



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, May 11, 2022 - 5:30 P.M.
37230 37th 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: Mr. Dale Speights, Chairperson
Mrs. Kathleen Duren, Vice Chairperson
Mrs. Deneese Thompson, Commissioner

I. PRELIMINARY BUSINESS

ACTION

A. Approve Minutes of Regular Meeting – April 13, 2022

40-21/22

II. PUBLIC COMMENTS

- A. Comments Concerning Items on the Agenda
- B. Comments Concerning Non-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

A. Approve Consent Agenda

ACTION

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

41-21/22

IV. NEW BUSINESS

	DISCUSSION
A. Public Hearing: Revised Proposed Budget of the Personnel Commission, FY 2022-2023	<u>ACTION</u>
B. Approve Revised Proposed Budget of the Personnel Commission, FY 2022-2023	42-21/22
C. Approve Consolidated Job Description – Child Nutrition Assistant I	43-21/22
D. Approve ADA Job Analysis – Child Nutrition Assistant I	44-21/22
E. Approve Essential Functions Position Analysis Noon Duty/Campus Assistant	45-21/22
F. Approve Registration and Attendance – PCASC Legal Update Workshop	46-21/22
G. Approve 2022-2023 Agreement for Legal Services Fagen Friedman & Fulfroost LLP	47-21/22
H. Approve 2022-2023 Membership Personnel Commissioners Association of Southern California (PCASC)	48-21/22
I. Approve 2022-2023 Membership Cooperative Organization for the Development of Employee Selection Procedures (CODESP)	49-21/22
J. Approve 2022-2023 Renewal of Software License California School Personnel Commissioners Association (CSPCA)	50-21/22
K. Approve 2022-2023 Renewal of Software License NEOGOV Insight	51-21/22
L. Approve 2022-2023 Renewal of Software License NEOGOV Onboard	52-21/22
M. Approve 2022-2023 Renewal of Software License Biddle Office Proficiency Assessment & Certification (OPAC)	53-21/22
N. Approve Eligibility List with Fewer Than Three Ranks Paraeducator Translator (DHH)	54-21/22

V. INFORMATION/COMMENTS

- A. Classified Update
- B. Comments from Director
- C. Comments from Commissioners

VI. RECESS TO CLOSED SESSION

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

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

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

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: June 8, 2022 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of April 13, 2022 Regular Meeting

CALL TO ORDER Commissioner Speights, Chairperson, called the meeting to order at 5:30 PM, followed by the Pledge of Allegiance.

MEMBERS PRESENT Mr. Dale Speights, Chairperson
Mrs. Deneese Thompson, Member

MEMBERS ABSENT Mrs. Kathleen Duren, Vice Chairperson

STAFF PRESENT Ms. Mary Theus, Director, Personnel Commission
Mrs. Esthefany Iraheta, Bilingual Admin Secretary

PRELIMINARY BUSINESS

APPROVAL OF MEETING MINUTES Commissioner Thompson motioned to approve the minutes recorded for the February 09, 2022 Regular Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote.
Speights-aye; Thompson-aye.

Commissioner Thompson motioned to approve the minutes recorded for the March 09, 2022 Regular Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote.
Speights-aye; Thompson-aye.

Commissioner Thompson motioned to approve the minutes recorded for the March 22, 2022 Special Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

PUBLIC COMMENTS There were no public comments on agenda or non-agenda items.

CONSENT AGENDA Commissioner Thompson motioned to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye*

NEW BUSINESS

PUBLIC HEARING **Public Hearing: Proposed Budget of the Personnel Commission, FY 2022-2023**
The Commission recessed from the regular meeting at 5:32 PM to hear public comment on the 2022-2023 budget of the Personnel Commission. With no comments presented, the public hearing was closed and the regular meeting reconvened at 5:33 PM.

APPROVE BUDGET

Approval of Budget of the Personnel Commission, FY 2022-2023

Commissioner Thompson moved to approve the proposed budget, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye*

CONFERENCE ATTENDANCE

Ratification of Registration and Attendance - 2022 CSPCA Merit Academy

Commissioner Thompson moved to approve the registration and attendance to the 2022 Merit Academy, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

APPROVE ELIGIBILITY LISTS

Approval of Eligibility List with Fewer Than Three Ranks:

ECE Nutrition Facilitator

Commissioner Thompson moved to approve the eligibility list, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

Approval of Eligibility List with Fewer Than Three Ranks:

Health Assistant-LVN

Commissioner Thompson moved to approve the eligibility list, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

**APPROVE ESSENTIAL
FUNCTIONS POSITION
ANALYSIS**

Approve Essential Functions Position Analysis:

Special Education Instructional Assistant

Commissioner Thompson moved to approve the Essential Functions Position Analysis, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

INFORMATION/COMMENTS

CLASSIFIED UPDATE

Ms. Theus distributed the Classified Update and reported the activities performed by the Personnel Commission staff. She added that the office has been extremely busy and everyone has been working hard to get positions filled.

COMMENTS FROM DIRECTOR

Ms. Theus informed the Commission of the reorganization of analyst duties for cross-training and improved efficiency. She also gave an update on continuous and recurring job announcements, the hiring process, and applicant response to employment offers. Many are accepting employment and subsequently declining. This trend is not unique to our district as other districts are experiencing the same. Ms. Theus also mentioned that former employees who resigned from the district are submitting applications for reemployment.

Ms. Theus ended her comments by sharing details regarding the retirement dinner for classified and certificated employees.

**COMMENTS FROM
COMMISSIONERS**

Commissioner Thompson mentioned she feels a bit out of the loop since her knee surgery, but is glad to be out and resuming a normal routine.

Commissioner Speights shared that he joined Cabinet on their visit to Golden Poppy. He reported how beautiful and well-maintained the campus was, and noticed the same for all schools that he visited this year.

CLOSED SESSION

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

There was no closed session or action to report.

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled May 11, 2022 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Thompson and second by Commissioner Speights, the meeting adjourned at 5:47 PM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Dale Speights, Chairperson

Kathleen Duren, Vice Chairperson

Deneese Thompson, Commissioner

Classified Update for April 13, 2022

Testing Status:

Administrative Clerk II	Performance/written exam 4/27-4/28/2022
Assistant Director M & O	SME review complete; QAI pending
Bilingual Administrative Clerk II	Performance/written exam 4/5/2022; QAI 4/25/2022
Bilingual/ECE Teacher Assistant	Written exam 4/8/2022
Bilingual Instructional Assistant	Written exam 4/19/2022; QAI 4/25/2022
Credentials Analyst	Performance/written exam 4/19/2022; QAI 4/26/2022
Grounds/Utility Maintenance Worker II	Written exam 3/29, 3/30/2022; QAI 4/14/2022
Health Assistant LVN	Performance/written exam 4/21/2022
Paraeducator Moderate to Severe	Written exam 3/28/2022; QAI 4/1/2022
Special Education Instructional Assistant I	Written exam 3/28/2022; QAI 4/1/2022

Postings:

Administrative Clerk II	Closes 4/12/2022
Bilingual ECE Teacher Assistant	Continuous
Crossing Guard	Continuous
ECE Nutrition Facilitator (Reposted)	Closes 4/12/2022 (extended)
ECE Teacher Assistant	Continuous
Family Health Provider (Reposted)	Closes 4/22/2022

Health Assistant – LVN	Continuous
Math Tutor (Casual)	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator – LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	May 11, 2022	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.

MT:eai
41-21/22

Palmdale School District
Personnel Commission

May 11, 2022

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
Assistant Director M & O	02/28/2022	03/21/2022	4/01/2022	04/20/2022	28	8	8	0	N/A	5	4	4	04/20/2022	04/19/2023	*Yes	6
Bilingual Administrative Clerk II	01/26/2022	02/15/2022	04/05/2022	04/25/2022	59	28	15	13	5	5	4	4	04/25/2022	04/24/2023	*Yes	7
Bilingual Early Childhood Education Teacher Assistant	07/08/2021	Continuous	04/08/2022	04/25/2022	23	2	2	0	NA	1	1	1	04/26/2022	04/25/2022	*Yes	4
Bilingual Instructional Assistant	03/04/2022	03/24/2022	04/19/2022	04/25/2022	44	15	10	5	N/A	6	6	6	04/25/2022	04/24/2023	*Yes	6
Credentials Analyst	03/04/2022	03/24/2022	04/19/2022	04/26/2022	21	13	9	4	5	5	5	5	04/27/2022	04/26/2023	No	5
Crossing Guard	11/23/2021	Continuous	04/06/2022	N/A	85	48	21	27	N/A	19	N/A	19	04/12/2022	04/11/2023	*Yes	9
Early Childhood Education Teacher Assistant	07/08/2021	Continuous	04/08/2022	04/25/2022	30	3	3	0	NA	2	2	2	04/26/2022	04/25/2023	*Yes	7
Family Health Provider (extended twice)	11/16/2021	02/11/2022	12/10/2021	03/31/2022	10	1	0	1	N/A	1	0	0				
Family Health Provider (reposted)	03/31/2022	04/22/2022	04/22/2022	04/29/2022	18	8	6	2	N/A	N/A	5	5	04/29/2022	04/28/2023	No	4
Grounds/Utility Maintenance Worker II	01/25/2022	02/14/2022	03/29/2022 03/30/2022	04/14/2022	130	32	19	13	N/A	11	8	8	04/14/2022	04/13/2023	No	7
Health Assistant/LVN	03/17/2022	Continuous	04/21/2022	04/29/2022	8	4	3	1	3	3	2	2	04/29/2022	04/28/2023	*Yes	3
Social Emotional Learning Specialist	03/14/2022	04/04/2022	04/13/2022	04/20/2022	6	3	3	0	N/A	3	1	1	04/20/2022	04/19/2023	*Yes	4

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

I certify 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 11, 2022

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	May 11, 2022	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 11, 2022

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 Crossing Guard	10/04/2022	04/05/2022	04/20/2022	44	33	21	12	N/A	17	17	04/22/2022
Substitute ECE Teacher Assistant	07/08/2021	Cont.	04/06/2022	12	2	2	0	N/A	2	2	04/20/2022
Substitute ECE Teacher Assistant	07/08/2021	04/05/2022	05/04/2022	3	3	2	1	N/A	2	2	05/04/2022
Substitute Health Assistant/LVN	07/08/2021	04/05/2022	03/15/2022	1	1	1	0	1	1	1	05/02/2022
Substitute Instructional Assistant	07/08/2021	04/05/2022	04/20/2022	12	12	5	7	N/A	4	4	04/22/2022
Substitute Paraeducator Moderate - Severe	07/08/2021	04/05/2022	04/20/2022	8	6	4	2	N/A	3	3	04/22/2022
Substitute Paraeducator Moderate – Severe	07/14/2021	Continuous	03/28/2022	4	4	4	0	N/A	4	4	04/12/2022
Substitute Paraeducator-Translator DHH	07/08/2021	04/05/2022	04/21/2022	1	1	1	0	N/A	1	1	04/22/2022
Substitute Special Ed Instr. Assistant	07/08/2021	04/05/2022	04/21/2022	4	4	3	1	N/A	3	3	04/22/2022
Substitute Special Ed Instr. Assistant	07/14/2021	Continuous	03/28/2022	7	7	7	0	NA	7	7	04/12/2022

I certify 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 11, 2022

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE May 11, 2022 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
Assistant Director Maintenance & Operations	12/02/2022	12/01/2022
Bilingual Administrative Clerk II	10/11/2021	10/10/2022
Bilingual Early Childhood Education Teacher Assistant	02/28/2022	02/27/2022
Bilingual Instructional Assistant	05/25/2021	05/24/2022
Crossing Guard	03/08/2022	03/07/2023
Early Childhood Education Teacher Assistant	02/28/2022	02/27/2023
Health Assistant LVN	03/31/2022	03/30/2023
Social Emotional Learning Specialist	10/16/2020	10/15/2022

RECOMMENDATION

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

MT:eai
41-21/22

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	May 11, 2022	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
5/11/2022

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Carcamo, Janet O.	04/18/2022	Custodian I, from (MZ) to (IA) 8.00 hrs/12 mo.	Voluntary transfer Growth position
b.	Cespedes, Claudia A.	03/03/2022	ECE Teacher Assistant, from (Wilsona) to (Site 18) 5.75 hrs/185 days	Voluntary transfer Replacement for Trisa Freistadt
c.	Dorado, Miguel	04/18/2022	Custodian I, from (PLP) to (PT) 8.00 hrs/12 mo.	Voluntary transfer Growth position
d.	Flores, Concepcion H.	3/28/2022	Child Nutrition Assistant II, from (CA) to (DC) 5.75 hrs/182 days	Voluntary transfer Replacement for Rocio Hernandez
e.	Garcia, Breana L.	03/14/2022	Special Education Instructional Assistant I, from (PT) to (PLP) 5.75 hrs/182 days	Voluntary transfer Replacement for Nina Barberis-Russo
f.	Galvan, Lacey A.	03/28/2022	Child Nutrition Assistant I, from (SH) to (DW) 3.0 hrs/182 days	Reassignment, Elimination of position Replacement for Denise Rodriguez Robledo
g.	Hensley, Lynette I.	04/13/2022	Special Ed. Instructional Assistant I, from (CH) to (QV) 5.75 hrs/182 days	Reassignment; elimination of position Replacement for Daisy Diaz-Martinez
h.	Hernandez, Rocio	03/28/2022	Child Nutrition Manager, from (CH) to (DC) 8.0 hrs/10 mo.	Voluntary transfer Replacement for Denise Gimmestad
i.	Johnson, Lakesha A.	2/28/2022	Paraeducator LVN, from (MZ) to (BV), 6.5 hrs/182 days	Reassignment; elimination of position Growth position
j.	Lee, Jazmin M.	03/08/2022	Special Education Instructional Assistant I, from (DC) to (SW) 6.5 hrs/182 days	Reassignment; elimination of position Growth position
k.	Marron, Joanna	04/18/2022	Noon Duty/Campus Assistant, from (DC) to (CM) 3.50 hrs/182 days	Voluntary transfer Replacement for Darleen Maldonado
l.	Melendez, Xiomara G.	03/28/2022	Child Nutrition Assistant I, from (GP) to (DC) 3.0 hrs/182 days	Reassignment; Elimination of position Replacement for Tess Gordon
m.	Modlin, Patrick D.	04/18/2022	Custodian I, from (LA) to (JH) 8.00 hrs/12 mo.	Voluntary transfer Growth position
n.	Montalban, Flor	03/28/2022	Paraeducator Moderate to Severe, from (PDC) to (YN) 7.0 hrs/182 days	Voluntary transfer Growth position
o.	Orozco, Imelda	03/28/2022	Paraeducator Moderate to Severe, from (YN) to (YN) 7.0 hrs/182 days	Voluntary transfer within site Replacement for Sarah Carey
p.	Reeves, Alexis L.	03/01/2022	Paraeducator Moderate to Severe from (BV) to (BV) 6.5 hrs/182 days	Reassignment same site Elimination of position

Transfers and Reassignments**5/11/2022**

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
q.	Thomas, NeAsha	04/19/2022	Special Ed. Instructional Assistant I, from (CH) to (CM) 6.50 hrs/182 days	Reassignment; elimination of position Growth position
r.	Tirado, Daysi M.	03/28/2022	Child Nutrition Assistant I, from (YU) to (MQ) 3.0 hrs/182 days	Reassignment; Elimination of position Replacement for Maria Martinez
s.	Valladares, Diego A.	03/28/2022	Child Nutrition Assistant I, from (SAGE) to (TA) 3.0 hrs/182 days	Reassignment; Elimination of position Replacement for Kimberly Ross



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2022-2023**

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Palmdale School District

Name of Local Educational Agency (LEA)

, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

Personnel Commission, 37230 37th Street East, Room 125, Palmdale, CA 93550

(Place)

on May 11, 2022 at 5:30 o'clock P M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Mary Theus

Print Name

Director, Personnel Commission

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____, 20____

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	May 11, 2022		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE REVISED PERSONNEL COMMISSION BUDGET FISCAL YEAR 2022-2023		

BACKGROUND

As a Merit District, it is necessary to submit an annual proposed Personnel Commission budget, hold a public hearing, and take action on the proposed budget prior to May 30th of the said year per Education Code Section 45253. Notices of the public hearing and proposed budget are sent to all governing Board members. In accordance with Personnel Commission Rules and Regulations, Item 2.16, the budget will be proposed to the Commissioners not later than the first meeting in April.

STATUS

The Personnel Commission at its April 13, 2022 meeting, approved the proposed budget for fiscal year 2022-2023. However, the recent approval of a Tentative Agreement for said year between the District and CSEA includes salary increases. Accordingly, an amendment to the Commission budget is necessary to account for the increases and associated benefits.

A second public hearing will be held May 11, 2022 to receive feedback regarding the revised budget.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed budget as presented.

Annual Financial and Budget Report

Fiscal Year 2022-2023

Name of Local Educational Agency: Palmdale School District

Expenditure by Object	2020-2021 Actual*	2021-2022 Actual or Estimated*	2022-2023 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 2,000.00	\$ 1,150.00	\$ 1,800.00
Director	154,251.00	115,979.00	154,074.00
Secretaries, Clerks	173,940.00	178,585.00	260,541.00
Other	11,632.00	9,142.00	10,832.00
3000 Employee Benefits	292,692.00	209,000.00	280,404.00
Subtotal	634,515.00	513,856.00	707,651.00
4000 Supplies and Equipment Replacement	4,786.00	4,577.00	5,638.00
5000 Operating Expenses	40,101.00	46,657.00	92,350.00
6000 Equipment	0.00	0.00	0.00
Subtotal	44,887.00	51,234.00	97,988.00
Appropriation for Contingencies ⁽³⁾	0.00		0.00
Total Expenditures	\$ 679,402.00	\$ 565,090.00	\$ 805,639.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: May 11, 2022 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE CONSOLIDATED JOB DESCRIPTION
CHILD NUTRITION ASSISTANT I

BACKGROUND

The District has two entry-level job descriptions covering functions necessary to provide appropriate assistance in the school cafeteria: Child Nutrition Assistant I ("CNA I") and Child Nutrition Cashier I ("Cashier"). The current job descriptions have common functions and job requirements. In an effort to restructure the way child nutrition services are provided, the Director of Child Nutrition requested to consolidate the classifications. Consolidation of the classes includes containment of all tasks into one job class while maintaining the salary schedule placement of each, namely, Range 16.

STATUS

The proposed job description consolidates CNA I and Cashier. Incumbents in the affected job classes will be grandfathered into the newly established job class. The proposed job description has been approved by CSEA with an agreement that current CSEA members in the CNA I and Cashier classes, hired on or before April 13, 2022, will not be required to meet the education and license requirements specified in the consolidated job description.

RECOMMENDATION

It is recommended that the Personnel Commission approve the consolidated job description titled, Child Nutrition Assistant I, and that, as a result of consolidating the job duties, the job description for Child Nutrition Cashier I will be declared null and void.

Child Nutrition Assistant I

Bargaining Unit: CSEA Chapter 296

Salary
\$15.00 - \$18.19 Hourly

Definition

~~To assist in preparing and serving foods at a school site; to clean kitchen equipment, utensils, and facilities.~~

The job of Child Nutrition Assistant I is done for the purpose(s) of providing support to the food service activities at an assigned location with specific responsibilities for assisting in preparing and serving food items to students and/or school personnel; collecting funds for daily meal transactions; and maintaining kitchen equipment and facilities in a safe and sanitary condition.

Distinguishing Characteristics

This is the entry level class in the Child Nutrition Assistant series. This class is distinguished from the Child Nutrition Assistant II by the performance of the more routine tasks and duties assigned to positions within the series including cleaning equipment and serving as cashier. Employees in this class may have only limited or no directly related work experience.

Supervision Received and Exercised

~~Receives immediate supervision~~ **Receives functional and technical supervision** from the Child Nutrition Manager. **This position will be supervised and evaluated by the District Chef**, Assistant Director of Child Nutrition, and **/or** the Director of Child Nutrition.

Essential Functions

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

- ~~1. Assist in the preparation of the main dish, salad, vegetable and other menu items.~~ **Assist in the setup, preparation, and serving of food, beverage, and other menu items to students and staff.**
- ~~2. Assist in the setting up of serving area; serve food to students and faculty members.~~ **Operate a variety of kitchen and cleaning machinery (e.g. oven, mixer, grater, slicer, dishwasher, etc.)**
- ~~3. Collect monies received from the sale of foods as required.~~ **Assist in the packaging and loading of food.**
- ~~4. Clean and store utensils, cafeteria equipment and food supplies; clean work areas.~~ **Collect payments for food items from students and staff; maintain records of all sales and free/reduced breakfast and lunches as per State and Federal regulations.**

5. ~~May assist in the packaging and loading of food.~~ **Delivery of cafeteria transaction documents, including cash, as needed and/or requested by the supervisor, to the District Office and/or bank to ensure payments are properly deposited according to policies and procedures.**
6. ~~May operate kitchen cooking and cleaning machinery including oven, mixer, grater, slicers, and dishwasher.~~ **Clean utensils, equipment, storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.**
7. ~~Perform related duties as assigned.~~ **Inventory food, condiments, supplies and other items required for meeting menu requirements.**
8. **Respond to inquiries of students, staff, and the general public to provide information and/or direction regarding the type and/or cost of meals and food items, account balances, etc.**
9. **Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.**

Minimum Qualifications

Knowledge of:

1. ~~Basic methods of preparing and serving large quantities of food.~~ **Basic math principles, inventory and cashing.**
2. ~~Basic principles of kitchen sanitation and health practices.~~ **Quantity food preparation and handling.**
3. ~~Basic kitchen utensils and equipment.~~ **Fundamental principles of kitchen sanitation and health practices.**
4. ~~Basic arithmetic principles for assisting in inventory.~~ **Safety practices and procedures.**
5. ~~Safe work practices.~~

Ability to Abilities:

1. ~~Learn to operate cafeteria equipment.~~ **Operate job-related cafeteria equipment using standardized methods.**
2. **Maintain accurate records and cash receipts.**
3. **Understand and carry out oral and multi-step written and oral directions.**
4. ~~Establish and maintain effective working relationships with those contacted in the course of work.~~ **Work in a team environment; flexibility is required to work with others in a variety of circumstances.**
5. **Meet deadlines and schedules; organize tasks.**
6. **Operate standard office equipment and office technology (e.g. computer and software).**
7. **Establish and maintain effective working relationships with those contacted in the course of work.**

Experience and Education

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

Experience:

~~Some food experience is highly desirable.~~ **Job-related food service and cashier experience is highly desirable.**

Education:

High school diploma or equivalent.

Training:

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

Licenses and Certifications

Possession of an appropriate, valid California driver's license.

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

~~CHILD NUTRITION CASHIER I~~

~~Bargaining Unit: CSEA, Chapter 296~~

~~Salary~~

~~\$15.00—\$18.19 Hourly~~

DEFINITION:

~~To serve as cafeteria cashier and to assist in preparing and serving foods at a school site; and to clean kitchen equipment, utensils, and facilities.~~

DISTINGUISHING CHARACTERISTICS

~~This is the entry level class in the Child Nutrition Assistant series. This class is distinguished from the Child Nutrition Assistant I and II by the performance of the more routine tasks and duties assigned to positions within the series; main responsibility serving as cashier. Employees in this class may have only limited or no directly related work experience.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives immediate supervision from the Child Nutrition Manager, Assistant Director of Child Nutrition, and the Director of Child Nutrition.~~

EXAMPLE OF DUTIES:

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

- ~~1. Collect monies received from the sale of foods as required; maintain records of all sales and free/reduced breakfast/lunches as per State and Federal regulations.~~
- ~~2. Delivery of cafeteria records, including cash, on a daily basis to the District Office.~~
- ~~3. Clean and store utensils, cafeteria equipment and food supplies; clean work areas as time permits.~~
- ~~4. As time permits, to assist in the preparation of the main dish, salad, vegetable and other menu items.~~
- ~~5. As time permits, to assist in setting up of serving area, serve food to students and faculty.~~
- ~~6. May assist in the packaging and loading of food.~~
- ~~7. May operate kitchen cooking and cleaning machinery including oven, mixer, grater, slicer, and dishwasher.~~
- ~~8. Perform related duties as assigned.~~

QUALIFICATIONS:

Knowledge of:

- ~~1. Basic arithmetic principles for assisting in inventory and cashiering.~~
- ~~2. Basic methods of preparing and serving large quantities of food.~~
- ~~3. Basic principles of kitchen sanitation and health practices.~~
- ~~4. Basic kitchen utensils and equipment.~~
- ~~5. Safe work practices~~

Ability to:

1. ~~Maintain accurate records and cash receipts.~~
2. ~~Possess a valid California driver's license and prove to be insurable under the District's property and liability insurance policy.~~
3. ~~Learn to operate cafeteria equipment.~~
4. ~~Understand and carry out oral and written directions.~~
5. ~~Establish and maintain effective working relationships with those contacted in the course of work.~~

EXPERIENCE AND EDUCATION:

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

Experience:

~~Cashiering experience is highly desirable. Some food service experience is highly desirable.~~

Training:

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	May 11, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM: CHILD NUTRITION ASSISTANT I	

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 for the consolidated job description titled, Child Nutrition Assistant I, is presented for approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis form as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

Child Nutrition Assistant I

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

Comments:

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	C	C	O	Food items, utensils, supplies,
11-25	O	O	I	Cases of condiments, cans, pans of food
26-50	I-O	I-O	I	Cases of food, cases of chemicals
51-75*	N-I	N-I	N	Cases of food, cases of chemicals
76-100*	N	N	N	
Over 100*	N	N	N	

Comments: *Overweight Items require breaking down or assistance

Carrying: During ESSENTIAL Functions			* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	C	100'	Scoops, office supplies, cans, utensils, food
11-25	O	50'	Cases, food pans, cases of condiments, food
26-50	I-O	<50'	Cases of food, cases of chemicals
51-75*	I-N	<10'	Cases of supplies
76-100*	N		
Over 100*	N		

Comments: *Overweight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-F	Scoops, pencil, spoon, knives
Fine Manipulation	O-F	Handle money, scoops, food
Gross Grasp	O	Lift boxes
Gross Manipulation	O	Move boxes
Power Grasp	O	Lift boxes

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

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C	Read, perform tasks		
Hearing	C	Listen to instructions, students		
Speaking	F	Talk to students and co-workers		
Reading	O	Read instructions		
Writing	O	Log work on production record		
Math	O-F	Count food/money		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F	Works in kitchen		
Outdoors	O	Check in orders		
Cold	O	Get supplies from refrigerator		
Heat	O	Loading and unloading oven		
Humidity	I			
Temperature Swings	F	Going in and out of refrigerator and freezer		
Dust/ Wind	I	Checking in orders		
Noise	F	Ovens, hood fans, students		
Vibration	N			
Fumes/ Odors	I	Oven cleaners		
Toxic Substances	I	Oven cleaners		
Radiation	N			
Mechanical Hazards	N-I	Broken equipment/slicer		
Electrical Hazards	N-I	Electrical cords		
Explosive Hazards	N			
Safety Equipment/Training/Attire: Appropriate attire per Board Dress Code Policy				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Golf cart	I		
Slicer, can opener, car	F		
Automobile	O		

WORK SETTING				
Brief Description of Work Site: School site kitchens/cafeteria				
Breaks: 15 min/4hrs; 30-min. lunch		Overtime: as needed		
Supervised by: Child Nutrition Manager		Supervises: N/A		
Number of Employees at Work Site: Various, usually less than 10.				
Characteristics of Site:	%		%	
Informal	90	Formal	10	Formal + Informal = 100 %
Autonomy-oriented	40	Team-oriented	60	Autonomy + Team = 100%
Routine Tasks	90	Variable Tasks	10	Routine + Variable = 100 %
Slow Paced	10	Fast Paced	90	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Alecia Woods		Director, Child Nutrition	4/29/2022
Mary Theus		Director, Personnel Commission	4/29/2022
Other Sources of Information: x Referral to company job description			
Updates: 1/15/2014; 5/11/2022			

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	May 11, 2022	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE ESSENTIAL FUNCTIONS POSITION ANALYSIS NOON DUTY/CAMPUS ASSISTANT	

BACKGROUND

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

STATUS

Shaw HR Consulting, an independent contractor providing services to the District, developed an Essential Functions Position Analysis ("EFPA") for the Noon Duty/Campus Assistant classification.

EFPA's are developed to assist the District with disability interactive process management and reasonable accommodation facilitation as well as to support classified employees. The current version of the ADA Job Analysis form used for this classification is dated 2019. The comprehensive version created by Shaw HR Consulting will replace the existing version.

RECOMMENDATION

It is recommended that the Personnel Commission approve the EFPA for Noon Duty/Campus Assistant as presented.

PALMDALE SCHOOL DISTRICT
39139 NORTH 10TH STREET EAST, PALMDALE, CALIFORNIA 93550
ESSENTIAL FUNCTIONS POSITION ANALYSIS®

Introduction

An Essential Functions Position Analysis (EFPA®) describes the classification/position and not the work of an individual employee. It is a critical tool to use when determining if or how a candidate's or employee's work restrictions may impact the traditional physical/mental/emotional demands of the position. The EFPA assists the parties to determine where discussions relating to reasonable accommodation need to begin. It is intended to be a straightforward document providing the reader with the following: 1) core purpose for the position, 2) essential functions which are critical or fundamental to the successful performance of the position, 3) work environment and conditions where the essential functions are performed, 4) listing of skills and abilities that an individual must possess to perform the essential functions, and 5) the mental and emotional demands required to successfully perform the essential functions. EFPAs are also key documents to provide to physicians to ensure that they understand the position and can identify specific work restrictions or activities that may not be safe for an individual to perform.

POSITION TITLE	DEPARTMENT / DIVISION
Noon Duty - Campus Assistant	Various school sites

I. Classification/Position Summary:

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.

Position Details	Part time; hourly; 10-month position when students are in session
Work Hours / Hours per Week	Shift start times may vary depending upon assigned worksite, program, student population served and needs of the district; typically, 3.5 hours per day; 5 days per week; 17.5 hours per week.
Days of the Week	Monday through Friday
Overtime / Holidays Required	No; voluntary extra time or shifts may be available for special events.
Paid / Unpaid Breaks	None, due to shift being under 4 hours
Position represented by a Collective Bargaining Agreement?	No

NOTES: N/A

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

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ESSENTIAL FUNCTIONS POSITION ANALYSIS®

II. Essential Functions of Classification/Position:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The following functions have been determined to be essential only after carefully evaluating them and determining: the function is the primary reason for which the position was established; removing the function would fundamentally change the position, or eliminate the need for the position; there is a lack of qualified employees available to perform such a function; and for some functions, there are severe consequences if the position is not required to perform the function and the function requires specialized expertise. Essential Functions will be reviewed for each incumbent and the above criteria will be evaluated to ensure that a particular function remains essential for a particular candidate or employee in need of accommodation.

Essential Functions

Actual assignment hours may vary. This document is based on a 3.5-hour day and 17.5 hours per week schedule.

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
1	<p>STUDENT MONITORING / CAMPUS SUPERVISION: Monitor playground and / or campus area; monitor breakfast / lunch area; other related duties, as assigned.</p> <p>It was clarified in interview that incumbent monitors students and non-student visitors to ensure proper and lawful behavior while on campus; enforces rules and regulations of the school campus, school District, and state; monitors and enforces dress code; monitors for and may confiscate by sending to office prohibited items such as prohibited electronic devices, skateboards, scooters, etc.; assists administration in the detainment of student issues involving tobacco, vaping, drug or alcohol use, violence / fighting or other unacceptable behaviors; ensures students walk bikes, scooters and skateboards; checks for student hall passes; ensures all visitors have received appropriate visitor badge; escorts students to the office as required for rule violations or other reasons determined appropriate by classroom teacher; utilizes 2-way radio as needed to contact administration for more immediate assistance.</p> <p>It was further clarified in interview that incumbent monitors students within a variety of school environments such as playgrounds, bus areas, parking lots, halls, restrooms, during passing periods and other similar areas as assigned; depending upon assigned site may rotate positions for student monitoring during lunch period and recess to ensure sufficient coverage of campus locations; varies campus monitoring route so as not to be expected by students at certain times; addresses conflicts on campus by breaking up fights that occur with either verbal or physical intervention, and informing school administration for further handling.</p>	Up to 100% of the shift, concurrent with all other essential functions
2	<p>GROUND PATROL AND MAINTENANCE: Recognize playground hazards; report hazards to site administrator; maintain safety of play areas (i.e., report sharp objects, broken glass, sweep sand off asphalt, report unsafe play equipment); assist in cleaning breakfast / lunch area; other related duties, as assigned.</p> <p>It was clarified in interview that incumbent patrols campus grounds and parking lots, restrooms, cafeteria, playgrounds, sports fields / courts, etc.; may monitor student drop-off / pick up and walk-ins in the morning or afternoon; locks and unlocks fences / gates throughout campus before and after school and as requested by faculty / staff; inspects playgrounds and fields for safety concerns; collects lost and found items throughout the school day and provides to office for handling; notify administration verbally and / or in writing of any events on or around campus that appear to be a danger, including unauthorized personnel or vehicles or erratic behaviors; monitors restrooms during breaks and during class periods to ensure no vandalism occurs or students</p>	Up to 100% of the shift, concurrent with essential functions #1,3,4,5,6,7,8

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

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39139 NORTH 10TH STREET EAST, PALMDALE, CALIFORNIA 93550
ESSENTIAL FUNCTIONS POSITION ANALYSIS®

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
	<p>hiding; picks up small trash / debris or uses two-way radio to call for custodial or maintenance staff assistance for larger issues; reports any slip hazards or animal issues (i.e. dogs on campus, pests, vermin infestation, etc.).</p> <p>It was further clarified in interview that incumbent monitors campus grounds for safety hazards (i.e., broken playground equipment, uneven pavement, etc.); secures unsafe areas and notifies administration for further handling.</p>	
3	<p>REPORTS / LOGS / RECORDS: Ability to communicate effectively with those contacted in the course of work; other related duties, as assigned.</p> <p>It was clarified in interview that incumbent completes incident reports or verbally notifies appropriate parties to report any student accidents, incidents or issues on campus (i.e., injuries, altercations, suspicious activities, etc.); completes incident reports for inappropriate behavior (i.e., fights, inappropriate social behavior, violation of campus rules, etc.); ensures completion of statements by all involved parties; writes notes to teachers for low-level referrals for unsafe and disrespectful behavior by students.</p>	Up to 14% of the shift, concurrent with essential functions #1,2,4,5,6,7,8,9
4	<p>RULE ENFORCEMENT / CONFLICT RESOLUTION: Be aware of, implement and enforce safety standards, and site rules and regulations; maintain order of students; administer consistent, appropriate discipline practices; assist students with appropriate behavior; other related duties, as assigned.</p> <p>It was clarified in interview that depending upon assigned school site / grade level incumbent ensures fair and active play on the playground or other areas of campus; communicates school policies and enforcement procedures to students, personnel and visitors for the purpose of ensuring their understanding and the potential consequences of violation; encourages students to move away from potential situations of conflict; assists students in resolving conflict independently through observation of conversations and prompting with clarifying questions and / or providing ideas; encourages positive conflict resolution via use of whistle, verbal warnings, etc. as first step; may write citations for more significant rule violations and send offending student(s) to office; may use 2-way radio to communicate with administration on serious issues (i.e. fighting, violent student, trespass, etc.).</p>	Up to 100% of the shift, concurrent with all other essential functions
5	<p>STAFF ASSISTANCE / SITE SUPPORT: It was clarified in interview that incumbent assists other school personnel as necessary with tasks such as escorting students to the office at teacher's request; making deliveries (i.e. supplies, messages, forgotten lunches or money, homework, PE clothes or library books dropped off by parents, etc.) between classrooms and the office; assists with physical education activities by removing equipment (i.e., hula hoops, balls, jump ropes, etc.) from storage and placing in appropriate areas; places physical equipment back into storage after use; depending upon assignment may assist with cafeteria upkeep by wiping tables, cleaning minor spills and picking up trash during and after meal periods.</p> <p>It was further clarified in interview that incumbent serves as site liaison to greet and direct visitors to the appropriate office for check-in; cooperates and assists with sheriff and police officers when investigating illegal activities; directs ambulances and emergency vehicles and personnel during on-site emergencies; directs students, parents and other visitors to administration office to sign-in.</p>	Up to 100% of the shift, concurrent with all other essential functions

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ESSENTIAL FUNCTIONS POSITION ANALYSIS®

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
6	<p>FIRST AID / SAFETY / EMERGENCY: Ability to understand and respond appropriately to emergency procedures; be safety conscious / inspections of work areas; report safety concerns to site administrator; other related duties, as assigned.</p> <p>It was clarified in interview that incumbent responds to emergency situations to address immediate safety concerns; carries band aids and other basic first aid supplies on her / his person throughout the shift; administers basic first aid such as cleansing wounds, applying a band aid and / or providing ice packs; incumbent administers first aid and CPR in when deemed necessary and if certified; may assist student with wheelchair; addresses and / or calls site nurse regarding students having medical conditions (etc. passing out, asthma attacks, seizures, etc.); may position and protect from harm a seizing individual in order to enhance their safety.</p> <p>It was further clarified that incumbent participates in executing emergency response duties and drills (i.e. lock-downs, fire drills, great CA shakeout, etc.) as required or requested; may provide access to site for community partners in event of fires, vandalism or other natural disasters / emergencies; remains on site during emergencies to monitor activities and observe site to ensure safety and protect District assets; ensures students return to class at recess; checks classrooms and restrooms during emergency.</p>	As needed
7	<p>COMMUNICATION / COLLABORATION: Ability to understand and follow oral and written directions; establish and maintain effective cooperative working relationships with a diverse population contacted in the course of work; be courteous, neat and clean, be respectful of others, exercise good judgement, exhibit integrity and resourcefulness; communicate effectively with those contact in the course of work; report inappropriate student behavioral problems to school management.</p> <p>It was clarified in interview that incumbent will be responsible to respond to calls on two-way radio for directives from administration and other personnel; collaborate cross-functionally with teachers, administration, maintenance personnel, etc. in the course of work; greet and direct visitors to the appropriate office of person; cooperate and assist with medical, fire and police officers when responding to emergency activities; direct emergency vehicles and personnel during on-site emergencies; direct students, parents and other visitors to administration office to sign-in; verbally diffuse situations with confrontational parents, guardians or students; address unauthorized campus visitors; verbally report to police regarding crimes in or around campus; provide to administration as needed statements of observation or verbal witness reports; communicate with maintenance or custodial staff regarding any relevant issues observed on campus; communicates to students reasons behavior is inappropriate; maintains positive, respectful and safe work environment; encourages a team approach; helps provide solutions; represents the District professionally in words, appearance and actions.</p> <p>It was further clarified in interview that incumbent may be assigned to complete an incident report for any student accidents, incidents or issues on campus (i.e., injuries, altercations, vandalism, graffiti, drug use, etc.); may participate in workplace investigations involving staff injuries or complaints; may check in students for detention activities if necessary; verifies time card for overtime hours; calls in restroom checks over radio; completes overtime timesheet; utilizes District email.</p>	Up to 100% of the shift, concurrent with all other essential functions

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

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ESSENTIAL FUNCTIONS POSITION ANALYSIS®

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
8	EQUIPMENT OPERATION: It was clarified in interview that incumbent utilizes two-way radios and cell phones (i.e. text, camera, etc.) in the course of work; utilizes computers and peripherals (i.e. printer, scanner, etc.) for training and email; may access campus computer platforms to assist student monitoring and access student information, student directory and email; may operate wheelchair for injured student; depending upon assigned site / assignment and if properly licensed to do so, may utilize district golf cart or other similar vehicle for patrol duties, transporting injured students, etc.; may utilize bolt cutters.	Up to 100% of the shift, concurrent with all other essential functions
9	MEETINGS / TRAININGS: It was clarified in interviews that incumbent attends informal, site-specific meetings with supervisor and / or select administration members to discuss current issues, upcoming site / District events, new campus policies affecting job, etc.; attends District-mandated trainings on a variety of applicable topics (i.e. active shooter, mandatory reporter, lockdown, etc.); participates in disaster drills (i.e. fire, earthquake, violent intruder, etc.); may maintain certification in CPR / First Aid; attends any other necessary meetings in support of assigned essential duties as requested.	1-2 hours monthly

III. No Non-Essential Functions:

IV. Physical Requirements:

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Weight Bearing Activities				
Weight Bearing (standing & walking)	Frequent	3.5 Hours	1,2,3,4,5,6,7,8 9	Incumbent will perform weight bearing standing or walking during the majority of their shifts; monitoring students on campus and in parking lots; assessing vandalism damage; monitoring at assemblies and special events (i.e. sporting events, commencement, etc.); speaking with a student or faculty member; lunch monitoring; monitoring entrance gates; cleaning up during and after meals; checking ID or passes of students and visitors; taking photos of graffiti; checking restrooms; making patrol rounds; performing parking lot enforcement; making deliveries to classrooms; escorting students, parents and other visitors.

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PALMDALE SCHOOL DISTRICT
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ESSENTIAL FUNCTIONS POSITION ANALYSIS®

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Standing	Occasional to Frequent	10 Minutes	1,2,3,4,5,6,7,8,9	Monitoring students on campus and in parking lots; assessing vandalism damage; monitoring at assemblies and special events (i.e., dance, sporting events, commencement, etc.); speaking with a student or faculty member; lunch monitoring and wiping tables; monitoring entrance gates; checking ID or passes of students and visitors; taking photos of graffiti; checking restrooms
Walking	Occasional to Frequent	20 Minutes	1,2,4,5,6,7,8,9	Monitoring students on campus and in parking lots; making patrol rounds; performing parking lot enforcement; making deliveries to classrooms; escorting students, parents and other visitors; checking restrooms; monitoring at assemblies and special events (i.e., sporting events, commencement, etc.); checking campus perimeter.
Walking <i>on uneven terrain</i>	Occasional	5 Minutes	1,2,4,5,6,7,8,9	Monitoring students on campus and in parking lots; making patrol rounds; performing parking lot enforcement; making deliveries to classrooms; escorting students, parents and vendors; monitoring at assemblies and special events (i.e., sporting events, commencement, etc.); checking campus perimeter. Surfaces may include concrete, sidewalks, asphalt, fields, grass, dirt, tree roots, sand; stairs, slopes/ramps, etc.
Running	Infrequent to Seldom	Seconds	1,2,6	Reaching an injured student; moving toward student incidences (i.e., fights, bullying, arguments, fainting, seizure, etc.) quickly; emergencies lock downs; catching or following an eloping student to protect from harm.
Jumping	Never	N/A	N/A	N/A
Climbing <i>ladder, stairs, stools</i>	Infrequent to Seldom	Seconds	1,2,4,5,6,7,8,9	Using stairs around campus, parking lots and athletic fields; bleachers and grandstand / stadium; hills and slopes around campus; accessing playground equipment.
Balancing <i>above ground</i>	Seldom	Seconds	1,2,4,5,6,7,8,9	Using stairs around campus, parking lots and athletic fields; bleachers and grandstand / stadium; accessing playground equipment.
Bending <i>at the waist</i>	Occasional	Seconds repetitively	1,2,3,4,5,6,7,8,9	Writing reports at computer / counter; performing first aid / CPR if certified; breaking up a fight between students; picking up dropped item; picking up backpacks off ground; picking up lunch trash and debris; checking restrooms; tying students' shoes; picking up trash by hand or with a trash grabber. It is noted that incumbent will bend at the waist repeatedly throughout the shift but will typically not hold a sustained bend for more than a minute at a time.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Twisting at waist <i>side to side</i>	Seldom to Occasional	Seconds repetitively	1,2,3,4,5,6,7,8,9	Monitoring students on campus; performing first aid / CPR if certified; breaking up a fight between students; lunch time monitoring; conversing with two parties; picking up lunch trash and debris; checking restrooms. It is noted that incumbent will twist at the waist for seconds at a time, typically numerous times per hour throughout shift.
Stooping <i>slight bend at knees</i>	Seldom	1 Minute	1,2,4,5,6,7	Assisting an injured student; observing students at a distance; picking up trash / debris; assessing vandalism or graffiti damage; taking photos of graffiti; breaking up a fight between students; picking up dropped items; getting eye level with a student; tying students' shoes; putting on a band aid; picking up lunch trash and debris; checking restrooms; meal clean up and wiping tables.
Squatting	Seldom	2 Minutes	1,2,4,5,6,7	Assisting an injured student; breaking up a fight between students; picking up dropped items; getting eye level with a student; tying students' shoes; putting on a band aid; picking up lunch trash and debris; checking restrooms.
Other / Sedentary / Non-Weight Bearing				
Sitting	Infrequent to Occasional	30 Minutes	1,3,4,6,7,8,9	Filling out incident reports; meetings and trainings; in classroom waiting for teacher or substitute; using golf cart if properly licensed; talking with students; checking in guests to site; accessing infinite email; monitoring students in a classroom.
Driving	Infrequent to Frequent	30 Minutes	1,2,5,6,7,8,9	Using golf cart if properly licensed to monitor campus or transport injured student.
Kneeling <i>one or both knees</i>	Infrequent to Seldom	2 Minutes	1,2,4,5,6,7	Assisting an injured student; breaking up a fight between students; picking up dropped items; getting eye level with a student; tying students' shoes; putting on a band aid; picking up lunch trash and debris; checking restrooms.
Crawling <i>on hands and knees</i>	Never*	N/A	N/A	*Emergency situations
Lying Down <i>back, side or stomach</i>	Never	N/A	N/A	N/A
Upper Extremity / Arm Movement				
Pushing	Seldom to Occasional	5 Minutes	1,2,4,5,6,7,8,9	Opening / closing doors and drawers; pushing injured student in wheelchair; opening and closing gates; using cart to take out / put away PE equipment; utilizing a supply cart; taking out ball / sports equipment cart; disaster drill participation; picking up lunch trash and debris; checking restrooms.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Pulling	Seldom to Occasional	2 Minutes	1,2,4,5,6,7,8,9	Opening / closing doors and drawers; pushing injured student in wheelchair; opening and closing gates; using cart to take out / put away PE equipment; utilizing a supply cart; taking out ball / sports equipment cart; disaster drill participation; picking up lunch trash and debris; checking restrooms.
Reaching – above shoulder level	Seldom	2 Minutes	1,2,4,5,6,7,8,9	Signaling to students or others; accessing supplies on a high shelf; breaking up a fight between students; checking restrooms; disaster drill participation.
Reaching – at shoulder level	Seldom to Occasional	30 Minutes	1,2,3,4,5,6,7,8,9	Signaling to students or others; reaching across counter or desk; unlocking / locking doors and gates; breaking up a fight between students; using two-way radio; carrying checklists / notebook; performing first aid / CPR if certified; picking up lunch trash and debris; checking restrooms; disaster drill participation; if properly licensed, driving cart or vehicle with hands at 10 and 2 o'clock position
Reaching – below shoulder level	Seldom to Frequent	20 Minutes	1,2,3,4,5,6,7,8,9	Performing patrolling and monitoring duties; performing first aid / CPR if certified; breaking up a fight between students; writing reports; using notebook; computer / email use; two-way radio use; picking up dropped items; using carts for PE equipment; tying students' shoes; picking up trash by hand or with a trash grabber; disaster drill participation.
Steering	Seldom	30 Minutes	1,2,5,6,7,8,9	Pushing student in wheelchair; driving a golf cart if properly licensed; driving a vehicle if properly licensed; steering a supply / P.E. cart.
Cervical Spine / Neck Movement				
Extension of the neck <i>looking upward</i>	Seldom to Occasional	Seconds at a time repetitively	1,2,4,5,6,7,8,9	Performing patrolling and monitoring duties; monitoring students on campus; performing first aid / CPR if certified; breaking up a fight between students; classroom / indoor recess monitoring; talking with students or staff from seated position; picking up lunch trash and debris; checking restrooms; disaster drill participation.
Flexion of the neck <i>looking downward</i>	Occasional to Frequent	5 Minutes	1,2,3,4,5,6,7,8,9	Performing patrolling and monitoring duties; monitoring students on campus; performing first aid / CPR if certified; breaking up a fight between students; classroom / indoor recess monitoring; writing paperwork; talking with students or staff from seated position; picking up lunch trash and debris; checking restrooms; disaster drill participation; tying students' shoes; picking up dropped items; picking up trash by hand or with a trash grabber; meal clean up and wiping tables.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Twisting of the neck <i>side to side</i>	Occasional to Frequent	Seconds Repetitively	1,2,3,4,5,6,7,8 9	Performing patrolling and monitoring duties; monitoring students on campus; performing first aid / CPR if certified; classroom / indoor recess monitoring; talking with students or staff from seated position; picking up lunch trash and debris; checking restrooms; disaster drill participation; conversing with two or more parties.

Upper Extremity / Hand Activities

Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Fine Manipulation	Seldom to Occasional	Seldom to Occasional	2 Minutes	1,2,3,4,5,6,7,8 9	Writing in notebook; writing citations; tying student shoe laces; completing paperwork; using two-way radio buttons; locking and unlocking doors and gates; using keys; blowing whistle; tying trash bags; opening food containers for students.
Keyboarding / Typing	Infrequent to Seldom	Infrequent to Seldom	Seconds	7,8,9	Computer use for paperwork / email. It was clarified in interview that most reports are hand written but some sites may have computer terminals for writing incident reports.
Simple Grasp	Occasional	Occasional	30 Minutes	1,2,3,4,5,6,7,8 9	Two-way radio usage; using keys; using pens / pencils; carrying backpacks; opening and closing gates; performing first aid; picking up trash / debris; disaster drill participation; collecting lost and found items; using trash grabber; holding whistle; using rag to wipe tables during meals; using keys; opening gates; driving.
Up & Down Flexion of Wrist	Seldom to Occasional	Infrequent to Seldom	5 Minutes	1,2,3,4,5,6,8	Signaling to students or other; handwriting across paper; performing first aid / CPR if certified; breaking up fights between students; picking up backpacks or other items; opening and closing gates; turning handles on doors; trash duties; disaster drill participation.

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Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Side to Side Motion of Wrist	Seldom to Occasional	Infrequent to Seldom	5 Minutes	1,2,3,4,5,6,7,8	Signaling to students or other; handwriting across paper; performing first aid; breaking up fights between students; picking up backpacks or other items; opening and closing gates; turning handles on doors; trash duties; disaster drill participation.
Turning / Rotation of Wrist or Hand	Seldom	Infrequent to Seldom	Seconds	1,2,4,5,6,7,8	Locking and unlocking gates; using keys in locked classroom or restroom doors; combination locks; signaling to students or others; tying trash bags; using rag to wipe tables during meals.
Gross Manipulation	Seldom to Occasional	Seldom to Occasional	2 Minutes	1,2,3,4,5,6,7,8	Performing first aid / CPR if certified; breaking up fights between students; opening and closing gates; pushing a wheelchair; pushing ball and PE equipment cart; trash duties; disaster drill participation; assist a student up after a fall.
Powerful Grasp/ Tight Grasp	Seldom to Occasional	Seldom to Occasional	2 Minutes	1,2,3,4,5,6,7,8	Performing first aid / CPR if certified; breaking up fights between students; pushing a wheelchair; opening and closing gates; pushing ball and PE equipment cart; trash duties; disaster drill participation; assist a student up after a fall.

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V. Lift/Carry Weight Requirements:

Weight Lifted / Carried (lbs.)	Frequency	Max. Height Lifted	Distance Carried	Examples of How Activity is Performed	Occurs in Essential Function(s)
1 to 10	Seldom to Frequent	Above Shoulder	100 Yards	Small PE equipment (i.e., rubber balls, jump ropes, etc.); two-way radio; first aid supplies; citations; notebook; paperwork; pens / pencils; assisting students with carrying lunch or backpack; whistle; keys; individual traffic cone; water bottle; lost and found items; trash grabber	1,2,3,4,5,6,7,8,9
11 to 25	Seldom to Occasional	To Chest	10 Yards	Student backpacks; boxes of school materials / supplies, stack of (3) cones (#21); barricades	1,2,4,5,6
26 to 50	Infrequent to Seldom	Below Waist	3 Yard	Pushing / pulling wheelchair; boxes of school materials / supplies	1,2,5,6
51 to 75	Infrequent to Seldom*	Below Waist	3 Yards	* May have to lift a child in case of emergency; assisting with a wheelchair; fainting students	6
75 plus	Infrequent to Seldom*	Below Waist	3 Yards	* May have to lift a child in case of emergency; assisting with a wheelchair; fainting students	6

NOTES: The maximum amount lifted without assistance is 25 pounds. Incumbent may be required to remove or restrain a student (50# - 150#) from a physical confrontation with another student, including pulling the student away or lifting the student, as well as moving a student in the case of an emergency.

VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Work Day Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Work Day Usage/Operation
Two-way radio	Seldom to Frequent	Traffic cones	Infrequent to Seldom
Office supplies (i.e., pens, pencils, etc.)	Seldom to Occasional	Clipboard	Infrequent to Seldom
Office Equipment (i.e., copier, fax machine, etc.)	Infrequent to Seldom	Desktop computer and associated peripherals (i.e., printer, scanner, etc.)	Infrequent to Seldom
Telephone	Infrequent to Seldom	PE / recess equipment carts	Infrequent to Seldom
Golf Cart*	Infrequent to Occasional	*Personal or District Vehicle	Infrequent to Occasional

*If properly licensed

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VII. Work Environment:

Summary / Overview of Environmental Conditions: Work is performed in and around school campuses. Work can be performed outdoors on the playground, campus grounds, field, track, parking lot, etc. Incumbent will be exposed to outdoor weather conditions and will work in inclement weather. Outdoor surfaces may include gravel, asphalt, dirt, grass and cement, uneven pavement, tree roots, etc. Work is also performed in climate-controlled school buildings at District school sites. Indoor flooring may consist of linoleum, carpet or tile; incumbent may encounter constant ambient noise.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Seldom to Frequent	Administration office; classrooms; auditorium; locker rooms; cafeteria; multi-purpose rooms; restrooms; gymnasium; meeting rooms; indoor hallways.
Outdoors	Seldom to Frequent	School grounds; play grounds; sport courts; athletic fields; parking lots.
Customer / Public Contact	Frequent	Administrative staff; students; parents; teachers; co-workers.
Fragrances / Scents / Odors	Seldom to Occasional	Restroom odors; cleaning agents; food odors; trash odors; kitchen odors; perfumes / colognes; bodily odors; grass clippings; cleaning solutions / solvents; bus / car exhaust.
Traffic	Seldom to Occasional	Working near and in parking areas; driving golf cart on school grounds if properly licensed.
Humid / Wet / Extreme Heat	Seldom to Occasional	Buildings are climate-controlled; outdoor temperatures can exceed 100 degrees or be near freezing temperatures during certain times of the year. Incumbent will work outdoors in inclement weather conditions.
Chemicals / Cleaners / Fumes / Vapors	Seldom to Occasional	Bus / vehicle exhaust; local forest fires.
Excessive Noise / Decibels	Occasional to Frequent	Landscaping or custodial equipment; students at recess or meal period; school bells; PA system; assemblies; emergency alarms.
Working Above Ground	Infrequent to Seldom	Accessing bleachers or playground equipment; using stairs.
Lighting / Lumen	Frequent	Fluorescent / LED lighting indoors; direct and indirect sun light during all outdoor duties.
Bloodborne Pathogen Exposure / Working with Biohazards	Infrequent to Seldom	Performing restroom checks; may be exposed to sick / injured students (e.g., vomit, blood and other bodily fluids); potential for exposure to blood during student fights. Incumbent is not responsible for clean-up.
Dust, Fine Particles, Allergens	Occasional to Frequent	Seasonal weather; incumbent can be outdoors majority of the shift; regular dust / pollen and wind in area. Incumbent will work in inclement weather conditions.
Vibration	Infrequent to Seldom	Pushing cart / bin over uneven pavement.
Corrosives / Toxic Substances	Never	N/A
Low / High Voltage	Never	N/A
Dangerous / Explosive Hazards	Never	N/A
Confined Spaces	Never	N/A
Machinery	Never	N/A
Exposure to / Operation of Heavy Machinery	Never	N/A

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Other	Infrequent to Seldom	May encounter highly physical situations when breaking up fights or to access an injured student; reprimand and attempt to detain verbally abusive students; may diffuse situations with verbal harassment from variety of parties.
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VIII. Communication Abilities / Sensory Functioning:

Sensory Demand / Method	Frequency	Performed in Functions	Notes / Examples
Smell: <i>Distinguish odors, able to smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals, etc.</i>	Seldom to Occasional	1,2,4,5,6,7,8,9	Emergency situations; to be able to smell fire or foreign substance to alert other personnel; awareness of electrical burn or natural gas leaks; awareness of drug / alcohol odors on students or parents.
Sight: <i>Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.</i>	Frequent	1,2,3,4,5,6,7,8,9	See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment safely; exposure to computer screens; constant and keen visual observation of students in all environments; monitoring student behavior; completing incident reports; awareness of emergency situations; ability to discern color to describe individuals, etc.
Hearing: <i>Comprehend oral language and sounds and react appropriately.</i>	Frequent	1,2,3,4,5,6,7,8,9	Hear in the normal audio range with or without correction; exposure to noise; interacting with visitors, students, staff, parents; constant and keen auditory observation of students; listening to student conversations to dissuade bullying; awareness of emergency situations / drills; actively participating in meetings.
Speaking: <i>Orally communicate information and ideas with comprehension</i>	Frequent	1,2,3,4,5,6,7,8,9	Assisting co-workers; responding to student and visitors' needs; using two-way radio; meeting and training participation; reporting activities to administration; conversations with parties.
Reading: <i>Comprehend the written word</i>	Seldom to Occasional	1,2,3,4,5,6,7,8,9	Printed material; computer data; forms; emails; handwritten notes; notebook use; reading directions.
Writing: <i>Composing communications in writing</i>	Seldom to Occasional	1,2,3,4,7,8,9	Handwriting; emails; writing in notebook; incident reports; timesheet as required.
Math: <i>Compute a series of numeric variables, measurements,</i>	Seldom	1,3,4,6,7,9	Simple calculation checks; extra time timecard completion; time tracking; counting students; conducting inventory.

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IX. Personal Protective Equipment / Safety Training and Devices:

Personal Protective Equipment and Safety Training and Devices: It was clarified in interview that incumbent has access to the following: two-way radio; rain gear; gloves; hand sanitizer; antibacterial soap and wipes; dust masks. It was also clarified in interview that the incumbent has regular access to first aid kits and fire extinguishers. Incumbent participates in all legally required trainings for position, as well as any elective or District-provided training as assigned by Supervisor.

X. Position Qualifications:

Education/Training/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; bilingual proficiency in English and Spanish language is desired.
Knowledge Of:	General knowledge of playground supervision; general safety principals; basic communication methods.
Ability To:	Understand and follow oral and written directions; establish and maintain effective cooperative working relationships with a diverse population contacted in the course of work; be courteous, neat and clean, be respectful of others, exercise good judgement, exhibit integrity and resourcefulness; communicate effectively with those contacted in the course of work; work outdoors in all types of weather; understand and enforce playground and school rules; understand and respond appropriately to emergency procedures; understand and conduct verbal conversations in English and other designated languages.
Licenses / Certifications:	First aid and CPR certification highly desirable.
Other:	N/A

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XI. Mental and Psychological Demands of Position:

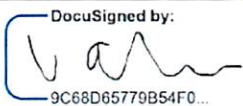
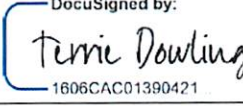
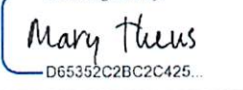
Mental / Psychological Demand	Required (Yes / No)	Occurs in Essential Functions	Notes / Examples
UNDERSTAND AND FOLLOW DIRECTIONS – with little or no direction	YES	1,2,3,4,5,6,7,8,9	Ability to understand written or oral instructions and follow directions with little or no additional direction or supervision. Ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.
MEMORY	YES	1,2,3,4,5,6,7,8,9	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6,7,8,9	Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and / or work week and perform at a consistent pace to meet productivity expectations.
PROBLEM SOLVING	YES	1,2,3,4,5,6,7,8,9	Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information
ABILITY TO PERFORM COMPLEX AND VARIED TASKS	YES	1,2,3,4,5,6,7,8,9	Ability to synthesize, coordinate and analyze data; ability to perform jobs requiring precise attainment of set limits, tolerances or standards; ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS	YES	1,2,3,4,5,6,7,8,9	Ability to have a good relationship with co-workers or peers; ability to have a good relationship with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company / organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism.
SUPERVISE/LEAD AND INFLUENCE OTHERS	YES	1,2,4,5,6,7	Ability to negotiate with, instruct /supervise STUDENTS; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading.

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XII. Persons Interviewed:

The following persons were interviewed as subject matter experts on the classification/position. Their signatures signify their agreement that to their best knowledge the document represents the current and traditional physical, mental and emotional demands of the classification/position and not of any one particular assignment or incumbent.

Name	Position Title	Signature	Date
Valerie Villanueva	Noon Duty – Campus Assistant	DocuSigned by:  9C68D65779B54F0...	4/25/2022
Terrie Dowling	Principal	DocuSigned by:  1606CAC01390421	4/27/2022
Mary Theus	Director of Personnel Commission	DocuSigned by:  D65352C2BC2C425...	4/25/2022

XIII. Sources:

Observed Position Performance: Yes	Job Description Utilized for Document Creation: Yes, November 28, 2018	Interviewed Participants: Yes, August 26, 2021
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In order to develop this Essential Functions Position Analysis, the Consultant utilized information which was provided by the above employer participants. It is the employers and participants noted above whom are ultimately responsible for confirming the accuracy of all information outlined in this report. Any changes made to this document will require the organization to obtain new signatures to again confirm changes are correct across the classification. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

Consultant Completing EFPA:
Matthew McSorley, Consultant Essential Functions Position Analysis Development Shaw HR Consulting, Inc. 107 N. Reino Road # 414 Newbury Park, CA 91320 Phone: 805.498.9400 Fax: 805.498.3535 matthew@shawhrconsulting.com

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	May 11, 2022	_____ REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE REGISTRATION AND ATTENDANCE PCASC Legal Update Workshop	

BACKGROUND

In order to keep apprised of necessary mandates, the Personnel Commission and staff have the opportunity to attend conferences and workshops hosted by the Personnel Commissions Association of Southern California ("PCASC").

STATUS

A legal update workshop will be held in Downey, California, on Friday, May 27, 2022.

RECOMMENDATION

It is recommended that the Personnel Commission approve the registration and attendance for interested Commissioners and staff.

The Personnel Commissions Association of Southern California (PCASC) presents:



Legal Update

Friday, June 10, 2022

Rio Hondo Event Center

10627 Old River School Road in Downey

Presented by Kristine E. Kwong, Esq.
Partner, Musick and Peeler

Find out the latest legal challenges and learn important lessons from selected case law decisions that can help you work with others to support merit.

Special Workshop Offer

For every paid PCASC/CSPCA Member attending, a second staff member may attend for **FREE!** Please indicate the total number of attendees below.

Registration Fee (check only)*: \$35

Deadline to submit registration: Friday, May 27, 2022

Event Schedule

Registration: 11:30 am

Lunch: Noon to 12:45 pm

Presentation: 12:45 pm to 2:00 pm

For any questions, please contact Bernice Fletebo at: BFletebo@ppssinc.com.

**Please pay by CHECK ONLY, no purchase orders are allowed.
All fees are non-refundable for this event.*



PCASC
Personnel Commissions Association
of Southern California

Please Cut Here

Send Registration and Fees (check only) by **Friday, May 27, 2022** to:

PCASC C/O Bernice Fletebo, President, 5212 Katella Ave., Ste 206, Los Alamitos, CA 90720

Agency: _____

Contact: _____

Telephone: _____

Email Address: _____

Please indicate attendees:

____ Attendee x \$35 = ____

____ Free Attendee x \$0 = ____

Total = \$ ____

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	May 11, 2022	_____ REPORT
TO:	Personnel Commission	_____ <u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE 2021-2022 AGREEMENT FOR LEGAL SERVICES FAGEN FRIEDMAN & FULFROST LLP	

BACKGROUND

Mr. Jay Fernow of the law firm of Fagen Friedman & Fulfrost, has served as the primary legal counsel for the Personnel Commission for many years.

STATUS

The Agreement for Legal Services to retain Fagen Friedman & Fulfrost as legal counsel for the Personnel Commission commencing July 1 is attached for approval. The hourly rates on the Professional Rate Schedule for services and associated expenses shows a slight increase from last year's schedule. This expense is projected in the approved Personnel Commission budget.

RECOMMENDATION

It is recommended that the Personnel Commission approve the 2022-2023 Agreement for legal services with Fagen Friedman & Fulfrost LLP as presented.



AGREEMENT FOR LEGAL SERVICES

This agreement is by and between Palmdale School District Personnel Commission ("Client") and the law firm of Fagen Friedman & Fulfroft LLP ("Attorney"). In consideration of the promises and the mutual agreements hereinafter contained, Attorney agrees to provide legal services to Client on the terms set forth below effective July 1, 2022 through June 30, 2023:

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

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

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

4. CONSULTANT SERVICES. Attorney may provide consulting services, which may be referred to as Next Level Client Services, in addition to or in support of the legal services provided pursuant to this Agreement, through qualified non-attorney consultants, including but not limited to: governance training and assistance; communications services; education program planning and implementation; mentoring, coaching, and leadership; strategic planning and solutions; and advocacy at the local and state level.

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

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

The rates on this schedule, as well as the current job title designations/ classifications listed hereon, are subject to change on 30 days' written notice to client. If Client declines to pay any increased

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

7. COSTS AND OTHER CHARGES. (a) Attorney will incur various costs and expenses in performing legal services under this Agreement. Except as otherwise stated, Client agrees to pay for all costs, disbursements and expenses in addition to the hourly fees. These include fees fixed by law or assessed by public agencies, messenger and other delivery fees, out of office copying/reproduction costs, and travel costs (including mileage charged at the standard IRS rate, parking, transportation, meals and hotel costs, if applicable), and other similar items. The following costs shall not be charged:

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge

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

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

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

9. DISCHARGE AND WITHDRAWAL. Client may discharge Attorney at any time. Attorney may withdraw with Client's consent, for good cause or as allowed or required by law upon ten (10) days written notice. Good cause includes Client's breach of this Agreement, refusal to cooperate or to follow Attorney's advice on a material matter or any fact or circumstance that would render Attorney's continuing representation unlawful or unethical. When Attorney's services conclude, all unpaid charges will immediately become due and payable. Following the conclusion of Attorney's representation of Client, Attorney will, upon Client's request, deliver to Client the Client file(s) and property in Attorney's possession, whether or not Client has paid for all services. If Client has not requested delivery of the files, Attorney may destroy all such files in its possession seven (7) years after the conclusion of the representation.

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

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

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

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

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

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

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

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

Palmdale School District Personnel
Commission

Fagen Friedman & Fulfroest LLP

Type or Print Name

Namita S. Brown

Name

Type or Print Title

Managing Partner

Title

District Authorized Signature



Signature

DATE: _____

DATE: April 28, 2022



Fagen Friedman & Fulfroft LLP

**Please Return
Professional Rate
Schedule With
Contract**

PROFESSIONAL RATE SCHEDULE

Palmdale School District Personnel Commission
July 1, 2022 through June 30, 2023

1. HOURLY PROFESSIONAL RATES

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

Associate	\$265 - \$295 per hour
Partner	\$330 - \$365 per hour
Senior Counsel/Of-Counsel	\$345 - \$365 per hour
Paralegal	\$180 - \$265 per hour
Law Clerk	\$265 per hour
Education Consultant	\$275 per hour
Next Level Client Services	\$295 per hour

Travel time shall be charged only from the Attorney's nearest office to the destination and shall be prorated if the assigned Attorney travels for two or more clients on the same trip. If Client requests a specific Attorney, Client agrees to pay for all travel time of that specific Attorney in connection with the matter. For matters concerning compliance with state and federal voting rights laws and/or related subjects, Client agrees to pay for all travel time of assigned Attorney in connection with those matters.

2. ON-SITE LEGAL SERVICES

At Client's discretion and by prior arrangement of Client and Attorney, Attorney may provide regularly scheduled on-site legal services ("Office Hours") to address legal issues that may arise in Client's day-to-day operations. Office Hours, which include time Attorney spends at Client's facility as well as travel time, shall be provided at a reduced hourly rate of 90% of the Attorney's standard hourly rate.

3. COSTS AND EXPENSES

In office Photocopying	No Charge
Facsimile Charges	No Charge
Postage	No Charge
On-line Legal Research Subscriptions	No Charge
Administrative Overhead	No Charge
Mileage	IRS Standard Rate

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: May 11, 2022 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2022-2023 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

Membership in the Association will expire June 30, 2023. The rate for annual membership is \$100.00, which is consistent with last year's rate. This expense is projected in the 2022-2023 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: FY2022/23-035

April 18, 2022

Attention: Mary Theus, Interim Director

Palmdale USD
39139 10th 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

For more information visit pcasc.meritsystem.org or email pcascsecretary@gmail.com

[Tax ID: 80-0925314]-TIN

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE May 11, 2022 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2022-2023 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.

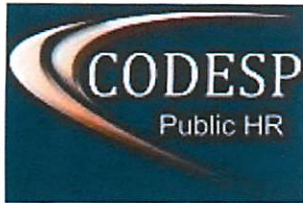
STATUS

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 2022-2023 service year, the annual membership is \$2,800.00, which is consistent with last year's rate. Membership in CODESP expires on June 30th of each year.

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

RECOMMENDATION

It is recommended that the Personnel Commission approve the CODESP Membership Agreement as presented.



CODESP
714-374-8644

20422 Beach Blvd. Suite 400
Huntington Beach, California
92648
United States

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

Date of Issue
03/24/2022

Due Date
09/01/2022

Invoice Number
0005312

Amount Due (USD)
\$2,800.00

Description	Rate	Qty	Line Total
Annual Membership Fee - 1,001-2,000 FTE Basic products and services beginning July 1, 2022 and ending June 30, 2023 for 1,001 to 2,000 FTE employees.	\$2,800.00	1	\$2,800.00
Subtotal			2,800.00
Tax			0.00
Total			2,800.00
Amount Paid			0.00
Amount Due (USD)			\$2,800.00

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!

Contact us: E: codesp@codesp.com P: (714) 374-8644 W: www.codesp.com

Please note that our address has changed – we are now in Suite 400.

Help us go green - Rather than fax, please scan and email documents to codesp@codesp.com

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	May 11, 2022	_____ REPORT
TO:	Personnel Commission	___X___ ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE 2021-2022 MEMBERSHIP IN CSPCA (California School Personnel Commissioners Association)	

BACKGROUND

The California School Personnel Commissioners Association (CSPCA) is an organization which perpetuates and promotes the concept of the merit system. As a member, the Palmdale School District is afforded resources on the website, the annual conference for training on issues that affect merit districts, and a network of Personnel Commission Directors.

STATUS

The rate for membership with CSCPA for the 2022-2023 year is consistent with last year's rate at \$1,200.00. This expense is projected in the Personnel Commission budget for said year.

RECOMMENDATION

It is recommended that the Personnel Commission approve the continued membership with CSPCA as presented.



California School Personnel Commissioners Association
Supporting Education Through Merit

Annual Association Dues Invoice

Invoice # 58-2022-23

Date: April, 2022

Bill To:	Send Payment To:
Palmdale ESD 37230 37 th St. Palmdale, CA 93550 Director: Mary Theus-Interim mltheus@palmdalesd.org cairaheta@palmdalesd.org Ph. (661) 285-2902 Fax (661) 285-2137	CSPCA Treasurer Downey Unified School District Attn: BethAnn Arko 11627 Brookshire Avenue Downey, CA 90241 Email: barko@dusd.net Phone: 562-469-6641

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2022-23	1145	\$1,200.00

Please update any of the above information for your district.

Thank you for your continued membership with CSPCA.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: May 11, 2022 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2022-2023 RENEWAL OF SOFTWARE LICENSE
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 2022-2023 renewal invoice for the NEOGOV Insight software license plus customer support is presented for approval. The invoice shows an increase of \$2,115.00 from last year's rate. The Personnel Commission will expend \$19,858.79, with the District paying the remainder. 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 2022-2023 software license for NEOGOV Insight.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: May 11, 2022 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2022-2023 SOFTWARE LICENSE RENEWAL:
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 2022-2023 renewal invoice for the NEOGOV Onboard software license plus customer support is presented for approval. The invoice shows an increase of \$1,136.00 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 the NEOGOV Onboard module as presented.



Invoice #INV-26579

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	
Invoice Number	INV-26579
Date	06/17/2022
Terms	Net 30
Due Date	07/17/2022
Amount Due (USD)	\$ 12,497.36

Item / Description	Total
Onboard	12,497.36
This is your subscription fee for Onboard for the term starting 07/17/2022 and ending 07/16/2023.	
Amount Due (USD)	\$ 12,497.36

Thank you for your business!

For questions, or pay by credit card, please reply to this email or reach out to billing@neogov.com. For questions on a renewals invoice, please reach out to renewals@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: SVBKUS6SIBO

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: May 11, 2022 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2022-2023 SOFTWARE LICENSE RENEWAL:
BIDDLE - OFFICE PROFICIENCY ASSESSMENT & CERTIFICATION (OPAC)

BACKGROUND

The OPAC module from Biddle Consulting integrates the performance examination component with the NEOGOV platform.

STATUS

The OPAC module is currently used with the NEOGOV online platform to integrate the performance examination modules. The invoice for the 2022-2023 renewal of the Biddle software plus customer support is presented for approval. The invoice shows an increase of \$166.00 from last year's rate. The expense is projected in the annual Personnel Commission budget for said year.

RECOMMENDATION

It is recommended that the Personnel Commission approve the expense to renew the annual Biddle software license for OPAC performance exams as presented.

Invoice #INV-26588

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

Invoice Number	INV-26588
Date	06/30/2022
Terms	Net 30
Due Date	07/30/2022
Amount Due (USD)	\$ 3,475.96

Item / Description**Total****Biddle Software**

3,475.96

This is your subscription fee for Biddle Software for the term starting 07/31/2022 and ending 07/30/2023.

Amount Due (USD)

\$ 3,475.96

Thank you for your business!

For questions, or pay by credit card, please reply to this email or reach out to billing@neogov.com. For questions on a renewals invoice, please reach out to renewals@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: SVBKUS6SIBO

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	May 11, 2022		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR TRANSLATOR (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 Translator (DHH) classification is challenging, with limited applicant response. Two ranks containing two eligible candidates are presented, who meet all minimum qualifications and successfully completed the examination process. To support the critical needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified for hard to fill positions.

RECOMMENDATION

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

Palmdale School District
Personnel Commission

May 11, 2022

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 – Translator (DHH)	1/25/2022	2/14/2022	3/28/2022	4/21/2022	6	2	2	0	NA	2	2	2	4/25/2022	4/24/2023	No	2

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

I certify 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 11, 2022