



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, July 13, 2016 - 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
Mrs. Vicki Galli, Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Meeting Minutes – June 8, 2016

01-16/17

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. Ratification of Eligibility List(s)
- B. Extension of Eligibility List(s)
- C. Nullification of Eligibility List(s)
- D. Ratification of Transfers

02-16/17
03-16/17
04-16/17
05-16/17

IV. NEW BUSINESS

- A. Appointment of Personnel Commissioner – District Appointee
- B. Approval of Contract for Legal Services for Fagen, Friedman & Fulfro
- C. Approval of Eligibility List with Less Than Three Ranks
Paraeducator Certified Interpreter
- D. Approval of Eligibility List with Less Than Three Ranks
Paraeducator Certified Interpreter II
- E. Approval of revised job description for SELPA Mental Health -
Intensive Case Manager

06-16/17
07-16/17
08-16/17
09-16/17
10-16/17

- | | |
|--|----------|
| F. Approval of Americans with Disabilities Act (ADA) Compliant form for Mental Health – Intensive Case Manager | 11-16/17 |
| G. Approval of New Classification – Substitute Instructional Assistant | 12-16/17 |
| H. Approval of Americans with Disabilities Act (ADA) Compliant form for Substitute Instructional Assistant | 13-16/17 |

V. OLD BUSINESS

None

VI. INFORMATION/REPORTS

Classified Update
Information from the Director, Personnel Commission
Comments from Commissioners

VII. CLOSED SESSION

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

1. Public Employee Evaluation
Director, Personnel Commission

VIII. 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. Public Employee Evaluation
Director, Personnel Commission

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: August 10, 2016 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 June 8, 2016 Scheduled Meeting

CALL TO ORDER

The meeting was called to order at 5:31 P.M. by Mrs. Kathleen Duren followed by the pledge of allegiance led by Mrs. Deneese Thompson.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson

Mrs. Vicki Galli declared a quorum present.

STAFF PRESENT

Mrs. Vicki Galli, Director, Personnel Commission
Ms. Mary Theus, Personnel Analyst

PRELIMINARY BUSINESS

Mrs. Thompson motioned to approve the meeting minutes of May 11, 2016. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

None.

**PUBLIC COMMENTS CONCERNING
NON-AGENDA ITEMS**

Mr. Leighton MacTaggart, former Palmdale School District employee, shared his employment history with PSD, and reported his attempts to apply for potential reemployment with the District. He also recounted his interactions with personnel from Human Resources and the Personnel Commission that ultimately halted the progress to rehire. Mr. MacTaggart presented a written summary of the events and samples of communications received. He requested the Commission to thoroughly investigate for resolution.

Mr. George Blackstone, current employee and former CSEA representative, spoke on behalf of Mr. MacTaggart. He conveyed his concern with District procedures that may set precedents to prevent applicants as well as internal candidates from gaining and/or retaining employment.

Mrs. Duren requested Mrs. Galli to research.

CONSENT AGENDA

Mrs. Thompson motioned to approve the Consent Agenda Items for Ratification and Nullification of Eligibility Lists, and Ratification of Transfers. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

UNFINISHED BUSINESS

Approval of New Classification - Health Assistant/LVN

Mrs. Thompson motioned to approve the new classification for Health Assistant/LVN. Mrs. Duren seconded the motion and comment followed.

Mrs. Duren expressed thanks to Mr. John Porter, Assistant Superintendent of Special Education/Student Services, and Ms. Julie Ferebee, Director of Health Services, for responding to her questions regarding the proposed new classification.

Hearing no further comments, the vote was called for. Unanimously approved.

**Approval of Americans with Disabilities Act (ADA) Compliant Form
Health Assistant/LVN**

Mrs. Thompson motioned to approve the ADA Compliant Form for Health Assistant/LVN. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

NEW BUSINESS

None.

INFORMATION/REPORTS

Classified Update

Mrs. Galli distributed the Classified Update. A copy is attached as part of the official minutes.

Information from the Director, Personnel Commission

Mrs. Galli gave an update on several topics:

- Classification/Total Compensation Study with Educational Management Solutions (EMS).
- Posting for Eligibility Lists
- NEOGOV Application Training

Comments from Commissioners

Mrs. Duren reported that the District selected Ms. Rosa Fuller as Commissioner. The Commission will appoint Ms. Fuller at a subsequent meeting.

CLOSED SESSION

Recess to closed session at 5:59 P.M. Reconvened to open session at 8:37 P.M.

REPORT OUT

Mrs. Duren reported the public employee evaluation was not completed due to incomplete data. A subsequent closed session will be scheduled when data is received.

NEXT MEETING

The next regularly scheduled meeting for the Personnel Commission is July 13, 2016 at 5:30 P.M., Site 18, Room 125.

ADJOURNMENT

Mrs. Thompson motioned to adjourn the meeting. Mrs. Duren seconded the motion. Meeting adjourned at 8:40 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Deneese Thompson, Vice-Chairperson

Vacant, Commissioner

Classified Update for June 8, 2016

1. Testing Status:

Bilingual Administrative Secretary	Performance/written examination to be scheduled
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
Executive Assistant Confidential	Performance/written examination scheduled 06/8/16; QAIs scheduled 06/15/16
Family Health Provider	Examination to be scheduled
Grounds/Utility Maintenance Wkr II	QAIs scheduled 06/9/16
Instructional Assistant I	Examination scheduled 06/28/16
Paraeducator Certified Interpreter	QAI scheduled 06/09/16
Paraeducator Certified Interpreter II	QAI scheduled 06/09/16

2. Postings:

Accounting Clerk II	Closes 06/17/16
Accounting/Data Processing Technician	Closes 06/17/16
Bilingual School Secretary	Closes 06/16/16
Campus Security Assistant	Closes 06/17/16
Child Nutrition Manager	Closes 06/07/16
Data Processing/Accounting Technician	Closes 06/17/16
Executive Assistant Non Confidential	Closes 06/21/16

Lead Library Aide (Reposted)	Closes 06/27/16
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
School Secretary	Closes 06/09/16
Special Education Instructional Assistant	Closes 06/07/16

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
July 13, 2016**

CLASSIFIED RECRUITMENT SUMMARY REPORT

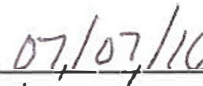
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
ECE Disabilities/Mental Health Specialist	03/18/16	04/18/16	N/A	05/19/16	13	10	NA	3	6	3	06/06/16	06/05/17	No	3
Executive Assistant-Confidential (Bilingual Preferred)	03/07/16	03/29/16	04/12/16	06/15/16	97	27	2	2	2	2				
Executive Assistant-Confidential (Bilingual Preferred)	04/28/16	05/18/16	06/08/16	06/15/16	54	17	7	7	7	7	06/15/16	06/14/17	No	7
Grounds/Utility Maintenance Worker II	03/18/16	04/11/16	05/19/16	06/09/16	96	48	26	NA	22	22	06/13/16	06/12/17	No	14
Instructional Assistant I	05/05/16	05/25/16	06/28/16	NA	168	83	26	NA	NA	26	06/29/16	06/28/17	Yes*	9

*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.



Vicki Galli
Director Personnel Commission



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Assistant Director Child Nutrition	02/04/15	02/03/16	02/03/17
Student Interventionist	08/05/15	08/04/16	02/04/17

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Instructional Assistant I	11/09/15	11/08/16

RECOMMENDATION

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

AGENDA ITEM

VG:hdv
05-16/17

Transfers and Reassignments

- a. Garcia, Rocio Effective 05/09/16, from Child Nutrition Assistant I (TA) to Child Nutrition Cashier I (TA), 3 hours/182 Days, Voluntary Lateral Transfer, Replacement for Sara Arrowsmith

- b. Mosley, Jamie Effective 05/05/16, from Administrative Secretary to Executive Assistant Non Confidential (Education Services), Promotion Replacement for Deborah Bishop

- c. Ortiz, Niza Effective 05/13/16, from Personnel Administrative Clerk (HR) to Benefits/Payroll Clerk (Fiscal Services) Replacement for Denise Gleason, Promotion

- d. Solano, Karla Effective 05/19/16, Parent/Community Liaison from (SW) to (MZ), 8 hours/182 days, Replacement for Leslie Ramirez, Voluntary Transfer

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPOINTMENT OF PERSONNEL COMMISSIONER –
DISTRICT APPOINTEE

BACKGROUND

Mr. Ned Beadel retired as the District's appointee to the Personnel Commission. In Open Session on May 27, 2016, the Board interviewed candidates and selected Ms. Rosa Fuller as the new District's appointee for the remainder of the term expiring on November 30, 2017.

STATUS

Ms. Rosa Fuller will be appointed as the District's appointee on the Personnel Commission.

RECOMMENDATION

It is recommended that the Personnel Commissioners appoint Ms. Rosa Fuller as the District's appointee for the remainder of the term expiring on November 30, 2017.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE	July 13, 2016	<u> </u> REPORT
TO:	Personnel Commission	<u> x </u> ACTION
FROM:	Vicki S. Galli Director, Personnel Commission	
RE:	APPROVAL OF CONTRACT FOR LEGAL SERVICES FOR FAGEN FRIEDMAN & FULFROST	

BACKGROUND

For many years, Mr. Jay Fernow of the Fagen Friedman & Fulfrost law firm has served as the designated legal counsel for the Personnel Commission. Expenses have been estimated and approved on the 2016-2017 budget. The District has continued to pay the legal expenses to provide the Personnel Commission legal counsel.

STATUS

The contract to retain the services of Fagen Friedman & Fulfrost for legal counsel for the 2016-2017 school year is attached for your review. See attached for the breakdown of charges.

RECOMMENDATION

It is recommended that the Personnel Commission approve the agreement for legal services from Fagen Friedman & Fulfrost as presented.



Fagen Friedman & Fulfroft LLP

AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Palmdale School District Personnel Commission ("Client") and the law firm of Fagen Friedman & Fulfroft LLP ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2016 through June 30, 2017:

1. CONDITIONS. This Agreement will not take effect, and Attorney will have no obligation to provide legal services, until Client returns a signed copy of this Agreement.

2. SCOPE OF SERVICES. Client hires Attorney as its legal representative/counsel with respect to matters Client specifically refers to Attorney. Attorney will provide those legal services reasonably required to represent Client. Attorney will take reasonable steps to keep Client informed of progress and to respond to Client's inquiries.

3. CLIENT'S DUTIES. Client agrees to cooperate with Attorney and to communicate with candor while keeping the Attorney apprised of any information or developments which may come to Client's attention, to abide by this Agreement, to pay Attorney's bills on time and to keep Attorney advised of Client's address and telephone number. Client will assist Attorney in providing information and documents necessary for the representation in the described matter.

4. CONSULTANT SERVICES. Attorney may provide consulting services in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney Communication Services and Education Consultants. These services are intended to support Client with communications work or educational consultant services related to labor and employment matters, special education and student matters, high-profile litigation and settlement agreements, in addition to employee, community, inter-governmental and media relations.

5. EMAIL COMMUNICATIONS/CLOUD-BASED COMPUTING. In order to provide Client with efficient and convenient legal services, Attorney will frequently communicate and transmit documents using e-mail. In addition, Attorney uses a cloud computing service with servers located in a facility other than Attorney's office. Most of Attorney's electronic data, including emails and documents, are stored in this manner. Although Attorney will take reasonable precautions to keep email and other electronic data confidential and secure, because technology and cyber threats continue to evolve, there may be risks communicating and storing electronic data in this manner, including risks related to confidentiality and security. By entering into this Agreement, Client is consenting to such e-mail transmissions with Client and Client's representatives and agents, as well as to having communications, documents and electronic data pertinent to Client's matter(s) stored through a cloud-based service.

6. LEGAL FEES AND BILLING PRACTICES. Client agrees to pay by the hour, in minimum units of one tenth (.1) of an hour, at Attorney's prevailing rates for all time spent on Client's matter by Attorney's legal personnel. Current hourly rates are noted in an attached rate schedule and the actual rate billed is based on the attorney's number of years of experience.

The rates on this schedule are subject to change on 30 days' written notice to client. If Client declines to pay any increased rates, Attorney will have the right to withdraw as Attorney for Client. The time charged will include the time Attorney spends on telephone calls relating to Client's matter, including calls with Client and other parties and attorneys. The legal personnel assigned to Client's matter may confer among themselves about the matter, as required and appropriate. When they do confer, each person will charge for the time expended, as long as the work done is reasonably necessary and not duplicative. Likewise, if more than one of the legal personnel attends a meeting or other proceeding, each will charge for the time spent.

7. COSTS AND OTHER CHARGES. (a) In general, Attorney will incur various costs and expenses in performing legal services under this Agreement. Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. The costs and expenses commonly include fees fixed by law or assessed by public agencies, messenger and other delivery fees, postage, photocopying and other reproduction costs, travel costs including parking, mileage, transportation, meals and hotel costs, investigation expenses and consultants' fees and other similar items. Except for in-office photocopying, facsimile charges and mileage, all costs and expenses will be charged at Firm's cost.

In office Photocopying	\$0.25/page
Facsimile Charges	\$1.00/page
Mileage	IRS Standard Rate
Postage	Actual Cost

(b) Out of town travel. Client agrees to pay transportation, meals, lodging and all other costs of any necessary out-of-town travel by law firm personnel. Client will also be charged the hourly rates for the time legal personnel spend traveling.

(c) Consultants and Investigators. To aid in the representation in Client's matter, it may become necessary to hire consultants or investigators. Client agrees to pay such fees and charges.

8. BILLING STATEMENTS. Attorney will send Client monthly statements for fees and costs incurred. Each statement will be payable within thirty (30) days of its mailing date. An interest charge of one percent (1%) per month shall be assessed on balances that are more than thirty (30) days past due. Client may request a statement at intervals of less than 30 days. If Client requests a bill, Attorney will provide one within 10 days. The statements shall include the amount, rate, basis of calculation or other method of determination of the fees and costs, which costs will be clearly identified by item and amount.

9. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. After services

conclude, Attorney will, upon Client's request, deliver Client's file(s) and property in Attorney's possession, whether or not Client has paid for all services. Attorney shall transition all outstanding legal work and services to others as Client shall direct.

10. DISCLAIMER OF GUARANTEE AND ESTIMATES. Nothing in this Agreement and nothing in Attorney's statements to Client will be construed as a promise or guarantee about the outcome of the matter. Attorney makes no such promises or guarantees. Attorney's comments about the outcome of the matter are expressions of opinion only. Actual fees may vary from estimates given.

11. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

12. MODIFICATION BY SUBSEQUENT AGREEMENT. This Agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

13. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY. If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

14. MEDIATION CLAUSE. If a dispute arises out of or relating to any aspect of this Agreement between the Client and Attorney, or the breach thereof, and if the dispute cannot be settled through negotiation, Attorney and Client agree to use mediation before resorting to arbitration, litigation, or any other dispute resolution procedure.

15. EFFECTIVE DATE. This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of this Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

THE PARTIES HAVE READ AND UNDERSTOOD THE FOREGOING TERMS AND AGREE TO THEM AS OF THE DATE ATTORNEY FIRST PROVIDED SERVICES. THE CLIENT SHALL RECEIVE A FULLY EXECUTED DUPLICATE OF THIS AGREEMENT.

IN WITNESS WHEREOF, the parties have signed this Agreement for Legal Services.

Palmdale School District Personnel
Commission

Fagen Friedman & Fulfroft LLP

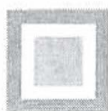


Vicki Galli, Director

Chris Keeler, Partner

DATE: _____

DATE: 6/9/2014



Fagen Friedman & Fulfroft LLP

PROFESSIONAL RATE SCHEDULE

Palmdale School District Personnel Commission
(Effective July 1, 2016 through June 30, 2017)

1. HOURLY PROFESSIONAL RATES

Client agrees to pay Attorney by the following standard hourly rate:

Associate	\$215 - \$235 per hour
Partner	\$275 - \$300 per hour
Of-Counsel	\$300 per hour
Paralegal/Law Clerk	\$135 - \$155 per hour
Education Consultant	\$175 per hour
Communication Services Consultant	\$235 per hour

Travel time shall be charged only from the attorney's nearest office to the destination and shall be prorated if the assigned attorney travels for two or more clients on the same trip. If Client requests a specific attorney, Client agrees to pay for all travel time of that specific attorney in connection with the matter.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. **Office Hours for Client consists of eight (8) hours at the Client's administrative offices and travel to and from Client.** Office Hours shall be provided at a reduced daily rate. The rate for Office Hours shall be, and the client agrees to pay Attorney, as follows:

Associate	\$2,250(discounted from \$2,350)
Partner	\$2,750 (discounted from \$3,000)

3. COSTS AND EXPENSES

In-office Photocopying	\$0.25 per page
Facsimile	\$1.00 per page
Postage	Actual Usage
Mileage	IRS Standard Rate

Other costs, such as messenger, meals, and lodging shall be charged on an actual and necessary basis.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS –
PARAEDUCATOR CERTIFIED INTERPRETER

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 position of Paraeducator Certified Interpreter are continuous. This is a position that is difficult to fill because of the minimum qualifications.

Due to a need to support the Special Education needs of the District, it is requested that the eligibility list be approved when a qualified candidate is identified. The Personnel Commission is being asked to consider the Paraeducator Certified Interpreter eligibility list with only one eligible.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Paraeducator Certified Interpreter with only one eligible.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
July 13, 2016**

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)	07/31/15	Continuous	05/15/16	06/09/16	3	2	1	NA	1	1	06/09/16	06/08/17	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.

Vicki Galli
Vicki Galli
Director Personnel Commission

07/07/16
Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS –
PARAEDUCATOR CERTIFIED INTERPRETER II

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 new classification of Paraeducator Certified Interpreter II are continuous. This is a position that is difficult to fill because of the minimum qualifications.

Due to a need to support the Special Education needs of the District, it is requested that the eligibility list be approved when a qualified candidate is identified. The Personnel Commission is being asked to consider the Paraeducator Certified Interpreter II eligibility list with only one eligible.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Paraeducator Certified Interpreter II with only one eligible.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
July 13, 2016**

CLASSIFIED RECRUITMENT SUMMARY REPORT

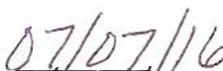
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Paraeducator-Certified Interpreter II (DHH)	01/28/16	Continuous	05/15/16	06/09/16	4	3	1	NA	1	1	06/09/16	06/08/17	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.



Vicki Galli
Director Personnel Commission



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF REVISED JOB DESCRIPTION
SELPA MENTAL HEALTH – INTENSIVE CASE MANAGER

BACKGROUND

The Superintendents represented in the SELPA (Special Education Local Plan Area) have requested a revised job description to reflect the transition of the oversight/funding from the SELPA to Palmdale School District. The Palmdale School District will be operating the mental health services for member elementary districts with funding from the AV SELPA. The current incumbent of the SELPA Mental Health - Intensive Case Manager will remain an employee of the Palmdale School District in the revised classification with the supervisory direction from the Director of Special Education.

STATUS

The Superintendents of the SELPA recommended the revisions to the SELPA Mental Health – Intensive Case Manager, retitled Mental Health – Intensive Case Manager. The Assistant Superintendent of Special Education and Student Services and the Superintendent concur with the revisions to the job description. The job description is in the current format contingent on the recommended revisions from Educational Management Solutions (EMS) as part of the Classification/Compensation Study.

RECOMMENDATION

Subject to recommendations by Educational Management Solutions (EMS) as part of the Classification/Compensation Study, it is recommended that the job description for Mental Health – Intensive Case Manager be approved as presented. The proposed salary is in the Leadership salary schedule under line #3 in the Support Services section with a pay range of \$82,496 - \$91,061.

~~SELPA~~ MENTAL HEALTH-INTENSIVE CASE MANAGER

Bargaining Unit: Management
Class Code 102000

SALARY RANGE

\$82,496.00 - \$91,061.00 Annually

DEFINITION:

The ~~SELPA~~ Mental Health – Intensive Case Manager is a member of the ~~SELPA~~ **Palmdale School District** special education team and is directly involved with the support of students with special needs throughout the Antelope Valley SELPA (AV SELPA). The ~~SELPA~~ Mental Health - Intensive Case Manager assists AV SELPA member districts with the assessment, support, training, consultation and collaboration of supports for students requiring Educationally Related ~~Mental Health~~ Services (~~ERMHS~~) (**ERICS**) and/or behavioral services.

Supervision Exercised or Received:

Reports directly to the ~~SELPA Program Administrator~~ **Director of Special Education**, with support from the ~~SELPA Mental Health Coordinator~~ **Program Specialist II or Mental Health Coordinator**.

EXAMPLE OF DUTIES:

1. Provide individual counseling, parent counseling and case management (social work services) including service planning, monitoring, follow-up, linkage and crisis management for students and parents.
2. Maintain on-going communication and coordination with community-based agencies and services.
3. Collect on-going progress monitoring data in order to track program effectiveness.
4. Coordinate crisis response for students who receive intensive case management services.
5. Provide Evidence-Based Practices for students and parents/guardians when appropriate.
6. Attend Individual Education Program (IEP) meetings as necessary to review assessment results, goal/objective development, student progress and consult when needed.
7. Write, implement, and monitor individual goals and objectives for students identified with behavioral or ~~ERMHS~~ **ERICS** when appropriate.
8. Provide staff development and training specific to the areas of social/emotional, behavior management techniques, and other appropriately related topic areas.
9. Evidence of strong organizational skills and attention to detail.

- 10. Relate effectively to and demonstrate receptive attitude toward children with severe disabilities, and toward students and parents of diverse cultural and socioeconomic backgrounds.**
11. Demonstrate strong leadership skills that support program objectives.
12. Identify and work collaboratively with co-workers to solve problematic issues as they arise.
13. Complete assessment reports that meet legal mandates to include content and timelines.
14. Provide written assessments reports within legal timelines.
15. Work cooperatively with all members of the IEP instructional team, including administration, psychologists, health care professionals, designated instructional service providers, para-educators, general education teachers and parents.
- 16. Utilize a variety of computer operating and software programs (i.e., Windows, Mac, Microsoft Office, Excel, SEIS, etc.).**
- 17. Implement district and school policies/procedures regarding state and federal laws.**
18. Process and maintain confidential files, as required by state and federal laws.
19. Understand and follow both oral and written directions.
20. Work within an established schedule, meeting necessary timelines.
- 21. Exercise good judgment in emergency situations.**
22. Maintain flexibility, such as changes in staff or individual student programs.
23. Attend required SELPA and district meetings and events.
24. Drive to school sites in districts throughout the Antelope Valley.
25. Provide collaboration with students, parents/guardians and educational staff in identifying strengths/needs in developing IEP goals.
- 26. Communicate effectively in English, both orally and in writing.**
27. Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Current effective, research-based behavioral and mental health strategies and practices, educational theories, and assessment tools related to students with mental health and behavioral needs.
- Federal and state laws regarding Special Education, including the IEP process.
- Child abuse laws and procedures.

Ability to:

- ~~Relate effectively to and demonstrate receptive attitude toward children with severe disabilities, and toward students and parents of diverse cultural and socioeconomic backgrounds.~~
- ~~Implement district and school policies/procedures regarding state and federal laws.~~
- ~~Utilize a variety of computer operating and software programs (i.e., Windows, Mac, Microsoft Office, Excel, SEIS, etc.).~~
- ~~Exercise good judgment in emergency situations.~~
- ~~Drive to school sites in districts throughout the Antelope Valley.~~
- ~~Communicate effectively in English, both orally and in writing.~~

EXPERIENCE AND EDUCATION:

- Master's Degree and California licensure required as a LCSW or LMFT.
- Two years minimum prior experience as an LCSW or LMFT.
- Experience in an educational setting preferred.
- Possession of an appropriate, valid driver's license.
- Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.
- Ability to be covered under the District property/liability insurance.
- Must have operational vehicle available.
- Must be able to travel out of state as needed.

LICENSE AND CERTIFICATIONS:

California License as LCSW or LMFT

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM
MENTAL HEALTH – INTENSIVE CASE MANAGER

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

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for Mental Health – Intensive Case Manager as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

Mental Health – Intensive Case Manager

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	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I	Above Shoulders	O
Bending	O	Balancing	I	At/Below Shoulders	O
Stooping	I-O	Foot Controls	O-F	Neck Extension (up)	F
Squatting	I-O	Pushing	O	Neck Flexion (down)	F
Lying Down	N	Pulling	O	Neck Rotation (turning)	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	O	Office supplies, reports, files
11-25	O	I-O	I	Office equipment
26-50	O	I-O	I	Assisting with students
51-75*	I-O	I	I-N	Assisting with students
76-100*	I	I	N	Assisting with students
Over 100*	I	I	N	Assisting with students

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	>100'	Office supplies, reports, files
11-25	O-F	>100'	Office equipment
26-50	O	<100'	Assisting with students
51-75*	I-O	<100'	Assisting with students
76-100*	N-I	<100'	Assisting with students
Over 100*	N-I	<100'	Assisting with students

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F	Files, reports, office supplies
Fine Manipulation	O-F	Files, reports, equipment
Gross Grasp	I-O	Assisting with students
Gross Manipulation	I-O	Assisting with students
Power Grasp	I-O	Assisting with students

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.	C	
3	Adhere to established work and safety procedures.	C	
4	Respond appropriately to direction, evaluation, or criticism.	F-C	
5	Respond appropriately to changes in the work setting.	C	
Attention to Task/Details:			
6	Perform simple/repetitive tasks.	O	
7	Perform complex/varied tasks.	F	
8	Organize tasks and set priorities.	C	
9	Manage multiple tasks simultaneously.	C	
Interaction with Others:			
10	Work cooperatively with coworkers.	C	
11	Interact with customers or the public.	F-C	
12	Give training/ instruction.	O	
13	Direct or supervise others.	I	
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.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C	Reading reports, articles		
Hearing	F-C	Communicating with students, staff, and community members/agencies		
Speaking	F	Communicating with students, staff, and community members/agencies		
Reading	F-C	Reading reports, articles		
Writing	F-C	Writing reports, taking notes		
Math	O	Calculate mileage, record data		

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Uneven surfaces		
Outdoors	O	Uneven surfaces		
Cold	O	Weather		
Heat	O	Weather		
Humidity	O	Weather		
Temperature Swings	O	Weather		
Dust/ Wind	O	Weather		
Noise	F	Students		
Vibration	I			
Fumes/ Odors	O	Human waste, cleaning/disinfecting materials		
Toxic Substances	O	Human waste, cleaning/disinfecting materials		
Radiation	N			
Mechanical Hazards	I	Automobile		
Electrical Hazards	N			
Explosive Hazards	N			
Safety Equipment/Training/Attire: Appropriate office attire per Board Dress Code Policy				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer/phone	F		
Operate automobile	F		

WORK SETTING				
Brief Description of Work Site: Office and site locations				
Breaks: 15 min/4 hours, lunch		Overtime: Various, as needed, flexible hours		
Supervised by: Director of Special Education		Supervises: N/A		
Number of Employees at Work Site:				
Characteristics of Site:	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	70	Team-oriented	30	Autonomy + Team = 100%
Routine Tasks	40	Variable Tasks	60	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Vicki Galli		Director, Personnel Commission	
Dr. John Porter		Asst. Supt., Special Education and Student Services	
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions Interview Other			
Written by: <u>Vicki Galli</u> Date: _____			

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF NEW CLASSIFICATION -
SUBSTITUTE INSTRUCTIONAL ASSISTANT

BACKGROUND

The District has requested a new classification of Substitute Instructional Assistant. The rationale behind creating this classification is to provide substitute coverage for the new Instructional Assistants created through LCAP.

STATUS

The Instructional Assistant classification has been utilized to create the Substitute Instructional Assistant job description. The proposed salary is \$10.00 which is the minimum wage.

RECOMMENDATION

It is recommended that the Substitute Instructional Assistant job description be approved as presented.

PALMDALE SCHOOL DISTRICT

SUBSTITUTE INSTRUCTIONAL ASSISTANT

Proposed Salary: \$10.00/hour

DEFINITION:

To perform a variety of duties and responsibilities involved in assisting in educational programs including to prepare teaching materials, supervise students and to meet the education needs of students.

DISTINGUISHING CHARACTERISTICS

Classes in this series are distinguished by level of education attained and years of experience. The Instructional Assistant I classification requires formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

EXAMPLE OF DUTIES:

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

1. Assist teacher in the conduct of lessons and other classroom activities; prepare for and assist with various classroom activities; prepare for and assist with various classroom projects; general clean up after classroom projects.
2. Assist individual or small groups of students with academic skills; listen to and drill individuals or small groups of students in reading, spelling, math, and other subjects.
3. Observe students; answer questions; give individual instruction; counsel and calm students as needed.
4. Assist in maintaining order among the children in the classroom and on the school grounds.
5. Assist in supervising students during playground activities, bus loading and unloading, outings and other activities.
6. Assist teacher in preparation of instructional and testing materials; administer and score tests; correct papers; assist in the preparation of graphic and written teaching materials.
7. Assist teacher in assessing programs and materials to meet the needs of the children; collect, assemble and distribute textbooks, learning package materials, supplies, equipment, and other resource materials; assist in ordering instructional material and aids when necessary.
8. Perform routine duties and activities, such as grade recording in book, taking attendance and maintaining attendance records; fill out forms and applications as needed.
9. Assist in maintaining a neat, orderly, and attractive learning environment, such as preparing bulletin board materials and decorate classroom.
10. Attend and participate in faculty, staff, inservice, and parent conferences and meetings as required.
11. Set up and operate audio-visual equipment, computer, copying machines and other related equipment that serve as aids in or to the instructional program.
12. Perform a variety of general clerical duties.

13. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. General purpose and goals of education.
2. General methods and techniques of teaching.
3. Basic arithmetic to assist in tutoring students.
4. English usage, spelling, grammar, and punctuation.
5. Modern office procedures, methods, and equipment.
6. Simple record keeping.
7. Techniques to control and motivate students.

Ability to:

1. Learn instructional terminology, program philosophies, concepts, materials, methods and procedures.
2. Assume responsibility for assisting in the supervision of students.
3. Recognize limitations of students and encourage their participation in programs and activities.
4. Read, write, and understand the English language.
5. Maintain accurate records.
6. Learn to operate equipment used as educational aids.
7. Work independently in the absence of supervision.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

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

Experience:

Some of instructional assistant experience is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE July 13, 2016 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM -
SUBSTITUTE INSTRUCTIONAL ASSISTANT

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

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for Substitute Instructional Assistant as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

Substitute Instructional Assistant

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	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I	Above Shoulders	O
Bending	O	Balancing	I	At/Below Shoulders	O-F
Stooping	I-O	Foot Controls	I	Neck Extension (up)	F
Squatting	I-O	Pushing	O	Neck Flexion (down)	F
Lying Down	N	Pulling	O	Neck Rotation (turning)	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	O	Instructional equipment, supplies, records, textbooks
11-25	O-F	F	O	Instructional equipment, supplies, records, textbooks
26-50	I	I	N-I	Instructional equipment, supplies, records, textbooks
51-75*	N-I	N-I	N	Instructional equipment, supplies, records, textbooks, case of paper
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	30'	Routing/delivering mail, collecting data, memos	
11-25	O-F	30'	Delivering classroom supplies, equipment, textbooks	
26-50	I-O	30'	Case of paper, classroom supplies	
51-75*	N-I	<10	Case of paper, student	
76-100*	N	N		
Over 100*	N	N		

Comments: *Over weight items require breaking down or assistance

Substitute Instructional Assistant

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F	Instructional equipment, stapler, radio
Fine Manipulation	O-F	Computer, calculator, instructional equipment
Gross Grasp	N-I	Desks
Gross Manipulation	N-I	Desks
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.	C	
3	Adhere to established work and safety procedures.	C	
4	Respond appropriately to direction, evaluation, or criticism.	F-C	
5	Respond appropriately to changes in the work setting.	C	
Attention to Task/Details:			
6	Perform simple/repetitive tasks.	F	
7	Perform complex/varied tasks.	F	
8	Organize tasks and set priorities.	C	
9	Manage multiple tasks simultaneously.	C	
Interaction with Others:			
10	Work cooperatively with coworkers.	C	
11	Interact with customers or the public.	F-C	
12	Give training/instruction.	O	
13	Direct or supervise others.	I	
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.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C	Computer, reports, students, parents, staff		
Hearing	F-C	Radio, phone, staff, community		
Speaking	F	Community, staff, phone		
Reading	F-C	Reports, records, computer, memos, taking notes		
Writing	F-C	Reports, records, computer, memos, taking notes		
Math	F-C	Order office supplies, compile data, purchase requisitions		

Substitute Instructional Assistant

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	School site		
Outdoors	I-O	Visit adjacent offices/buildings		
Cold	I-O	Visit adjacent offices/buildings		
Heat	I-O	Visit adjacent offices/buildings		
Humidity	I-O	Visit adjacent offices/buildings		
Temperature Swings	I-O	Visit adjacent offices/buildings		
Dust/ Wind	I-O	Visit adjacent offices/buildings		
Noise	I-O	Visit adjacent offices/buildings		
Vibration	N			
Fumes/ Odors	I	White out, cleaning supplies		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	N			
Electrical Hazards	N			
Explosive Hazards	N			
Safety Equipment/Training/Attire: Appropriate attire per Board Dress Code Policy				

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

WORK SETTING				
Brief Description of Work Site:		School Sites		
Breaks: 15 min/4 hours		Overtime: Various, as needed		
Supervised by: Principal, Administrator or designee		Supervises: None		
Number of Employees at Work Site: Usually less than 10				
<u>Characteristics of Site:</u>	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Vicki Galli		Director, Personnel Commission	
Sandra McCoy		Assistant Director, HR	
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions Interview Other			
Written by: <u>Vicki Galli</u> Date: _____			