



PERSONNEL COMMISSION  
**AGENDA OF SPECIAL MEETING**  
Tuesday, May 23, 2023 - 5:00 P.M.  
37230 37<sup>th</sup> Street East, Room 125  
Palmdale, CA 93550

*In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.*

*Pursuant to Government Code 54954.2 (a) (1), 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 may for review at the Personnel Commission Office.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**ROLL CALL:** Mrs. Kathleen Duren, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson  
Dale Speights, Commissioner

**I. PRELIMINARY BUSINESS**

**ACTION**

A. Approve Minutes of Regular Meeting - April 12, 2013

47-22/23

**II. PUBLIC COMMENTS**

A. Comments Referencing Agenda Items

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.

**III. CONSENT AGENDA**

**ACTION**

A. Approve Consent Agenda

48-22/23

1. Ratification of Eligibility Lists  
(Open, Substitute, Promotional Recruitments)
2. Extension of Eligibility Lists
3. Nullification of Eligibility Lists
4. Ratification of Transfer

**IV. UNFINISHED BUSINESS**

**ACTION**

A. Approve 2023-2024 Membership Renewal  
CODESP

49-22/23

B. Approve 2023-2024 Membership Renewal  
Personnel Commissions Association of Southern California (PCASC)

50-22/23

C. Approve 2023-2024 Software Subscription Renewal  
NEOGOV Insight Enterprise

51-22/23

D. Approve 2023-2024 Software Subscription Renewal  
NEOGOV Onboard

52-22/23

E. Approve Software Subscription  
Biddle TestGenius

53-22/23

F. Approve Eligibility List with Fewer Than Three Ranks 54-22/23  
Paraeducator/LVN

G. Approve Addition of Classification Component to Job Description 55-22/23  
Referencing Working Conditions: Noon Duty/Campus Assistant and  
Substitute Noon Duty/Campus Assistant

**V. NEW BUSINESS**

**ACTION**

A. Approve Eligibility List with Fewer Than Three Ranks 56-22/23  
Paraeducator Certified Interpreter (DHH)

**VI. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: June 14, 2023 at 5:30  
P.M.**

**OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M**

Personnel Commission  
Palmdale School District  
**MINUTES OF THE REGULAR MEETING OF APRIL 12, 2023**

37230 37<sup>th</sup> Street East, Room 125  
Palmdale, CA 93550

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The Personnel Commission Chairperson called the meeting of the Personnel Commission to order at 5:30 P.M., followed by the Pledge of Allegiance led by Commissioner Speights.

**ROLL CALL:**

Member(s) Present:        Mrs. Kathleen Duren, Chairperson  
                                     Mr. Dale Speights, Member

Member(s) Absent:        Mrs. Deneese Thompson, Vice-Chairperson

Staff Present:               Ms. Mary Theus, Personnel Commission Director

**PRELIMINARY BUSINESS**

- A. The Personnel Commission took action to approve the minutes recorded at the March 8, 2023, regular meeting.

Motion:	Kathleen Duren	Vote:	Kathleen Duren	Aye
Second:	Dale Speights		Dale Speights	Aye

- B. The Personnel Commission took action to approve the minutes recorded at the March 15, 2023, special meeting.

Motion:	Dale Speights	Vote:	Kathleen Duren	Aye
Second:	Kathleen Duren		Dale Speights	Aye

**PUBLIC COMMENTS**

- A. **Referencing Agenda Items**

There were no comments.

- B. **Referencing Non-Agenda Items**

Ms. Eva Garcia, School Secretary, commented regarding an item on a past agenda referencing a new job description for Bus Driver. She shared her opinion that the position was unnecessary, and elaborated that the field trip scheduling procedure is comprehensive with detailed guidelines with no room for scheduling errors to occur. She articulated her understanding of the District's proposal, but does not agree with the reasons for it. She stated that there were no missed or rescheduled field trips that would require more drivers.

**CONSENT AGENDA**

- A. The Personnel Commission took action to approve the Consent Agenda to ratify, extend, and nullify eligibility lists. The item passed unanimously.

Motion:	Dale Speights	Vote:	Kathleen Duren	Aye
Second:	Kathleen Duren		Dale Speights	Aye

## **NEW BUSINESS**

### **A. Public Hearing - Proposed Annual Budget of the Personnel Commission, FY 2023-2024**

The Commission recessed from the regular meeting at 5:35 p.m. to hear public comment referencing the 2023-2024 budget of the Personnel Commission. With no comments presented, the public hearing was closed and the regular meeting reconvened at 5:37 p.m.

### **B. Approval of the Annual Budget of the Personnel Commission, FY 2023-2024**

There was a motion and second, followed by discussion. Ms. Theus outlined the proposed budget by line item and provided justification for the allocations. She conveyed that the bulk of expenses are for applicant/recruitment software programs with costs increasing around 10% each year. Commissioner Duren addressed inflation and expressed concern that the District has not considered this aspect to adjust the Personnel Commission budget accordingly. She went on to say, while the Commission is happy to see salary increases for employees, such increases impact the operational budget, especially when the District does not consider rising costs for day-to-day operations. To balance the budget given, line item allocations for discretionary expenses and services are being reduced to compensate for higher costs elsewhere. Commissioner Duren thanked Ms. Theus for her attention to detail and budget decisions. She conveyed that she hopes the District will take inflation into account next year. The item passed unanimously.

Motion:	Dale Speights	Vote:	Kathleen Duren	Aye
Second:	Kathleen Duren		Dale Speights	Aye

### **C. Approval of Provisional Appointment - Assistant Director, Business Services**

The Personnel Commission took action to approve the appointment of Emidio Garcia to serve provisionally as Assistant Director, Business Services, commencing April 13, 2023. The item passed unanimously.

Motion:	Dale Speights	Vote:	Kathleen Duren	Aye
Second:	Kathleen Duren		Dale Speights	Aye

### **D. Approval of Provisional Appointment - Risk Manager**

The Personnel Commission took action to approve the appointment of Debra Ramirez to serve provisionally as Risk Manager, commencing May 11, 2023. The item passed unanimously.

Motion:	Dale Speights	Vote:	Kathleen Duren	Aye
Second:	Kathleen Duren		Dale Speights	Aye

## **COMMISSION/STAFF COMMENTS**

### **A. DIRECTOR**

Ms. Theus outlined staff recruitment and testing activities. A copy is included as part of the official minutes. She shared the outcome of the successful recruitment/hiring event on April 11, 2023, for special education paraprofessionals. Thirty-three (33) candidates were selected for employment. Some candidates accepted employment offers at the event, while others delayed their decision or declined employment. More data will be provided at the next meeting.

### **B. COMMISSION**

Commissioners Duren and Speights shared how pleased they are with the outcome of the recruitment/hiring event and look forward to the overall outcome. They thanked its staff for all of the hard work throughout the event. Commissioner Duren requested specific data regarding the number of classified new hires to the District during the 2021-2022 year, and the total associated costs for fingerprinting and

physical assessments. She concluded her comments by acknowledging the audience, and thanking them for attending the meeting.

**RECESS TO CLOSED SESSION**

Pursuant to Government Code Section 54957, the Commission recessed to a Closed Session at 5:58 p.m. and reconvened to Open Session at 6:47 p.m. There was no action taken to report out.

**DATE OF NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled May 10, 2023, at 5:30 p.m., Site 18 location; 37230 37<sup>th</sup> Street East, Room 125, Palmdale CA 93550.

**OPEN SESSION ADJOURNMENT**

On a motion by Commissioner Speights and second by Commissioner Duren, the meeting adjourned at 6:48 p.m.

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Kathleen Duren  
Chairperson  
Approved: May 23, 2023

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Dale Speights  
Member  
Approved: May 23, 2023

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Mary Theus  
Director, Personnel Commission

# REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

## RECRUITMENT UPDATE

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### OPEN RECRUITMENTS

AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
Campus Security Assistant	Continuous
Certified Occupational Therapy Assistant	Continuous
Child Nutrition Assistant I	Expires 4/12/2023
Child Nutrition Assistant III	Continuous
ECE Teacher Assistant	Continuous
Health Assistant LVN	Continuous
Maintenance Worker II	Expired 4/5/2023
Mental Health Intensive Case Manager	Expires 4/14/2023
Occupational Therapist	Continuous
Paraeducator Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Social Emotional Learning Specialist	Continuous
Student Interventionist	Expires 4/24/2023

### EXAMINATION

Accounting Clerk II	4/5/2023
Administrative Clerk II	3/16/2023; 3/30/2023 (Oral)
Bilingual Administrative Clerk II	3/31/2023; 4/19/2023 (Oral)
Bilingual / ECE Teacher Assistant	3/17/2023 (Oral)
Bilingual Instructional Assistant	3/29/2023; 4/19/2023 (Oral)
Child Nutrition Assistant III	3/15/2023; 3/30/2023 (Oral)
Health Assistant/LVN	4/7/2023, 4/14/2023; 4/18/2023 (Oral)
Instructional Assistant I	4/4/2023
Paraeducator/LVN	4/12/2023; 4/18/2023 (Oral)
Paraeducator Moderate to Severe	3/27/2023; 4/5 – 4/7/2023
Parent/Community Liaison	3/17/2023; 4/5/2023 (Oral)
Personnel Administrative Clerk II	4/12/2023; 4/17/2023 (Oral)
Special Education Instructional Assistant	3/9/2023, 3/27/2023; 4/5 – 4/7/2023
Translator	3/30/2023, 4/10/2023; 4/19/2023 (Oral)

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	May 10, 2023	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF SUBSTITUTE LIST(S)	

**STATUS**

The testing procedure for establishment of an eligibility list for the classifications on the attached "Substitute/Casual 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  
May 10, 2023**

**SUBSTITUTE/CASUAL RECRUITMENT SUMMARY REPORT**

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Number on Referral List	Sent Referral List to Human Resources
Substitute Paraeducator Certified Interpreter (DHH)	05/12/2022	Continuous	N/A	1	0	N/A	N/A	N/A	N/A	N/A	N/A
Substitute Paraeducator Translator (DHH)	05/12/2022	Continuous	02/17/2023	3	1	1	0	N/A	1	1	02/21/2023

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

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Director, Personnel Commission  
May 10, 2023



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	May 10, 2023	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF ELIGIBILITY LIST(S)	

**STATUS**

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

**RECOMMENDATION**

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

Palmdale School District  
Personnel Commission

**May 10, 2023**

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Accounting Clerk II	02/27/2023	03/17/2023	04/05/2023	04/26/2023	58	34	22	12	12	7	5	5	04/27/2023	04/26/2024	*Yes	8
Bilingual Administrative Clerk II	02/23/2023	03/16/2023	03/31/2023	04/19/2023	138	43	17	26	4	4	4	4	04/19/2023	04/18/2024	*Yes	6
Bilingual Instructional Assistant	02/27/2023	03/17/2023	03/29/2023	04/19/2023	39	11	7	4	NA	5	5	5	04/20/2023	04/19/2024	*Yes	9
Child Nutrition Assistant I	03/22/2023	04/12/2023	04/25/2023	N/A	156	65	30	35	N/A	28	N/A	28	04/28/2023	04/27/2024	*Yes	14
Child Nutrition Assistant II	03/13/2023	04/04/2023	04/13/2023	04/27/2023	24	15	14	1	N/A	11	11	11	05/01/2023	04/30/2024	*Yes	14
Health Assistant/LVN	10/12/2022	Continuous	04/05/2023 04/14/2023	04/18/2023	30	11	10	1	3	3	3	3	04/18/2023	04/17/2024	*Yes	7
Health Assistant/LVN	10/12/2022	04/19/2023	05/01/2023	N/A	3	1	1	0	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Instructional Assistant	03/01/2023	03/21/2023	04/04/2023	N/A	84	78	31	47	NA	22	NA	22	04/07/2023	04/06/2024	*Yes	10
Paraeducator Moderate-Severe	03/21/2023	04/10/2023	04/05/2023 04/06/2023 04/07/2023 04/19/2023	04/11/2023 04/27/2023	51	19	12	7	N/A	8	6	6	04/12/2023	04/11/2024	*Yes	9
Parent/Community Liaison	02/02/2023	02/23/2023	03/17/2023	04/05/2023	65	32	15	17	10	10	9	9	04/06/2023	04/05/2024	*Yes	12
Personnel Administrative Clerk II	01/05/2023	01/25/2023	03/06/2023	03/17/2023	121	8	4	4	2	2	1	1	04/17/2023	04/16/2024	No	6
Personnel Administrative Clerk II	03/09/2023	03/31/2023	04/12/2023	04/17/2023	122	23	17	6	7	7	7	7				
Translator	02/22/2023	03/15/2023	03/30/2023 04/10/2023	04/19/2023	42	6	5	1	3	3	3	3	04/20/2023	04/19/2024	No	3

\*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

\_\_\_\_\_  
Director, Personnel Commission  
May 10, 2023

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE May 10, 2023 REPORT

TO: Personnel Commission   X   ACTION

FROM: Mary Theus  
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
Administrative Clerk I	05/24/2022	05/23/2023	11/23/2023
Personnel Administrative Clerk	06/08/2022	06/07/2023	12/07/2023
Senior Payroll Clerk	12/14/2021	06/13/2023	12/14/2023

**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 May 10, 2023 REPORT

TO: Personnel Commission   X   ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

**STATUS**

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

Job Classification	Effective Date	Expiration Date
Accounting Clerk II	11/08/2022	11/07/2023
Bilingual Administrative Clerk II	12/08/2022	12/07/2023
Bilingual Instructional Assistant	07/27/2022	07/26/2023
Child Nutrition Assistant I	01/20/2023	01/19/2024
Child Nutrition Assistant II	09/22/2022	09/21/2023
Health Assistant/LVN	03/15/2023	03/14/2024
Instructional Assistant	01/19/2023	01/18/2024
Paraeducator Moderate-Severe	03/29/2023	03/28/2024
Parent/Community Liaison	09/02/2022	09/01/2023

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	May 10, 2023	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

**STATUS**

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, the Personnel Commission shall ratify transfers.

**RECOMMENDATION**

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

**Transfers and Reassignments**
**5/10/2023**

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Baker, Jeremy	03/02/2023	Custodian I, from (MQ) to (CA) 8.0 hrs/12 mo.	Transfer Replacement for Jorge Andrade
b.	Barcnas, Damian	04/13/2023	Warehouse Worker/Delivery Driver II, from (Ch Nutr Whse) to (Central Whse) 8.0 hrs/12 mo.	Voluntary transfer Replacement for Paul Herrera
c.	Bates, Lakinya M.	02/13/2023	From Special Ed. Instructional Assistant I (SAGE) 6.5 hrs/182 days, to Paraeducator Moderate to Severe (FS) 7.0 hrs/182	Promotion Replacement for Paula Ajungo
d.	Borquez, Gilbert C.	3/1/2023	From Maintenance Worker II Certified, to Assistant Director, Maintenance & Operations (M&O) 8.0 hrs/12 mo.	Promotion Replacement for Jose R. Cruz Jr.
e.	Carnes Willes, Alyssa D.	3/13/2023	Instructional Assistant I, from (QV) 5.75 hrs/182 days, to (SW) 7.0 hrs/182 days	Increase by seniority Growth
f.	Cortez, Karina C.	3/2/2023	From Accounting Clerk II (Fiscal) to Accounting/Data Processing Technician (Fiscal) 8.0 hrs/12 mo.	Promotion Replacement for Ramona Sepulveda
g.	Curtis, Cassie E.	03/09/2023	Special Ed. Instructional Assistant I, from (CA) to (DW) 6.5 hrs/182 days	Voluntary transfer Growth position
h.	Diaz, Jonathan I.	03/01/2023	Child Nutrition Assistant I, from (LA) to (PLP) 3.0 hrs/182 days	Voluntary transfer Replacement for Aracely Guerra
i.	Diaz, Lindsay N.	03/09/2023	Special Ed. Instructional Assistant I, from (SAGE) to (PT) 5.75 hrs/182 days	Voluntary transfer Replacement for Arianna Landaverde
j.	Flores Hernandez, Irais G.	3/1/2023	From Child Nutrition Assistant I (PLP) 3.0 hrs/182 days, to Child Nutrition Assistant II (PLP) 5.75 hrs/182 days	Promotion Replacement for Amor Cruz
k.	Green, Estevan A.	04/20/2023	From Custodian I (DGM), to Custodian II (YU) 8.0 hrs/12 mo.	Promotion Replacement for Bonnie Garcia
l.	Huerta, Sandra	03/09/2023	Special Ed. Instructional Assistant II, from (BS) to (PACS) 6.5 hrs/182 days	Voluntary transfer Growth
j.	Kelly, Sally	03/09/2023	Special Ed. Instructional Assistant I, from (DW) to (SW) 6.5 hrs/182 days	Voluntary transfer Growth
k.	Lee, Jazmin M.	03/13/2023	Paraeducator Moderate to Severe, from (DW) 6.5 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement for Deysi Escalante
l.	Lowe, Kathryn A.	03/13/2023	From Custodian I (First Steps), to Custodian II (DC) 8.0 hrs/12 mo.	Promotion Replacement for Theodore Landreth
m.	Magallanes-Nieves, Angelica	03/27/2023	Special Ed. Instructional Assistant I, from (YU) to (BS) 6.5 hrs/182 days	Reassignment; elimination of position Replacement for Sandra Huerta

**Transfers and Reassignments**
**5/10/2023**

n.	Mino Escobar, Alina	02/21/2023	From Crossing Guard (Transp) 2.0 hrs/182 days, to Bilingual Instructional Assistant (PT) 5.75 hrs/182 days	Promotion Replacement for Fanny Lopez Sanchez
o.	Mejia, Mirian Del Carmen	02/14/2023	From ECE Teacher Assistant (ECE) 5.75 hrs/185 days, to Parent/Community Liaison (YU) 8.0 hrs/182 days	Promotion Replacement for Beatriz Lopez
p.	Ortiz, Griselda	03/01/2023	From Child Nutrition Assistant I (BS) 3.0 hrs/182 days, to Child Nutrition Assistant III (GP) 5.75 hrs/182 days	Promotion Growth
q.	Parra, Berta	03/06/2023	From Child Nutrition Assistant II (YU) 5.75 hrs/182 days, to Child Nutrition Assistant III (LA) 5.75 hrs/182 days	Promotion Growth
r.	Pichardo de Garcia, Veronica	04/18/2023	From Bilingual Typist Clerk (PLP) 5.75 hrs/10 mo., to Administrative Clerk II (Ed Svcs) 8.0 hrs/12 mo.	Promotion Replacement for Lucia Espinosa
s.	Ramsey, Yolanda M.	02/16/2023	From Noon Duty/Campus Assistant/Campus Assistant (TA) 5.75 hrs/182 days, to Custodian I (OT Parent Ctr) 8.0 hrs/12	Promotion Growth
t.	Reyes, Maria D.	03/29/2023	From Crossing Guard (Transp) 2.0 hrs/182 days, to Child Nutrition Assistant I (BS) 3.0 hrs/182 days	Promotion Replacement for Zaida Lopez
u.	Sanchez, Emily	03/27/2023	From Crossing Guard (Transp) 2.0 hrs/182 days, Special Ed. Instructional Assistant I (BS) 5.75 hrs/182 days	Promotion Growth
v.	Salazar, Maria C.	03/09/2023	Special Ed. Instructional Assistant I, from (OT) to (SH) 6.5 hrs/182 days	Reassignment; elimination of position Growth
w.	Sepulveda, Ramona	02/15/2023	Accounting/Data Processing Technician, from (Fiscal) to (ECE) 8.0 hrs/12 mo.	Voluntary transfer Replacement for Maria Carmen Serrano

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE May 10, 2023 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE 2023-2024 CODESP MEMBERSHIP  
(Cooperative Organization for the Development of Employee Selection Procedures)

**BACKGROUND**

One of the primary functions of the Personnel Commission is to recruit candidates based on merit and fitness for the classification. One of the tools used to assess knowledge, skills and abilities is a written examination. CODESP is an organization that assists public sector organizations by providing examination content to members.

**STATUS**

CODESP's tiered fee model determines the annual fee schedule by the number of classified full-time equivalent (FTE) positions. Beginning July 1 of the 2023-2024 service year, the annual membership is \$3,000.00. This is a \$200.00 increase from last year's rate. Membership expires on June 30<sup>th</sup> of each year.

This expense is projected in the Personnel Commission budget for said year.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the 2023-2024 CODESP Membership as presented.





CODESP  
714-374-8644  
20422 Beach Blvd. Suite 400  
Huntington Beach, CA 92648

Billed To  
Mary Theus  
Palmdale School District  
37230 37th Street, Room 122  
East Palmdale, CA 93550

Date of Issue  
03/24/2023  
  
Due Date  
09/01/2023

Invoice Number  
0005863

Amount Due (USD)  
**\$3,000.00**

Description	Rate	Qty	Line Total
Annual Membership Fee - 1,001-2,000 FTE Basic products and services beginning July 1, 2023 and ending June 30, 2024 for 1,001 to 2,000 FTE employees.	\$3,000.00	1	\$3,000.00
Subtotal			3,000.00
Tax			0.00
Total			3,000.00
Amount Paid			0.00
Amount Due (USD)			\$3,000.00

**Terms**

NET 45 days from July 1  
Taxpayer ID No. 54-2166843  
No additional fees for taxes required; CODESP is a Public Agency.  
Make all checks payable to CODESP.  
THANK YOU FOR YOUR BUSINESS!

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: May 10, 2023 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE 2023-2024 MEMBERSHIP IN PCASC  
(Personnel Commissions Association of Southern California)

**BACKGROUND**

The Palmdale School District is a merit district, and the Personnel Commissions Association of Southern California (PCASC) is an organization which perpetuates the concept of the merit system. As a member, we receive valuable information and training pertinent to merit system functions.

**STATUS**

The rate for annual membership is \$100.00, which is consistent with last year's rate. This expense is projected in the 2023-2024 Personnel Commission budget.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve membership in the Personnel Commissions Association of Southern California (PCASC) as presented.



# PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: FY2023/24-**035**

April 22, 2023

Attention: Mary Theus, Director

Palmdale USD  
39139 10<sup>th</sup> Street East  
Palmdale, CA. 93550

<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
Annual Membership Dues: Personnel Commissions Association of Southern California (PCASC)	\$100.00

Checks Only ([No purchase orders, please](#)) payable to:

**Personnel Commissions Association of Southern California (PCASC)**

Mailing Instructions:

Please, send check with copy of invoice to:

PCASC, Treasurer J Sergio Garcia  
13759 Ramona Ave  
Hawthorne CA, 90250

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: May 10, 2023 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE 2023-2024 RENEWAL OF SOFTWARE SUBSCRIPTION  
NEOGOV INSIGHT ENTERPRISE

**BACKGROUND**

The NEOGOV Insight Applicant Tracking System continues to be used to facilitate the application and examination processes for the classified service. The District and the Personnel Commission have shared the expense to maintain the software license since implementation of the system.

**STATUS**

The 2023-2024 renewal invoice for the NEOGOV Insight software license plus customer support is presented for approval. The invoiced rate of \$36,897.77 is an increase of \$2,251.98 from last year's rate. The Personnel Commission will expend \$22,110.77, with the District disbursing the remaining share.

This expense is projected in the Personnel Commission budget for said year.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the expense to renew the 2023-2024 software license for NEOGOV Insight as presented.



## Invoice #INV-34503

**From**

Governmentjobs.com, Inc. DBA NEOGOV  
2120 Park Pl,  
Suite 100  
El Segundo, CA 90245

**Bill To**

Palmdale School District (CA)  
39139 North 10th Street East  
Palmdale, CA 93550  
USA

**Invoice Summary**

<b>Invoice Number</b>	INV-34503
<b>Date</b>	07/01/2023
<b>Terms</b>	Net 30
<b>Due Date</b>	07/31/2023
<b>Amount Due (USD)</b>	\$ 36,897.77

**Item / Description****Total****Insight**

36,897.77

This is your subscription fee for Insight for the term starting 08/01/2023 and ending 07/31/2024.

**Amount Due (USD)**

\$ 36,897.77

Thank you for your business!

For questions, or pay by credit card, please reply to this email or reach out to [billing@neogov.com](mailto:billing@neogov.com).

**Please make checks payable to:**

Governmentjobs.com, Inc  
DEPT LA 25067  
Pasadena, CA 91185-5067

**For Payments by Wire:**

Silicon Valley Bank  
Account #: 3302022848  
Account Name: Governmentjobs.com, Inc.  
Bank Routing No.: 121140399

Swift Code: SVBUS6SIBO

For a copy of our W9, please click on "Download W9" above.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: May 10, 2023 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE 2023-2024 RENEWAL OF SOFTWARE SUBSCRIPTION:  
NEOGOV Onboard

**BACKGROUND**

The Onboard module of the NEOGOV Applicant Tracking System provides automation for the pre-employment process of new employee orientation. The module streamlines the process and primarily auto assigns employment documents for completion online with digital signature.

**STATUS**

The 2023-2024 renewal invoice for the NEOGOV Onboard software license plus customer support is presented for approval. The invoiced rate of \$13,747.10, is an increase of \$1,249.74 from last year's rate. The expense is projected in the Personnel Commission budget for said year.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the expense to renew the software license for NEOGOV Onboard as presented.



## Invoice #INV-33981

**From**

Governmentjobs.com, Inc. DBA NEOGOV  
2120 Park Pl,  
Suite 100  
El Segundo, CA 90245

**Bill To**

Palmdale School District (CA)  
39139 North 10th Street East  
Palmdale, CA 93550  
USA

**Invoice Summary**

<b>Invoice Number</b>	INV-33981
<b>Date</b>	06/17/2023
<b>Terms</b>	Net 30
<b>Due Date</b>	07/17/2023
<b>Amount Due (USD)</b>	\$ 13,747.10

**Item / Description****Total****Onboard**

13,747.10

This is your subscription fee for Onboard for the term starting 07/17/2023 and ending 07/16/2024.

**Amount Due (USD)**

\$ 13,747.10

Thank you for your business!

For questions, or pay by credit card, please reply to this email or reach out to [billing@neogov.com](mailto:billing@neogov.com).

**Please make checks payable to:**

Governmentjobs.com, Inc  
DEPT LA 25067  
Pasadena, CA 91185-5067

**For Payments by Wire:**

Silicon Valley Bank  
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Swift Code: SVBUS6SIBO

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**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: May 10, 2023 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE SOFTWARE SUBSCRIPTION:  
Biddle TestGenius Online Skills Testing Platform

**BACKGROUND**

The TestGenius platform from Biddle Consulting integrates the online skills testing module with the NEOGOV platform.

**STATUS**

The Personnel Commission has used the OPAC Biddle product for many years. To implement a more modernized version of the online platform for performance testing, a subscription for Biddle's TestGenius program is presented for consideration.

TestGenius will be used with the NEOGOV online platform to integrate the performance examination modules. The initial term of the Biddle agreement is August 2023 through July 2025. The discounted subscription rate for the first year, including customer and applicant support, is \$5,996.25 commencing August 1, 2023. The rate for year two excluding discount is \$7,995.00.

The first-year expense is projected in the approved Personnel Commission budget for 2023-2024. The expense for year two will be earmarked in the 2024-2025 budget.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the quoted expense for the Biddle TestGenius subscription for a two-year period as presented.



# Exhibit A

## Order Form



NEOED

Customer:

GovernmentJobs.com, Inc. (dba "NEOGOV")  
2120 Park Pl, Suite 100  
El Segundo, CA 90245  
United States  
billing@neogov.com  
Sales Rep: Jonny Carver

Palmdale School District (CA)  
NEW LOCATION:  
37230 37th Street East  
Palmdale, CA 93550  
661-285-2902

**OLD LOCATION:**  
Palmdale School District  
39139 - 10th Street East  
Palmdale, CA 93550  
USA

Quote Valid From: 4/7/2023  
Quote Valid To: 7/31/2023

Quote Number: Q-10237  
Payment Terms: Annual,Net 30  
Subscription Term in Months: 12

Employee Count: 3,000  
Order Summary

Year 1

25% Discount to Year 1

Service Description	Start Date	End Date	Term Price
Biddle Online TestGenius Subscription	8/1/2023	7/31/2024	\$5,996.25
<b>Year 1 TOTAL:</b>			\$5,996.25

Year 2

Incentives end, regular pricing moving forward.

Service Description	Start Date	End Date	Term Price
Biddle Online TestGenius Subscription	8/1/2024	7/31/2025	\$7,995.00
Year 2 TOTAL:			\$7,995.00

ORDER TOTAL: **\$13,991.25**

#### A. Terms and Conditions

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. Neither Customer nor NEOGOV will be bound by this Ordering Document until it has been signed by its authorized representative (the "Effective Date"). Unless otherwise stated in this Ordering Document, all SaaS Subscriptions shall commence on the Effective Date. This Ordering Document may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

#### B. Special Conditions (if any).

Initial Term: 8/1/2023 to 7/31/2025

**"Palmdale School  
District (CA)"**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	May 10, 2023		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR/LVN		

**BACKGROUND**

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

**STATUS**

Recruitment efforts for the Paraeducator/LVN classification is challenging. The classification is posted continuously throughout the 2022-2023 year, with positions difficult to fill because of the licensing requirement. There is one rank containing one eligible presented for approval consideration, that met all minimum qualifications and successfully completed the competitive examination process.

To support the health services needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the eligibility list with fewer than three ranks for Paraeducator/LVN as presented.

Palmdale School District  
Personnel Commission

**May 10, 2023**

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Paraeducator/LVN	09/15/2022	Continuous	04/12/2023	04/18/2023	19	4	2	2	N/A	2	1	1	04/18/2023	04/17/2024	No	1

\*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

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Director, Personnel Commission  
May 10, 2023

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE May 10, 2023 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE ADDITION OF CLASSIFICATION COMPONENT TO JOB DESCRIPTION  
REFERENCING WORKING CONDITIONS: NOON DUTY/CAMPUS ASSISTANT and  
SUBSTITUTE NOON DUTY/CAMPUS ASSISTANT

**BACKGROUND**

Classification principles require job descriptions to contain classification components that include a summary of working conditions for a position, such as the work environment and physical requirements for ADA compliance.

**STATUS**

The job descriptions for Noon Duty/Campus Assistant and Substitute Noon/Duty Campus Assistant showing the working conditions is presented for approval. The comprehensive version of the Essential Functions Position Analysis was previously approved and is provided to each employee upon hire.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the addition of Working Conditions to the referenced job descriptions as presented.

# NOON DUTY/CAMPUS ASSISTANT

Bargaining Unit: Unrepresented

## **SALARY RANGE**

\$15.50 Hourly

## **BASIC FUNCTION:**

Under the general supervision of the Principal, or his/her designee, to provide safe supervision of students in the cafeteria area during meal periods (breakfast/lunch) and/or while on the playground or other designated areas during non-instructional times before and after school.

## **EXAMPLE OF DUTIES:**

1. Monitor breakfast/lunch area; assist students with appropriate behavior.
2. Assist in cleaning breakfast/lunch area.
3. Monitor playground and/or campus areas.
4. Recognize playground hazards; report hazards to site administrator.
5. Be safety conscious/inspections of work areas; report safety concerns to site administrator.
6. Maintain safety of play areas (i.e., report sharp objects, broken glass, sweep sand off asphalt, report unsafe play equipment).
7. Maintain order of students; administer consistent, appropriate discipline practices.
8. Report inappropriate student behavioral problems to school management.
9. Be aware of, implement and enforce safety standards, and site rules and regulations.
10. Other related duties, as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

1. General knowledge of playground supervision;
2. General safety principles;
3. Basic communication methods.

### **Ability to:**

1. Understand and follow oral and written directions;
2. Establish and maintain effective cooperative working relationships with a diverse population contacted in the course of work;
3. Be courteous, neat and clean;
4. Be respectful of others, exercise good judgment, exhibit integrity and resourcefulness;
5. Communicate effectively with those contacted in the course of work;
6. Work outdoors in all types of weather;
7. Understand and enforce playground and school rules;
8. Understand and respond appropriately to emergency procedures;
9. Understand and conduct verbal conversations in English and other designated languages.

## **TRAINING AND EXPERIENCE:**

Any combination of education and experience that will provide the ability to meet the minimum qualifications and perform the essential functions of the position will be qualifying. Some experience working with school aged children highly desirable.

- First aid and CPR certification highly desirable.
- Bilingual proficiency in English and Spanish language is desired.

## **WORKING CONDITIONS:**

### Environment

Work is performed in an indoor and outdoor environment on school campuses; exposure to climate-controlled school buildings and outdoor weather conditions working in inclement weather; in direct contact with the public, students, and District personnel; and exposure to fragrances/scents/odors.

### Physical Requirements:

Employees in this classification stand for extended periods of time, walk, sit, stoop/squat/bend, lift and carry up to 25 pounds without assistance; reach overhead; see in normal visual range with or without correction, sufficient to distinguish objects near and far, and read printed documents.; hear in normal audio range with or without correction, to comprehend oral language and sounds to react appropriately; speak clearly; use two-way radio and telephone; and standard office equipment.

### Other:

Employees may be assigned to work a split-shift schedule at the discretion of the District administrator.



# SUBSTITUTE NOON DUTY/CAMPUS ASSISTANT

Bargaining Unit: Unrepresented

## **SALARY RANGE**

\$15.50 Hourly

## **BASIC FUNCTION:**

Under the general supervision of the Principal, or his/her designee, to provide safe supervision of students in the cafeteria area during meal periods (breakfast/lunch) and/or while on the playground or other designated areas during non-instructional times before and after school.

## **EXAMPLE OF DUTIES:**

1. Monitor breakfast/lunch area; assist students with appropriate behavior.
2. Assist in cleaning breakfast/lunch area.
3. Monitor playground and/or campus areas.
4. Recognize playground hazards; report hazards to site administrator.
5. Be safety conscious/inspections of work areas; report safety concerns to site administrator.
6. Maintain safety of play areas (i.e., report sharp objects, broken glass, sweep sand off asphalt, report unsafe play equipment).
7. Maintain order of students; administer consistent, appropriate discipline practices.
8. Report inappropriate student behavioral problems to school management.
9. Be aware of, implement and enforce safety standards, and site rules and regulations.
10. Other related duties, as assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

1. General knowledge of playground supervision;
2. General safety principles;
3. Basic communication methods.

### **Ability to:**

1. Understand and follow oral and written directions;
2. Establish and maintain effective cooperative working relationships with a diverse population contacted in the course of work;
3. Be courteous, neat and clean;
4. Be respectful of others, exercise good judgment, exhibit integrity and resourcefulness;
5. Communicate effectively with those contacted in the course of work;
6. Work outdoors in all types of weather;
7. Understand and enforce playground and school rules;
8. Understand and respond appropriately to emergency procedures;
9. Understand and conduct verbal conversations in English and other designated languages.

## **TRAINING AND EXPERIENCE:**

Any combination of education and experience that will provide the ability to meet the minimum qualifications and perform the essential functions of the position will be qualifying. Some experience working with school aged children highly desirable.

- First aid and CPR certification highly desirable.
- Bilingual proficiency in English and Spanish language is desired.

## **WORKING CONDITIONS:**

### Environment

Work is performed in an indoor and outdoor environment on school campuses; exposure to climate-controlled school buildings and outdoor weather conditions working in inclement weather; in direct contact with the public, students, and District personnel; and exposure to fragrances/scents/odors.

### Physical Requirements:

Employees in this classification stand for extended periods of time, walk, sit, stoop/squat/bend, lift and carry up to 25 pounds without assistance; reach overhead; see in normal visual range with or without correction, sufficient to distinguish objects near and far, and read printed documents.; hear in normal audio range with or without correction, to comprehend oral language and sounds to react appropriately; speak clearly; use two-way radio and telephone; and standard office equipment.

### Other:

Employees may be assigned to work a split-shift schedule at the discretion of the District administrator.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	May 23, 2023		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR CERTIFIED INTERPRETER (DHH)		

**BACKGROUND**

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

**STATUS**

Recruitment efforts for the Paraeducator Certified Interpreter (DHH) classification is challenging. The classification is posted continuously throughout the year, with positions difficult to fill because of the license/certification requirement. There is one rank containing one eligible presented that met all minimum qualifications and successfully completed the competitive examination process.

To support the special education needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified.

**RECOMMENDATION**

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

Palmdale School District  
Personnel Commission

May 23, 2023

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Paraeducator Certified Interpreter (DHH)	07/11/2022	Continuous	05/03/2023	05/18/2023	8	1	1	0	N/A	1	1	1	05/18/2023	05/17/2024	No	1

\*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

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Director, Personnel Commission  
May 23, 2023