



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, October 12, 2016 - 5:30 P.M.
Ross W. Amspoker Board Room
39139 10th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Ms. Rosa B. Fuller, Commissioner
Mrs. Deneese Thompson, Vice Chairperson
Ms. Mary Theus, Interim Director, Personnel Commission

I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – September 14, 2016

ACTION
29-16/17

II. PUBLIC COMMENTS

- A. Comments Concerning Items on the Agenda
- B. Comments from Members of the General Public Regarding Non-Agenda Items

III. PRESENTATION

A. Classification/Total Compensation Study
Mr. Larry Hunn, Educational Management Solutions

B. Approval and Acceptance of Classification/Total Compensation Study

ACTION
30-16/17

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

ACTION
31-16/17
32-16/17
33-16/17
34-16/17

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

- | | <u>ACTION</u> |
|--|----------------------|
| A. Approval of 2015-2016 Personnel Commission Annual Report | 35-16/17 |
| B. Approval of New Classification – Social Emotional Learning Specialist | 36-16/17 |
| C. Approval of Americans with Disabilities Act (ADA) Compliant Form - Social Emotional Learning Specialist | 37-16/17 |
| D. Approval of Revised Job Description – Assistant Director, Transportation | 38-16/17 |
| E. Approval of Americans with Disabilities Act (ADA) Compliant Form - Assistant Director, Transportation | 39-16/17 |

VII. INFORMATION/REPORTS

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

VIII. 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 Discipline/Dismissal/Release

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. Public Employee Discipline/Dismissal/Release

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: November 9, 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 September 14, 2016 Scheduled Meeting

CALL TO ORDER

The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:30 P.M., followed by the Pledge of Allegiance.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Ms. Rosa Fuller, Commissioner
Mrs. Deneese Thompson, Vice-Chairperson
Ms. Mary Theus, Interim Director, Personnel Commission

STAFF PRESENT

Ms. Susan McCormick, Administrative Secretary
Ms. Stacey Elliott, Personnel Analyst
Ms. Elvira Cova, Personnel Analyst

PRELIMINARY BUSINESS

Mrs. Thompson moved to approve the minutes of the August 10, 2016, meeting. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion passed unanimously.

Mrs. Thompson moved to approve the minutes of the August 10, 2016 special meeting. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion passed unanimously.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

None

**PUBLIC COMMENTS CONCERNING
NON-AGENDA ITEMS**

Eva Garcia, PSD School Secretary, requested an update on the Classification/Compensation Study; specifically, when and how the results will be presented. Mrs. Duren and/or Ms. Theus will respond.

CONSENT AGENDA

Ms. Theus asked that each item of the Consent Agenda be examined individually.

Ratification of Eligibility List(s): Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Duren seconded the motion and discussion was called for. Ms. Theus requested an amendment to the Recruitment Summary Report. She pointed out typographical errors in the effective and expiration dates identified for Paraeducator/LVN. The accurate dates are 8/17/16 and 8/16/17, respectively. Mrs. Duren moved to ratify the Eligibility Lists as amended. Ms. Fuller seconded the motion. Motion passed unanimously.

Extension of Eligibility List(s): Mrs. Thompson moved to extend the Eligibility Lists as presented. Ms. Fuller seconded the motion and discussion was called for.

Mrs. Duren expressed concern with extending eligibility lists so close to completion of the classification/compensation study.

Ms. Theus commented that denying the six-month extension of lists may delay filling positions when vacancies arise. If there are recommendations from the study proposing changes to position descriptions, they will be reviewed by the District and potentially negotiated. Therefore, it is best to have lists available.

Vote was called for. Motion passed unanimously.

Ratification of Transfers: Ms. Fuller moved to ratify the Transfers as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

Approval of Eligibility List with Less Than Three Ranks:

Lead Library Aide: Ms. Fuller moved to approve the eligibility list as presented. Mrs. Thompson seconded the motion and discussion was called for. After brief conversation to confirm recruitment details, the vote was called for. By a vote of 2-1, the motion passed with Mrs. Duren dissenting.

Paraeducator Certified Interpreter (DHH): Ms. Fuller moved to approve the eligibility list as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Motion passed unanimously.

Paraeducator Certified Interpreter II (DHH): Mrs. Thompson moved to approve the list as presented. Ms. Fuller seconded the motion and discussion was called for. After discussion the vote was called for. Motion passed unanimously.

INFORMATION/REPORTS

Classified Update

Ms. Theus distributed the Classified Update.

Information from the Interim Director, Personnel Commission

Ms. Theus mentioned the upcoming CSPA conference and reminded the Commissioners of CSEA's interest in participating. Conference information will be provided when available.

Ms. Theus spoke about an upcoming Job Fair for Antelope Valley Veterans that the PC will be participating in along with representatives from the HR department. It will be held on September 23, 2016, at the University of Antelope Valley.

Ms. Theus also thanked the Personnel Commission staff for their hard work and extra effort during the department's recent changes.

Comments from the Commissioners

None.

CLOSED SESSION

None

REPORT OUT

None


NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is October 12, 2016, at 5:30 P.M. in Room 125 at Site 18

ADJOURNMENT

Ms. Fuller moved to adjourn the meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 5:52 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson

Classified Update for September 14, 2016

1. Testing Status:

Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual Attendance Clerk	Performance/written examination scheduled 09/09/16, QAIs to be scheduled
Crossing Guard	Written examination scheduled 09/07/16
District Receptionist-Bilingual Preferred	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Health Assistant/LVN	Examinations scheduled 09/15/16
Instructional Assistant I	Examination scheduled 09/13 & 09/14/16
Maintenance Worker II	Examination 08/31/16, QAIs scheduled 09/16/16
Special Education Inst. Assistant I	Examination scheduled 09/20/16
Technology Technician	Examination to be scheduled

2. Postings:

Assistant Director, Business Services	Closes 09/19/16
Bilingual School Secretary	Closes 09/19/16
Bilingual Typist Clerk	Closes 09/22/16
Library Aide	Closes 09/16/16
Mental Health Facilitator	Closes 10/06/16

Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Paraeducator Moderate-Severe	Closes 09/13/16
School Secretary	Closes 09/16//16
Warehouse Worker/Delivery Driver II	Closes 09/26/16

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: October 12, 2016 ☐ REPORT
TO: Personnel Commission ☒ ACTION
FROM: Mary Theus
Interim 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
October 12, 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
Bilingual Attendance Clerk	05/05/16	05/25/16	09/09/16	09/28/16	14	11	4	4	3	3	09/29/16	09/28/17	No	3
Crossing Guard	08/10/16	08/30/16	09/07/16	N/A	76	68	35	N/A	N/A	35	09/16/16	09/15/17	*Yes	8
Health Assistant-LVN	06/16/16	07/07/16	09/15/16	09/26/16	79	55	6	7	6	6	09/26/16	09/25/17	No	5
Instructional Assistant I	08/03/16	08/23/16	9/13/16 9/14/16	N/A	263	140	47	N/A	N/A	48	09/22/16	09/21/17	*Yes	9
Maintenance Worker II	08/03/16	08/23/16	08/31/16	9/16/16	126	62	8	N/A	7	7	09/20/16	09/19/17	*Yes	7

*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
Acting Director, Personnel Commission

9/30/16

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: October 12, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Mary Theus
Interim 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
Director of Accounting	10/26/15	10/25/16	04/25/17

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: October 12, 2016 REPORT

TO: Personnel Commission x ACTION

FROM: Mary Theus
Interim 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
Crossing Guard	06/19/15	12/18/16
Maintenance Worker II	02/26/16	02/25/17

RECOMMENDATION

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

Transfers and Reassignments

- a. Effective 8/08/16, Instructional Assistant I, from 5.75 hours/182 days to 6.5 hours/184 days, Increase in Hours by Seniority, Growth
- | | |
|------------------------------|-------------------------|
| Alvarez, Kiana | from (DR) to (DC/OC) |
| Collins, Kenyetta | from (MZ) to (MZ/CH) |
| Corder, Donna | from (TW) to (PLP/SW) |
| Dickerson, Ashley | from (PT) to (JH/MQ) |
| Gilmore, Lolita | from (LA) to (LA/BV) |
| Gonzalez Delgadillo, Antonia | from (YU) to (GP/QV) |
| Hamlin, Larry | from (OT) to (OT/YN/TA) |
| Hawkins, Danielle | from (YU) to (YU/PT) |
| Heredia, Kimberly | from (MZ) to (PLP/SW) |
| Hogains, Michelle | from (YU) to (YU/PT) |
| Isaac, Mariah | from (PT) to (YU/PT) |
| Lendsey, Emma | from (TA) to (JH/MQ) |
| Leplomet, Erica | from (SW) to (OT/YN/TA) |
| Lopez, Maria | from (MZ) to (MZ/CH) |
| Ortiz Martinez, Eduardo | from (OT) to (OT/YN/TA) |
| Palos, Ana | from (OT) to (LA/BV) |
| Perez, Sandy | from (YU) to (DC/OC) |
| Queen, Jake | from (DR) to (BS/CM) |
| Ramos, Victoria | from (MQ) to ((DR/TW) |
| Rocha, Carmen | from (BS) to (BS/CM) |
| Shoesmith, Sarah | from (DC) to (DC/OC) |
| Squires, Tamara | from (TW) to (DR/TW) |
| Stokes, Terranice | from (DR) to (GP/QV) |
| Sweeney, Megan | from (DR) to (DR/TW) |
| Villatoro, Samuel | from (JH) to (JH/MQ) |
| Vollmer, Amanda | from (TW) to (DR/TW) |
| Welch, Marysol | from (MQ) to (MZ/CH) |
| Zilahy, John | from (QV) to (GP/QV) |
- b. Almanza, Maria
- Effective 08/08/16, from Child Nutrition Assistant I (DR) 3 hours/182 days to Child Nutrition Assistant II (DC), 5.75 hours/184 days, from Growth to Promotion
- Effective 08/30/16, from Child Nutrition Assistant II (DC) 5.75 hours/184 days to Child Nutrition Assistant I, 3 hours/ 184 days, Replacement for Regina Glover, Involuntary Demotion
- c. Arriaga Castillo, Elisa
- Effective 08/08/16, Student Interventionist from (SW) to (TW), 5.75 hours/184 days, Voluntary Transfer
- d. Bennett, Michelle
- Effective 08/08/16, Special Education Instructional Assistant I, 6.5 hours/184 days, from (MQ) to (YU), Reassignment Due to Elimination of Position, Growth

Transfers and Reassignments

- | | |
|--------------------------|--|
| e. Bertman, Lisa | Effective 08/08/16, Special Education Instructional Assistant I, from 3.5 hours/184 days to 5.75 hours/184 days, Growth |
| f. Bradford, Dawn | Effective 08/01/16, from Special Education Instructional Assistant I to Special Education Instructional Assistant III, 6.5 hours/184 days, Completion of Coursework |
| g. | Paraeducator Moderate-Severe, from 6.5 hours/184 days to 7 hours/184 days, Increase in Hours by Seniority, Growth |
| Calderon, Paula | Effective 08/30/16 (YN) |
| Cosme, Guadalupe | Effective 08/29/16 (PDC) |
| Derosa, Gail | Effective 08/31/16 (YN) |
| Ellen, Marci | Effective 08/30/16 (YN) |
| Farina, Lisa | Effective 08/29/16 (PDC) |
| Hamilton Ruggiero, Karah | Effective 08/29/16 (YN) |
| James, Shelly | Effective 08/29/16 (YN) |
| Miles, Theresa | Effective 08/31/16 (YN) |
| Miller, Charlene | Effective 08/29/16 (PDC) |
| Mitchell, LaQuinta | Effective 08/29/16 (YN) |
| Rodriguez, Amanda | Effective 08/29/16 (PDC) |
| Squires, Brad | Effective 08/30/16 (OT) |
| Weeks, Gladys | Effective 08/31/16 (YN) |
| Williamson, Jan | Effective 08/30/16 (PDC) |
| Zavala, Lynnai | Effective 08/31/16 (PDC) |
| h. Cortes, Sammy | Effective 08/08/16, from Paraeducator Certified Interpreter to Paraeducator Certified Interpreter II (PLP) 6.50 hours/184 days, Growth/Promotion |
| i. De Vos, Helena | Effective 07/25/16, Administrative Secretary, from Personnel Commission to Transportation, Involuntary Transfer |
| j. Farrell, Megan | Effective 08/25/16, Instructional Assistant I, from (QV), 5.75 hours/184 days to (JH/MQ), 6.5 hours/184 days, Increase in Hours by Seniority, Replacement for Samuel Villatoro, Growth |
| k. Hormozi, Kamelia | Effective 08/24/16, Instructional Assistant I, from (DR), 5.75 hours/184 days to (DR/TW), 6.5 hours/184 days, Increase in Hours by Seniority, Replacement for Tamara Squires, Growth |
| | Effective 08/29/16, Instructional Assistant I, from (DR/TW) 6.5 hours/184 days to (DR), 5.75 hours/184 days Replacement for Kamelia Hormozi, Voluntary Demotion |
| l. Jacobson, Janet | Effective 08/08/16, Special Education Instructional Assistant I, 6.5 hours/184 days, from (CA) to (YU) Reassignment Due to Elimination of Position, Growth |

Transfers and Reassignments

- m. Johnson-Bickel, Melissa Effective 08/03/16, from Child Nutrition Assistant II (PLP), 5.75 hours/182 days to Child Nutrition Manager 8 hours/204 days, Replacement for Catherine Traugott Promotion
- n. Jones, Victoria Effective 09/07/16, School Secretary, from (BV) to (SW), 8 hours/10 months, Replacement for Pamela Howell, Voluntary Transfer
- o. Martinez, George Effective 09/01/16, Administrative Clerk I, from (SH), 5.75 hours/10 months to (ECE), 5.75 hours/12 months, Increase in Work Year by Seniority, Replacement for Maria Hanan
- p. Martinez Jr., Julio Effective 08/08/16, Paraeducator Translator from (PLP) 3.5 hours/184 days to (DGM), 5.75 hours/184 days Increase in Hours by Seniority, Growth
- q. McCormick, Susan Effective 07/25/16, Administrative Secretary, from Transportation to Personnel Commission, Involuntary Transfer
- r. Mendoza, Manuel Effective 08/01/16, Custodian I, from (LA) to (DGM) Replacement for Raul Leon, Involuntary Transfer
- s. Morales, Maria Effective 08/17/16, from Child Nutrition Cashier I (CM), 3 hours/184 days to Child Nutrition Assistant II (PLP), 5.75 hours/184 days, Replacement for Melissa Johnson-Bickel Promotion
- t. Parra, Leslie Effective 08/22/16, Instructional Assistant I, from (GP) 5.75 hours/184 days to (GP/LA), 6.5 hours/184 days, Increase in Hours by Seniority, Growth
- u. Perez, Jessica Effective 08/31/16, from Family/Community Liaison (ECE) to Student Engagement Advocate (SESS), 8 hours/11 months Promotion, Growth
- v. Perry, Marie Effective 08/03/16, Early Childhood Education Teacher Assistant 3.75 hours/185 days from (TW LAUP) to (YU Head Start), Reassignment due to Elimination of Position
- w. Powell, Stephanie Effective 08/03/16, from Child Nutrition Assistant II (SW) to Child Nutrition Manager (MQ), 8 hours/204 days, Replacement for Jacqueline Lawrence, Promotion

Transfers and Reassignments

- x. Randolph, Tamara Effective 08/03/16, from Child Nutrition Assistant II (DC) to Child Nutrition Manager (OC), 8 hours/204 days, Replacement for Doreen Marion, Promotion

- y. Robertson, Tyler Effective 08/08/16, Campus Security Assistant (YN) from 3.5 hours/182 days to 8 hours/184 days, Increase in Hours by Seniority, Growth

- z. Robles-Panduro, Anain Effective 08/08/16, from Bilingual Typist Clerk (BS), 5.75 hours/10 months to Parent/Community Liaison (QV), 8 hours/184 days, Replacement from Patricia Garcia-Ortiz Voluntary Demotion

- aa. Sewalson, Nicole Effective 08/08/16, Child Nutrition Assistant I from (CM) to (PLP), 3 hours/184 days, Replacement for Virginia Beigel, Voluntary Transfer

- bb. Squires, Tamara Effective 08/15/16, Instructional Assistant I, from (DR/TW) 6.5 hours/184 days to (TW), 5.75 hours/184 days Replacement for Donna Corder, Voluntary Demotion

- cc. Strickland, Cynthia Effective 08/08/16, Paraeducator/LVN, from (OC) to (DGM), 6.5 hours/184 days, Reassignment Due to Elimination of Position, Growth

- dd. Villatoro, Samuel Effective 08/16/16, Instructional Assistant I, from (JH/MQ) 6.5 hours/184 days to (JH), 5.75 hours/184 days, Voluntary Demotion

- ee. Wilkerson, Jean Effective 08/08/16, Paraeducator Moderate-Severe 6.5 hours/184 days from (PDC) to (BV), Involuntary Transfer

- ff. Zaragoza-Calderon, Consuelo Effective date 08/08/16, Child Nutrition Assistant I from (PLP) to (BS), 3 hours/184 days, Replacement for Monique Cooper, Voluntary Transfer

PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM

DATE:	October 12, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	PERSONNEL COMMISSION ANNUAL REPORT FOR 2015-2016	

BACKGROUND

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

STATUS

Attached is the 2015-2016 Personnel Commission Annual Report.

RECOMMENDATION

It is recommended that the 2015-2016 Personnel Commission Annual Report be approved as presented.

COMMISSIONERS

Kathleen Duren

Mrs. Kathleen "Kathe" Duren was appointed on September 10, 2014 for the remainder of the CSEA appointment expiring on November 30, 2016. Mrs. Duren retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served on the executive Board and was a Job Steward. She has served the District in many different capacities including the classification committee, insurance committee, and various other committees/foundations. After retirement, Mrs. Duren continued to support the Merit System by serving on Qualifications Appraisal Interview (QAI) panels before being appointed as a Commissioner.

Rosa Brambila Fuller

Ms. Fuller was appointed on May 27, 2016 for the remainder of the Board of Trustees' appointment expiring on November 30, 2017. Ms. Fuller has lived in the Antelope Valley since 1997. She is a professor, tenured counselor, and Chair of the pre-law committee at Antelope Valley College. Professor Fuller received training on legal issues related to EEO, diversity, sexual harassment, and leadership mediation. She has been on numerous campus hiring and performance evaluation committees, and is a former board member of the Children's Center, and served as Chair of the personnel committee.

Deneese Thompson

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

PERSONNEL COMMISSION

MISSION STATEMENT

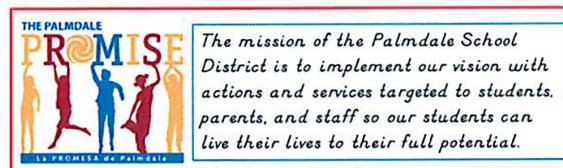
To complement student learning and achievement, the Personnel Commission will...

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

PALMDALE SCHOOL DISTRICT

MISSION STATEMENT

The Palmdale Promise, including a refocused mission statement, strategic goals, and essentials is being implemented.



PERSONNEL COMMISSION STAFF

Vicki Galli, Director
vsgalli@palmdalesd.org

Elvira Cova, Personnel Analyst
ecova@palmdalesd.org

Stacey Elliott, Personnel Analyst
slelliott@palmdalesd.org

Mary Theus, Personnel Analyst
mltheus@palmdalesd.org

Helena de Vos, Administrative Secretary



PERSONNEL COMMISSION ANNUAL REPORT

2015 - 2016



Duties of The Personnel Commission

Establishes and maintains a position classification plan which includes creating job descriptions, setting minimum qualifications, and allocating classifications to salary ranges using standards that provide equal pay for equal work.

Adopts guidelines to analyze jobs and develop valid employment examinations.

Adopts rules and procedures to be followed concerning such employment subjects as applications, employment eligibility, hiring, promotions, discipline and other rules necessary to carry out classified personnel administration.

Responsibilities

Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.

Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.

Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

California School Personnel Commissioners Association
www.meritsystem.org

THE MERIT SYSTEM

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

MEETINGS

The Personnel Commission ordinarily meets the second Wednesday of each month. If a second meeting is needed, the fourth Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:30 P.M. at 37230 - 37th Street East, Room 125 in Palmdale, CA, unless otherwise notified.

During the 2015-16 school year, the Personnel Commission held 12 regular meetings as well as two special meetings.

Personnel Commission
37230 37th Street East • Palmdale, CA 93550
661 285 2902

PERSONNEL REQUISITIONS PROCESSED

Employment:	86
Change of Status:	4
Promotions:	43
Transfers:	38
Reassignments:	32
Rehire/Reinstatements:	2
Increase in Hours/Work Year:	149

NEW/REVISED CLASSIFICATIONS

ECE Disabilities Mental Health Specialist
Health Assistant-LVN
Lead Library Aide
Paraeducator Certified Interpreter II
Student Engagement Advocate

EXAMINATIONS

Classified Hits on Website	117,250
Classified Applications	7,897
Examinations Administered:	
Written	116
Technical/Skills	38
QAI	56
NCLB	40
Substitute Applications	1,340
Written	39
Substitutes Qualified & Referred	286
Applicants Tested	3,684
Eligibility Lists Certified	65
Positions Filled:	354

MEMBERSHIPS/RESOURCES

The Personnel Commission maintained memberships in the following organizations:

ACSA (Association of California School Administrators)
CSPCA (California School Personnel Commissioners Association)
CODESP (Cooperative Organization for the Development of Employee Selection Procedures)
NEOGOV applicant tracking system
OPAC (Office Proficiency and Assessment Certification)

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	October 12, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF NEW CLASSIFICATION: Social Emotional Learning Specialist	

BACKGROUND

The District has requested a new classification titled Social Emotional Learning Specialist (SELS). This position will service the student population by providing therapy, social/emotional instruction and counseling, as well as training services in the area of mental health. The work year is ten months (208 days).

STATUS

The SELS position receives supervision from the Director of Student Services. A position description outlining the duties, responsibilities, and licensing requirements is presented for Commission review.

RECOMMENDATION

It is recommended that the Social Emotional Learning Specialist (SELS) position description be approved as presented. The proposed salary is in the Leadership Salary Schedule under Support Services Team with an annual pay range of \$82,496 - \$91,061.

SOCIAL EMOTIONAL LEARNING SPECIALIST

Bargaining Unit: Management

SALARY RANGE

\$82,496 - \$91,061 Annually

Work Year: 208 Days (10-month)

DEFINITION:

The Social Emotional Learning Specialist (SELS) provides instruction, therapy, and educationally required counseling services to students to promote positive social skills, mental health, and personal growth. The SELS identifies emotional and social skills needs, and encourages positive behavior through social/emotional skills training. Support families and district staff by providing consultation, instruction, and group counseling activities in the area of mental health.

SUPERVISION EXERCISED AND RECEIVED:

Reports directly to the Director of Student Services or designee.

MAJOR DUTIES AND RESPONSIBILITIES:

The following are typical duties and responsibilities, including but not limited to, all tasks identified. May perform similar related tasks not listed.

1. Provide individual, group, and family social/emotional counseling and training services to parents, students, educational staff, and community agencies.
2. Consult with parents; describe services and obtain consent when appropriate.
3. Complete and maintain confidential reports that meet legal mandates.
4. Provide direct and group instruction/counseling services to students.
5. Consult with educational staff, school psychologists, and administrators regarding students' social-emotional needs.
6. Support "wrap around" services (family and community-based support services) for identified students and families.
7. Provide staff development and training specific to the areas of social/emotional/mental health.
8. Conduct threat and suicide risk assessments.
9. Participate as a member of the RTI and IEP teams; provide information regarding student performance; recommend goals and objectives.
10. Communicate and coordinate services with community-based agencies, including Mental Health, Public Health, Regional Center and Social Services.
11. Refer students to school psychologist for IDEA supports.
12. Develop and maintain intervention programs.
13. Conduct interviews, assessments and observations.
14. Refer students to public/private psychological counseling services.
15. Support foster students and families; serve as liaison between DCFS, students, parent/guardians, and educational staff.
16. Supervise licensed interns.
17. Attend required meetings.
18. Perform other duties as assigned.

KNOWLEDGE OF:

1. Current effective strategies and practices related to social/emotional counseling for student, group, and family counseling sessions.
2. Therapeutic methodologies
3. Professional and ethical standards and practices.
4. Special education and child development fundamentals
5. Community resources and agency referrals.
6. Individual Education Plan (IEP) process.
7. Modern office practices and various software programs (i.e. Microsoft Office, Excel, etc.)

ABILITY TO:

1. Evaluate and make recommendations for student services and support
2. Identify social/emotional needs of students
3. Collaborate with members of the educational support team
4. Interact with diverse socio-economic and ethnic groups.
5. Develop and implement social/emotional instruction and counseling services
6. Determine best instructional practices and therapeutic approaches
7. Maintain and develop professional skills and knowledge
8. Establish and maintain effective and cooperative working relationships with district personnel, agencies, and the public
9. Respond promptly to requests for assistance, training, materials and resources
10. Plan, organize, and prioritize work to meet deadlines and accomplish tasks within established time lines
11. Maintain accurate records/files, and prepare reports related to assigned activities
12. Understand and apply principles, techniques and procedures required for effective job performance
13. Communicate effectively both orally and in writing with proper English usage, spelling, grammar, and punctuation.
14. Maintain orderly work environment, and perform tasks in a prescribed and safe manner
15. Maintain flexibility, such as changes in program or protocols
16. Supervise and train personnel
17. Work independently with little direction, and exercise good judgment

QUALIFICATIONS**EXPERIENCE:**

- Two (2) years of experience providing psychological and/or social/emotional instruction or counseling services.
- Experience working with children in a special education program is desirable.

EDUCATION:

- Master's degree from an accredited institution in the field of Marriage & Family Counseling or Social Work.
- Advanced training in evidenced based practices for counseling.

LICENSES/CERTIFICATES:

In accordance with licensing requirements for the State of California:

- Marriage & Family Therapist (MFT); or
- Marriage, Family & Child Counselor (MFCC); or
- Licensed Clinical Social Worker (LCSW)

- Possession of an appropriate valid California 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

OTHER:

- Bilingual proficiency in Spanish language desired.

WORKING ENVIRONMENT

- Office and classroom environment; subject to constant interruptions
- May require driving a vehicle to conduct work

PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM

DATE:	October 12, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) FOR Social Emotional Learning Specialist	

BACKGROUND

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

STATUS

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

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the new classification of Social Emotional Learning Specialist as presented.

**PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS**

Social Emotional Learning Specialist

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.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	Reading, reports, articles		
Hearing	F-C	Communicating with students, parents, staff, and community members/agencies		
Speaking	F	Communicating with students, parents, staff, and community members/agencies		
Reading	F-C	Reading reports, articles		
Writing	F-C	Writing reports, note taking		
Math	O	Calculate mileage, record data		

Comments:

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			
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	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 Student Services		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
Mary Theus		Interim Director, Personnel Commission	
Michael Perkins		Director, Student Services	
Dr. John Porter		Asst. Superintendent SESS	
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions Interview <input type="checkbox"/> Other			
Written by: <u>Vicki Galli</u> Date: _____			

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	October 12, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF REVISED JOB DESCRIPTION: Assistant Director of Transportation	

BACKGROUND

The District requested revision to the job description for Assistant Director of Transportation to more clearly describe the minimum qualifications and experience needed to effectively administer pupil transportation services. The minimum experience requirement of four years in transportation remains consistent.

STATUS

The job description is revised to include possession of a commercial driver's license to certify applicants' qualification to drive a transportation vehicle, such as a school bus. Modernization of the classification description includes oversight of the crossing guard program as well.

RECOMMENDATION

Subject to recommendations by Educational Management Solutions (EMS) as part of the Classification/Total Compensation Study, it is recommended that the revised job description for Assistant Director of Transportation be approved as presented.

ASSISTANT DIRECTOR OF TRANSPORTATION

Bargaining Unit: Management

SALARY RANGE

\$65,657 - \$72,473 Annually

DEFINITION:

Under the direction of the Director, Transportation Services, assist in the coordination, planning, and execution of operations and activities pertaining to the administration and management of pupil transportation. Communicates with District personnel, parents and students, and provides management of Crossing Guard personnel. ~~Under the direction of the Director of Transportation, responsible for planning, coordinating, and directing, and other activities pertaining to the administration and management of transportation of County and District students.~~

EXAMPLE OF DUTIES:

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

1. Develop and maintain school bus routes and schedules.
2. Communicate with the Director, site administrators, parents, students, and bus drivers to resolve issues, concerns, and complaints concerning transportation services, student discipline and/or special needs, and other areas with regard to pupil safety. ~~Process student discipline reports; work with the Director, site administrators, parents, and students to resolve student discipline problems and/or special needs by attending parent conferences or student IEP's.~~
3. Attend scheduled parent conferences and student IEP meetings. ~~Investigate and work toward resolution of service complaints.~~
4. Investigate and evaluate school bus accidents, bus stop incidents, and other areas pertaining to pupil safety; prepare related reports. ~~Provide and maintain records of route standards and pupil population for billing purposes.~~
5. Plan, organize, coordinate, and schedule the activities of pupil transportation to and from school, educational field trips and other events; provide maps, routes, written instructions and other related information. ~~Participate in the development and coordination of the departmental budget; maintain ongoing budget analysis postings.~~
6. Participate in the development and coordination of the departmental budget; maintain ongoing budget analysis postings. ~~Over the organization and maintenance of departmental records, forms, files and documents necessary for a variety of transactions and documentation.~~
7. Oversee the organization, preparation and maintenance of departmental records, forms, files and documents necessary for a variety of transactions and documentation related to transportation services. ~~Provide field supervision and assistance for school bus drivers, including but not limited to, investigation and reporting of school bus accidents, student discipline, and other areas with regard to pupil safety.~~
8. Assist in presentation of school pupil programs and bus evacuation drills.
9. Assist in the interview, selection, and orientation of Crossing Guards; train, supervise and evaluate the performance of assigned personnel. ~~Approve school bus stop locations.~~
10. Observe bus drivers and assure compliance with student transportation rules, regulations, and District policies. ~~Planning and instruction of the District approved, ongoing special education training for special education school bus drivers.~~

11. Communicate with various law enforcement agencies, such as the Highway Patrol and local police department officials regarding bus accident reports, and current laws and regulations of student transportation. ~~Perform duties of the Director of Transportation in absence or as needed.~~
12. Planning and instruction of the District-approved, ongoing special education training for school bus drivers. ~~Perform related duties as assigned.~~
13. Approve school bus stop locations.
14. Provide field supervision and assistance when required.
15. Perform duties of the Director, Transportation Services, in absence or as needed
16. Perform related duties as assigned.

Knowledge of:

1. Laws, rules, regulations and guidelines governing student transportation. ~~Pertinent sections of local state and federal policies, codes and laws pertaining to the operation of school buses.~~
2. Effective techniques for planning, organization and implementation of school bus routes.
3. Accident investigation procedures and positive student control.
4. General condition and location of roads and highways within the operating area.
5. Public law 94-142 Individuals with Disabilities Education Act (IDEA), and the Americans with Disabilities Act (ADA). ~~Public Law 94-142 and the Americans with Disabilities Act.~~
6. Principles and practices of supervision and training.
7. Geography and topography of local areas
8. Principles of efficient and economical bus routing techniques; dispatching; employee schedules.
9. Record keeping techniques.
10. Basic research methods.
11. Interpersonal skills using tact, patience, and courtesy.
12. Modern office procedures, methods, and computer equipment.

Ability to:

1. Plan, organize and instruct others on general knowledge of developmental disabilities and other handicapping conditions.
2. Plan, organize, coordinate, direct, and implement an efficient student transportation system. ~~Plan, organize, and implement school bus routes in a safe, effective and efficient manner.~~
3. Understand and implement software applications.
4. Communicate effectively, both orally and in writing, with proper English usage, spelling, grammar and punctuation.
5. Establish and maintain positive, cooperative, and effective working relationships with those contacted in the course of work. ~~Maintain positive and cooperative working relationships with those contacted in the course of work, i.e., staff, parents, contractors, and students.~~
6. Maintain accurate records and reports; prepare and present clear, concise reports as requested. ~~Apply sound management principles in areas of planning, organization, directing, and coordinating assigned transportation program operational functions.~~
7. Read, interpret, apply, and explain contracts, rules, regulations, policies, and procedures.
8. Analyze and interpret situations accurately, and develop an effective course of action. ~~Read, understand, and interpret contracts, education, government, and public contract codes of California, district policies and directives.~~
9. Work independently with little direction.
10. Train, supervise, and evaluate assigned personnel.

11. Meet schedules and timelines.
12. Maintain current knowledge of program rules, regulations, requirements, and restrictions.
13. Plan and direct training programs.
14. Prepare and deliver oral presentations.
15. Coordinate and disseminate information.
16. Train, supervise, and evaluate assigned personnel.

Education:

Graduation from high school, or GED equivalency, supplemented with college coursework in a related field.

Experience:

Four years of ~~increasingly responsible~~ transportation experience including driving safety, routing, scheduling, and school bus operations.

Two years in a supervisory capacity in the transportation field. ~~desired,~~

LICENSE AND CERTIFICATIONS:

- Possession of a valid California Commercial Driver's License, Class B-P
- A valid federal Medical Examiner's Certificate (MEC)
- Possession and maintenance of valid CPR and First Aid certification from an approved source, such as American Red Cross or American Heart Association

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

~~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.~~

WORKING CONDITIONS:

Transportation office environment.

May be required to drive a school bus on occasion.

May be exposed to traffic hazards while driving school buses and transportation vehicles.

May be exposed to aggressive or uncooperative individuals.

PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM

DATE:	October 12, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) FOR Assistant Director of Transportation	

BACKGROUND

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

STATUS

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

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the revised classification of Assistant Director of Transportation.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

ASSISTANT DIRECTOR OF TRANSPORTATION

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	Kneeling	I	Twisting at Waist	O
Standing	O-F	Crawling	N	Reaching:	
Walking	O-F	Climbing	I	Above Shoulders	I-O
Bending	I	Balancing	I	At/Below Shoulders	F
Stooping	I	Foot Controls	F	Neck Extension (up)	O
Squatting	I	Pushing	I	Neck Flexion (down)	O-F
Lying Down	N	Pulling	I	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	I-O	I-O	I	Paper, files, pens, books
11-25	I	I-O	I	Paper, office supplies, books
26-50	I	I	I	Boxes, computer equipment, books
51-75*	I*	I*	I*	Seats*
76-100*	N	N	N	N/A
Over 100*	N	N	N	N/A

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	O-F	200 yds	Paper, safety vest, straps	
11-25	O	200 yds	Car seats, video equipment	
26-50	N	N	N/A	
51-75*	N	N	N/A	
76-100*	N	N	N/A	
Over 100*	N	N	N/A	

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-C	Pens, pencils, paper
Fine Manipulation	O-F	Writing
Gross Grasp	I	
Gross Manipulation	I	
Power Grasp	I	

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

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	F-C	Reports, articles, computer monitor, traffic patterns	N	N/A
Hearing	F-C	Communicate with parents, students, staff, bus drivers; telephone; two-way radio	N	N/A
Speaking	F-C	Communicate with parents, students, staff, bus drivers; telephone; two-way radio	N	N/A
Reading	F-C	Maps, reports, schedules, policies/regulations.	N	N/A
Writing	F-C	Reports, note taking	N	N/A
Math	F-C	Bus routes, scheduling, calculations; record data	N	N/A

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F	Office work	N	N/A
Outdoors	F	Monitor bus stops/routes, crossing guards	N	N/A
Cold	O-F	Monitor bus stops/routes, crossing guards	N	N/A
Heat	O-F	Monitor bus stops/routes, crossing guards	N	N/A
Humidity	I	seasonal	N	N/A
Temperature Swings	O	Monitor bus stops/routes, crossing guards	N	N/A
Dust/ Wind	F	Monitor bus stop/routes, crossing guards	N	N/A
Noise	C	Buses, traffic	N	N/A
Vibration	O	Buses, traffic	N	N/A
Fumes/ Odors	F	Diesel fuel	N	N/A
Toxic Substances	O	Diesel fuel	N	N/A
Radiation	I		N	N/A
Mechanical Hazards	O	Buses	N	N/A
Electrical Hazards	O	Buses	N	N/A
Explosive Hazards	O	Fuel	N	N/A
Safety Equipment/Training/Attire: Closed toe, low heel, skid resistant shoes; two-way radio w/clip, safety glasses and gloves; universal precautionary equipment (at bus incidents/accidents).				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	F-C	Gasoline fueling system	O
Operate automobile	O	Diesel fuel alarm system	O
2-way radio, scanner, phones	F-C	School Bus	I

WORK SETTING	
Brief Description of Work Site: Transportation facility including large bus/parking yard, office sites; maintenance repair shop. Also out "in the field" supervising Crossing Guards, buses, and students	
Breaks: 15 min/4 hours; lunch	Overtime: None
Supervised by: Deputy Superintendent	Supervises: Assigned staff
Number of Employees at Work Site:	

