



Personnel Commission
AGENDA OF RESCHEDULED MEETING
Wednesday, August 19, 2015 - 5:30 P.M.
Site 18, Room 125
37230 – 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Ned Beadel, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson
Mr. Ronald Williams, Commissioner
Mrs. Vicki Galli, Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Meeting Minutes – July 8, 2015

08-15/16

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 item's 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)

09-15/16

B. Nullification of Eligibility List(s)

10-15/16

C. Ratification of Transfers

11-15/16

IV. NEW BUSINESS

A. Approval of Eligibility List With Less Than Three Ranks
Occupational Therapist

12-15/16

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.

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.

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: September 9, 2015 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of July 8, 2015 Scheduled Meeting

CALL TO ORDER

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

MEMBERS PRESENT

Mr. Ned Beadel, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson
Mr. Ronald Williams, Commissioner

STAFF PRESENT

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

**PRELIMINARY
BUSINESS**

Meeting Minutes

Mr. Williams motioned to approve the minutes of the regularly scheduled meeting of June 10, 2015. Mrs. Duren seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.

**PUBLIC COMMENTS
AGENDA ITEMS**

None.

**PUBLIC COMMENTS
NON-AGENDA ITEMS**

None.

CONSENT AGENDA

Mr. Williams motioned to approve the Ratification, Extension, and Nullification of Eligibility Lists, and Ratification of Transfers. Mrs. Duren seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.

NEW BUSINESS

Approval of New Classification – Student Engagement Advocate

Mr. Williams motioned to approve the proposed new classification for Student Engagement Advocate. Mrs. Duren seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.

Approval of American with Disabilities Act (ADA) Form

Mrs. Duren motioned to approve the ADA form for the new classification, Student Engagement Advocate. Mr. Williams seconded the motion, and discussion was called for.

Mrs. Galli clarified the frequency key abbreviations denoted for essential functions identified on the ADA form. After discussion, vote was called for. Approved unanimously.

OLD BUSINESS

None.

INFORMATION / REPORTS

Classified Update

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

Information from the Director, Personnel Commission

Mrs. Galli gave a presentation on Eligibility Lists and responded to questions presented from audience members. The presentation will be repeated at a future meeting.

An update was presented on the Classification Compensation Advisory Committee, and actions taken to obtain proposals from consultants.

NEOGOV training sessions during the summer months will be held as requested. Regular training dates will resume when the school year commences.

CLOSED SESSION

None.

REPORT OUT

None.

NEXT MEETING

The next meeting for the Personnel Commission is rescheduled from August 12, 2015 to August 19, 2015 at 5:30 PM, Site 18, Room 125.

ADJOURNMENT

Mrs. Duren moved to adjourn the meeting. Mr. Beadel seconded the motion. Meeting adjourned at 6:03 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Ned Beadel, Chairperson

Kathleen Duren, Vice-Chairperson

Ronald Williams, Commissioner

Classified Update for July 8, 2015

1. Testing Status:

Accounting/Data Processing Technician	QAI scheduled 07/14/15
Administrative Clerk I (Promotional)	Performance/written examination to be scheduled
Bilingual Administrative Clerk II	QAI scheduled 07/09/15
Bilingual Family Community Liaison	Written examination to be scheduled
Bilingual Instructional Assistant	Written examination 07/23/15
Bilingual School Secretary	QAI scheduled 07/09/15
Child Nutrition Manager (Promotional)	Written examination to be scheduled
District Receptionist-Bilingual Preferred	Performance/written examination to be scheduled.
Early Childhood Education Teacher Assistant	QAI to be scheduled (2 applicants)
Health Technician – LVN	Written examination to be scheduled
Instructional Assistant	Written examination 07/21/15
Maintenance Worker II	QAI scheduled 07/15/15
Paraeducator Certified Interpreter	Written examination 07/16/15 (1)
Paraeducator Translator (DHH)	Written examination to be scheduled
Personnel Analyst	Performance/written examination 7/15/15 QAI scheduled 07/21/15
Student Interventionist	Written examination 07/28/15

2. Postings

Bilingual Early Childhood Education Teacher Assistant	Continuous
Bilingual Instructional Assistant	Continuous
Early Childhood Education Teacher Assistant	Continuous
Paraeducator Certified Interpreter	Continuous
Occupational Therapist	Continuous
Translator	Deadline: 07/15/15

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 19, 2015 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
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**

**CLASSIFIED RECRUITMENT SUMMARY REPORT
August 19, 2015**

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	Number of Ranks	Merged Yes/No	Effective Date	Expiration Date
Accounting/Data Processing Tech	04/24/15	05/14/15	06/09/15	07/14/15	170	67	9	9	9	9	5	No	07/23/15	07/22/16
Bilingual Administrative Clerk II	04/24/15	05/14/15	06/10/15	07/09/15	154	69	7	8	6	6	5	No	07/15/15	07/14/16
Bilingual Instructional Assistant	06/12/15	07/02/15	07/23/15	NA	46	26	14	NA	NA	14	10	Yes	07/27/15	07/26/16
Bilingual School Secretary	04/24/15	05/14/15	06/12/15	07/09/15	132	28	4	4	3	3	6	Yes	07/17/15	07/16/16
Child Nutrition Cashier I (Revised)	04/16/15	05/07/15	06/04/15	NA	472	180	87	NA	NA	87	16	No	06/05/15	06/04/16
Instructional Assistant I	06/12/15	07/02/15	07/21/15	NA	166	114	31	NA	NA	31	8	Yes	07/24/15	07/23/16
Maintenance Worker II	04/24/15	05/14/15	06/16/15	07/15/15	103	58	6	NA	4	4	3	Yes	07/23/15	07/22/16

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

08/12/15
Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 19, 2015 ___ 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 has/have expired or has/have less than three eligible candidates remaining.

Job Classification	Effective Date	Expiration Date
Administrative Secretary	08/05/13	08/04/15
Bilingual Instructional Assistant	02/19/14	08/18/15
Bilingual School Secretary	01/23/15	01/22/16
Child Nutrition Manager	07/22/14	07/21/15
Family Health Provider	08/13/14	08/12/15
Instructional Assistant I	02/27/14	08/26/15
Maintenance Worker II	04/07/15	04/06/16
SELPA Mental Health-Intensive Case Manager	08/18/14	08/17/15

RECOMMENDATION

It is recommended that the eligibility list(s) for the above-mentioned classification(s) be nullified.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 19, 2015 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: RATIFICATION OF TRANSFER(S)

STATUS

As provided for in the Personnel Commission Rules and Regulations Section 4, Item 6.18B and in the collective bargaining agreement Article 7.1, the Personnel Commission shall ratify transfers.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

Transfers/Reassignments

Effective 07/01/15, Parent Community Liaison, from 5.75 hours/182 days to 8 hours/247* days, Local Control Accountability Plan (LCAP). Growth

*Approved incorrectly at 247, should be 182 days.

Albornoz, Jessica
Barragan, Rebeca
Castellanos, Jeannette
Castellanos-Perez, Griselda
Contreras, Rosalia
Cortez, Maria Esther
DeDios, Geraldin
Diaz, Sofia
Flores, Susan
Flores Folgar, Rocio
Flores Garcia, Edna
Frias, Jonathan
Garcia-Ortiz, Patricia
Gonzalez, Claudia
Langlotz Heinz, Daniela
Lara, Yovany
Martel,
Martinez, Jasmine
Osuna, Valeria
Ramirez, Leslie
Solano, Karla
Valenzuela-Lojero, Alma
Vazquez, Gabriela

Albright, Lena

Effective 07/06/15, from Child Nutrition Assistant I (TA), 3 hours/182 days, to Custodian I (DGM). Promotion. Growth

Alvarez, Argelia

Effective 07/01/15, from Special Education Instructional Assistant I (BV) to Paraeducator Moderate-Severe (BV) 5.75 hours/182 days. Replacement for Pauletta Rauback. Promotion

Arnold, David

Effective 07/01/15, Special Education Instructional Assistant I, 5.75 hours/182 days from (PT) to (MQ). Replacement for Cherise Mayes. Voluntary transfer

Ball, Alycia	Effective 07/01/15, Child Nutrition Assistant I, 3 hours/ 182 days, from (DC) to (DGM). Reassignment due to elimination of position
Camarena, Marilyn	Effective 07/01/15, Paraeducator Moderate-Severe 5.75 hours/182 days. Reassignment due to elimination of position, to vacant position at same location. Growth
Chaparro, Ana	Effective 07/01/15, Bilingual Typist Clerk, 3.5 hours/204 days, from (JU) to (DGM). Voluntary transfer. Growth
Delli Bovi, Esther	Effective 07/01/15, Special Education Instructional Assistant I, 5.75 hours/182 days from (JUI) to (CA). Reassignment due to elimination of position
Drake, Kathleen	Effective 07/06/15, from Child Nutrition Assistant I(JH) 3 hours/182 days to Custodian I (SH). Replacement for Jerrilyn Duran
Erceg, Susan	Effective 07/01/15, Child Nutrition Cashier I, 3 hours/ 182 days, from (JU) to (SW). Reassignment due to elimination of position. Replacement for Stephanie Powell
Gimmestad, Denise	Effective 08/03/15, Child Nutrition Manager, 8 hours/ 204 days, from (QV) to (DC). Voluntary transfer
Gruca, Lynette	Effective 07/01/15 from Special Education Instructional Assistant I (MZ) to Paraeducator Moderate-Severe (BV) 5.75 hours/182 days. Promotion. Growth
Guzman, Celina	Effective 08/03/15, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days Site 18. Voluntary transfer. Replacement for Karen Enriquez Sanchez
Hernandez, Crystal	Effective 07/01/15, from Substitute Child Nutrition Assistant to Child Nutrition Assistant I (TW), 3 hours/ 182 days. Replacement for Debbie Kennedy
Hurtado, Arasely	Effective 07/01/15, Early Childhood Education Teacher Assistant, 3.75 hours/185 days, from (MZ) Head Start to (OC) Head Start. Voluntary transfer. Growth
Jeffery, Dona	Effective 07/01/15, Early Childhood Education Teacher Assistant, 7.5 hours/185 days, from Keppel to (CH). Reassignment due to elimination of position. Growth

Landix Woods, Tracy	Effective 07/01/15, Early Childhood Education Teacher Assistant, 3.75 hours/185 days from (TW) to Tierra Bonita. Voluntary transfer
Lira, Marcela	Effective 07/01/15, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days from (MZ) Head Start to (TW) Head Start. Reassignment due to program closure. Replacement for Yolanda Villegas
Lopez, Sherill	Effective 07/01/15, Special Education Instructional Assistant 111, 6.5 hours/182 days, from (JU) to (DW). Reassignment due to elimination of position. Replacement for Lana Black
Magee, Hope	Effective 07/01/15, Paraeducator Moderate-Severe 5.75 hours/182 days, from (DW) to (PDC). Reassignment due to elimination of position
Randolph, Tamara	Effective 07/01/15, Child Nutrition Assistant II, 6 hours/182 days, from (JU) to (DC), Reassignment due to elimination of position. Growth
Rivera, Patricia	Effective 07/01/15, Bilingual School Secretary, from 8 hours/225 days, from (JU) to (TW). Reassignment due to elimination of position
Rivera, Patricia	Effective 07/27/15, Bilingual School Secretary, 8 hours/225 day from (TW) to (OC). Voluntary transfer. Growth
Rodriguez, Rita	Effective 06/22/15, from Library Aide (TA), 4 hours/ 204 days to Bilingual Administrative Clerk II (WEC). Replacement for Ana Lyon. Promotion
Rojas, Rhiana	Effective 07/01/15, Health Assistant, 8 hours/204 days from (JU) to (OC), Reassignment due to elimination of position. Replacement for Kia Barnett
Speights, Dale	Effective 07/01/15, Custodian II, from (JU) to (YU). Reassignment due to elimination of position. Replacement for Christina Ciriza
Taube, Kathryn	Effective 07/01/15, Child Nutrition Manager, 8 hours/204 days, from (JU) to (DGM). Reassignment due to elimination of position. Growth
Tisbert, Christine	Effective 07/01/15, Paraeducator Moderate-Severe 6.5 hours/182 days, from (PDC) to (PDC). Reassignment due to elimination of position. Growth

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 19, 2015 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS –
OCCUPATIONAL THERAPIST

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 classification of Occupational Therapist are challenging. 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 Occupational Therapist eligibility list with only one eligible.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Occupational Therapist with only one eligible.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION**

**CLASSIFIED RECRUITMENT SUMMARY REPORT
August 19, 2015**

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Occupational Therapist	03/20/15	08/05/15	NA	08/05/15	1	1	NA	NA	1	1	1	No	08/05/15	08/04/16

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

08/07/15
Date