$ 18.00
Substitute Special Education Instructional Assistant	\$ 12.00	\$ 14.00

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed salary rates as presented for the aforementioned substitute classifications. The job descriptions remain unchanged.

## Survey of Substitute Salaries from Local Districts

District	Classification	Rate
AVUHSD	Substitute Clerical	\$ 13.25
	Substitute Aides	\$ 13.25
	Substitute Paraeducator	\$ 13.25

District	Classification	Rate
Eastside Union	Substitute Clerk	\$ 12.00
	Substitute Instructional Aide – Bilingual	\$ 12.00
	Substitute Instructional Aide II (SDC/RSP/TMH)	\$ 12.00

District	Classification	Rate
Lancaster	Substitute Clerical	\$ 12.00
	Substitute Health Clerk	\$ 12.00
	Substitute Paraeducator	\$ 12.00

District	Classification	Rate (First Step)
Westside Union	Substitute Clerk (4 levels)	\$ 15.48 – \$ 16.65
	Substitute Instructional (I, II, III)	\$ 13.58 – \$ 14.96

(Part-time employees work as a substitute in same class and earn regular rate)

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	November 11, 2019	<u>X</u> REPORT
TO:	Personnel Commission	ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	MONTHLY EXPENSES REVIEW	

**BACKGROUND**

Attached are expenses captured by the LACOE BEST Advantage System through the date of printing, December 5, 2019.

**STATUS**

This action supports student achievement by procuring supplies, materials, equipment and services while ensuring that district funds are being managed in accordance with all applicable state and federal laws and Board policy.

The Commissioners will review transactions entered into by the Personnel Commission Director or employees delegated with the authority to procure supplies, materials, apparatus, equipment, and services.

**RECOMMENDATION**

It is recommended that the Personnel Commission review the report showing monthly expenses as presented by the attached report from the BEST System.



## Personnel Commission Expenses

Object Code	Amount	Vendor	Items
4320	\$40.35	Four Star Printing	Business Cards (Analyst)
4320	\$1,344.80	Southwest School & Office Supply	Printer Toner Cartridges; General Office supplies
4320	\$500.00	Stater Bros. Open PO	Plates, Napkins, Utensils; Snacks for panelists
4320	\$24.88	Vince's Pasta & Grill	Lunch for QAI panelists (full-day)
4320	\$35.82	Vince's Pasta & Grill	Lunch for QAI panelists (full-day)
4320	\$32.07	Vince's Pasta & Grill	Lunch for QAI panelists (full-day)
4320	\$2,542.68	Culver Newlin	8 task chairs for PC interview rooms
4393	96.07	Sparkletts	Bottled water
5210	\$48.60	Mary Theus	Mileage (Sept.)
5220	\$1,295.00	ACSA Personnel Admin. Academy	Registration Fee (7 sessions)
5220	\$169.78	ACSA Personnel Admin. Academy	one-night hotel stay, Ontario 10/11/19
5220	\$121.92	ACSA Personnel Admin. Academy	one-night hotel stay, Ontario 11/15/19
5220	\$9,055.40	CSPCA Conference	5 attendees (Commissioners, Director, CSEA President)
5310	\$3,500.00	CSPCA; PCASC; CODESP	Annual Memberships/Dues
5712	\$101.50	PSD Reprographics	Printing of CBA; PC R&R; Classified Empl. Handbooks
5719	\$64.45	PSD Reprographics	Letter mailings
5828	\$25,802.59	NEOGOV; OPAC	Applicant/Testing Software Annual Feex

Fund/Sub-Fund : 01.0 - General Fund/County School Service Fund

District Object : 4320 - Supplies

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	4320	2300000	5,799.00	369.13	4,794.71	0.00	5,163.84	635.16
01.0	00000.0	00000	82000	4320	2300000	0.00	0.00	0.00	0.00	0.00	0.00
Totals for District Object : 4320 - Supplies						5,799.00	369.13	4,794.71	0.00	5,163.84	635.16

District Object : 4380 - Supplies Technology

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	4380	2300000	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Totals for District Object : 4380 - Supplies Technology						1,000.00	0.00	0.00	0.00	0.00	1,000.00

District Object : 4393 - Water, Bottled

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	82000	4393	2300000	200.00	96.07	106.07	0.00	202.14	(2.14)
Totals for District Object : 4393 - Water, Bottled						200.00	96.07	106.07	0.00	202.14	(2.14)

District Object : 4420 - Equip Non-Capitalized

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	4420	2300000	1,000.00	0.00	0.00	0.00	0.00	1,000.00
Totals for District Object : 4420 - Equip Non-Capitalized						1,000.00	0.00	0.00	0.00	0.00	1,000.00

District Object : 4480 - Equip Technology Non-Cap

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	4480	2300000	3,000.00	0.00	0.00	0.00	0.00	3,000.00
Totals for District Object : 4480 - Equip Technology Non-Cap						3,000.00	0.00	0.00	0.00	0.00	3,000.00

District Object : 5210 - Mileage

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5210	2300000	1,000.00	48.60	0.00	0.00	48.60	951.40
Totals for District Object : 5210 - Mileage						1,000.00	48.60	0.00	0.00	48.60	951.40

District Object : 5220 - Travel and Conferences

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5220	2300000	18,000.00	2,194.75	1,458.95	0.00	3,653.70	14,346.30
Totals for District Object : 5220 - Travel and Conferences						18,000.00	2,194.75	1,458.95	0.00	3,653.70	14,346.30

District Object : 5310 - Dues and Memberships

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5310	2300000	3,600.00	3,500.00	0.00	0.00	3,500.00	100.00
Totals for District Object : 5310 - Dues and Memberships						3,600.00	3,500.00	0.00	0.00	3,500.00	100.00

District Object : 5712 - Direct Costs-Printing

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5712	2300000	750.00	101.50	0.00	0.00	101.50	648.50
Totals for District Object : 5712 - Direct Costs-Printing						750.00	101.50	0.00	0.00	101.50	648.50

District Object : 5719 - Direct Costs for Transfer Serv

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5719	2300000	600.00	64.45	0.00	0.00	64.45	535.55
Totals for District Object : 5719 - Direct Costs for Transfer Serv						600.00	64.45	0.00	0.00	64.45	535.55

District Object : 5810 - Advertising-Legal

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5810	2300000	4,800.00	0.00	0.00	0.00	0.00	4,800.00
Totals for District Object : 5810 - Advertising-Legal						4,800.00	0.00	0.00	0.00	0.00	4,800.00

District Object : 5822 - Legal Expenses

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5822	2300000	40,000.00	0.00	40,000.00	0.00	40,000.00	0.00
Totals for District Object : 5822 - Legal Expenses						40,000.00	0.00	40,000.00	0.00	40,000.00	0.00

District Object : 5828 - Technical Support

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5828	2300000	28,000.00	25,802.59	0.27	0.00	25,802.86	2,197.14
Totals for District Object : 5828 - Technical Support						28,000.00	25,802.59	0.27	0.00	25,802.86	2,197.14

District Object : 5830 - Consultants

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5830	2300000	2,000.00	0.00	0.00	0.00	0.00	2,000.00
Totals for District Object : 5830 - Consultants						2,000.00	0.00	0.00	0.00	0.00	2,000.00

District Object : 5890 - Other Operating Services

Fund/Sub-Fund	Res Prj Yr	Goal	Func	Dist Obj	Sch Loc	Current Operating Budget	Expenditure	Encumbrance	Pre-Encumbrance	Total Obligated	Remaining Balance
01.0	00000.0	00000	74400	5890	2300000	800.00	0.00	0.00	0.00	0.00	800.00
Totals for District Object : 5890 - Other Operating Services						800.00	0.00	0.00	0.00	0.00	800.00