



## PERSONNEL COMMISSION

Wednesday, March 10, 2021 - 5:30 P.M.  
37230 37<sup>th</sup> Street East,  
Palmdale, CA 93550

### AGENDA OF REGULAR MEETING

#### You are invited to Join a Zoom Meeting

When: March 10, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 03/10/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/99718762557>

Or iPhone one-tap:

US: +12133388477,,99718762557#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 213 338 8477

**MEETING ID: 997 1876 2557**

#### CALL TO ORDER

#### PLEDGE OF ALLEGIANCE

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

#### I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – February 10, 2021

#### ACTION

33-20/21

#### II. PUBLIC COMMENTS

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

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Given the current shelter in place order in Los Angeles County, we are making available remote, online participation in order to promote the safety and health of our community. We will not have in person public participation during this period due to the health and safety risks it poses. You may call in to the meeting to provide public comment via Zoom. You can join the Zoom Meeting from a computer, mobile device, or tablet. The Zoom meeting information is above and provided on the district's website for every Personnel Commission meeting agenda, as long as needed during the COVID-19 pandemic.

In compliance with the American with Disabilities Act, if you need special assistance in this meeting, please 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.

As of July 1, 2008, the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for public review in the Personnel Commission office.

**III. CONSENT AGENDA**

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

- A. Approval of Consent Agenda
1. Ratification of Eligibility Lists
  2. Nullification of Eligibility Lists
  3. Ratification of Transfers

**ACTION**  
34-20/21

**IV. NEW BUSINESS**

- A. Ratification of Expense over \$500 – Task Chairs  
B. Ratification of Request for Voluntary Demotion  
C. Approval of Americans with Disabilities Act (ADA) Compliant Form  
Director-Maintenance and Operations

**ACTION**  
35-20/21  
36-20/21  
37-20/21

**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: April 14, 2021 at 5:30 P.M.**

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

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of February 10, 2021 Regular (Virtual) Meeting**

Zoom Meeting ID: 922 3429 3428

<b>CALL TO ORDER</b>	Commissioner Thompson, Chairperson, called the meeting to order at 5:33 P.M. Commissioner Speights led the Pledge of Allegiance.
<b>MEMBERS PRESENT</b>	Mrs. Deneese Thompson, Chairperson Mr. Dale Speights, Vice-Chairperson Mrs. Kathleen Duren, Commissioner
<b>STAFF PRESENT</b>	Ms. Mary Theus, Director, Personnel Commission Mrs. Esthefany Iraheta, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	<b>Approval of Meeting Minutes</b> Commissioner Speights motioned to approve the minutes recorded for the January 13, 2021 regular meeting, with Commissioner Duren providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	<p>Gilbert Borquez, Maintenance Worker II-Certified, commented on the proposed revision to the job description for Director-Maintenance and Operations. He read directly from an email previously sent to the Personnel Commission articulating his concern with changes to the Education and Experience requirement. He opined that college-level courses in maintenance administration and control will disenfranchise highly qualified employees, as there is little correlation between college credit and the extensive wealth of knowledge and experience through real world construction scenarios. Mr. Borquez stressed that qualified employees of this District are deserving of this career ladder opportunity based on the many years of experience that cannot be learned in a classroom. He requested consideration of his proposed language as a compromised revision to the Education and Experience shown.</p> <p>Lars Harper, Maintenance Worker II-Certified, echoed the same concerns and his support of Mr. Borquez's comments. He conveyed that he applied for a leadership position in the past and would be interested in doing so again. Mr. Harper also shared his opinion that the experience of highly-qualified employees with broad knowledge of maintenance operations should outweigh college coursework. Mr. Harper asked the Commission to consider amending the requirement.</p>
<b>PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS</b>	There were no comments concerning non-agenda items.

**CONSENT AGENDA**

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

**NEW BUSINESS**

**Approval of Job Description Revision:**

**Director – Maintenance and Operations**

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

**AGENDA REPORTS**

**Second Reading: Proposed Revision to Personnel Commission Rules and Regulations: Chapter 3, Section 3 – Reclassification**

The Commission considered the proposed revision to its rules to add language pertaining to the probationary period for reclassification. Commissioner Duren motioned to approve, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**INFORMATION/COMMENTS**

**Classified Update**

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes.

**Comments from Director, Personnel Commission**

Ms. Theus provided an update on staffing positions for the Palmdale Charter High School and recruitments for critical positions that may be needed for the next school year.

**Comments from Commissioners**

Mrs. Duren is looking forward to schools resuming all regular activity in a safe manner. She also mentioned that she received the first dose of the COVID vaccine, and all went well.

Mrs. Thompson echoed the same sentiments regarding school openings.

**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

**RECESS TO CLOSED SESSION**

The Commission did not recess to a closed session.

**ADJOURNMENT**

On a motion by Commissioner Duren and second by Commissioner Speights, with Commissioner Thompson voting yes, the meeting adjourned at 5:57 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Theus".

Mary Theus  
Director, Personnel Commission

**APPROVED:**

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Deneese Thompson, Chairperson

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Dale Speights, Vice Chairperson

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Kathleen Duren, Commissioner

**Classified Update for February 10, 2021**

**Testing Status:**

Bilingual ECE Teacher Assistant	Written exam – 2/4; QAI – 2/12
Bilingual School Secretary	Exam/QAI complete
Child Nutrition Assistant I	Written exams pending
ECE Teacher Assistant	Written exam – 2/5; QAI – 2/12
Family Services Advocate	Performance/written exam – 2/16, 2/18
Instructional Assistant I	Written exams pending
Paraeducator Moderate to Severe	Written exam pending
Special Education Instructional Assistant	Written exam pending

**Postings:**

Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Closes 2/10/21
Special Education Instructional Assistant	Closes 2/10/21

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	March 10, 2021	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF ELIGIBILITY LIST(S)	

STATUS

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

RECOMMENDATION

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

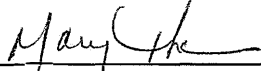
**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
March 10, 2021**

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Bilingual School Secretary	10/14/20	11/03/20	2/2, 2/3, 2/4/21	2/8/21	152	22	5	6	4	4	2/8/21	2/7/22	No	3
Bilingual ECE Teacher Assistant	7/10/20	Cont.	2/4/21	2/12/21	53	6	3	NA	3	3	2/12/21	2/11/22	*Yes	4
ECE Teacher Assistant	7/10/20	Cont.	2/5/21	2/12/21	124	7	2	NA	2	2	2/12/21	2/11/22	*Yes	4
Paraeducator Moderate to Severe	1/21/21	2/10/21	2/22, 2/23, 2/25/21	3/1/21	57	14	6	NA	6	6	3/1/21	2/28/22	*Yes	5

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

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

  
\_\_\_\_\_  
Mary Theus  
Director, Personnel Commission

3/4/2021  
\_\_\_\_\_  
Date



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE March 10, 2021 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
ECE Teacher Assistant	11/09/2020	11/08/2021
Paraeducator Moderate to Severe	09/29/2020	09/28/2021

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	March 10, 2021	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

03/10/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Colmenero, Brian	2/4/2021	Paraeducator Moderate to Severe from (DW) 5.75 hrs/182 days, to (BV) 6.5 hrs/182 days	Increased hours by seniority Replacement for Pamela Dapice
b.	D'Agostino, James A.	2/1/2021	From Maintenance Worker II to Maintenance Worker II Certified	Trade Certification/college units
c.	Garcia Rosales, Linda G.	2/2/2021	Paraeducator Moderate to Severe from (PDC) 5.75 hrs/ 182 days, to (YN) 7.0 hrs/182 days	Increased hours by seniority Replacement for Gladys Weeks
d.	Velazquez, Ana T.	2/2/2021	From School Secretary (PLP) 8.0 hrs/11 mo., to Accounting Clerk II (Ch ~- Nutr) 8.0 hrs/12 mo.	Promotion Replacement for Melissa Saldana

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	March 10, 2021	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF EXPENSE OVER \$500: TASK CHAIRS	

**BACKGROUND**

The chairs utilized by the Personnel Commission in its meeting room are deteriorating and unstable. A quote was obtained for replacements.

**STATUS**

The District's Purchasing Supervisor obtained the attached quote from a reputable vendor for the procurement of five task chairs at the rate of \$1,560.95 plus sales tax.

**RECOMMENDATION**

It is recommended that the Personnel Commission ratify the expense and purchase as presented.

# Proposal

**Quote #:** 071619-3

*Please refer to this number when ordering*

**To:**

Randie Almonte

Palmdale SD

Phone:

Fax:

**Reference:** E-mailed quote request



**CULVER-NEWLIN**  
FURNITURE FOR SCHOOLS & OFFICES

**From:**

**Date:** 2/11/2021

**Bill Wells**

520 E. Rincon Street Suite #102

Corona, CA 92879


Phone: (310)765-0397

Fax: (949)855-9577

billw@culver-newlin.com

**Quotation Expires:** 3/13/2021

**Terr. No:** /

Item #	Qty	Mfg	Description	List Price	Your Price	Amount
1560-Y2-A00-BF A-M01-BA2B-C4	5	9to5	STRATA MESH BACK TASK WITH WITH BLACK UPHOLSTERED SEAT AND FRAME	\$730.00	\$312.19	\$1,560.95
						
**YOUR LOCAL SALES TAX TO BE ADDED**						
You Saved:				\$2,089.05		
PRODUCT MADE TO ORDER				<b>Page 1 TOTAL</b>		<b>\$1,560.95</b>
CANNOT BE RETURNED OR EXCHANGED				<b>TOTAL All Pages</b>		<b>\$1,560.95</b>

<b>PRICES FIRM TO:</b> 3/13/2021		<b>SHIPMENT BY:</b> Best Way		<input checked="" type="checkbox"/> <b>FREE SHIPPING</b> (Delv'd Price)		<b>Installation:</b>	
<b>SHIP BY:</b> 4-6 weeks aro		<b>INVOICE TERMS:</b> Upon Receipt		<input type="checkbox"/> Tailgate Delivery Only		<input type="checkbox"/> by owner	
				<input checked="" type="checkbox"/> Inside Delivery		<input checked="" type="checkbox"/> by C-N	
				<input checked="" type="checkbox"/> One Location		<input type="checkbox"/> other	
				<input type="checkbox"/> Multiple Locations			

**Special Conditions:** Changes in quantity will affect prices quoted. Purchase orders generated from this quote must be mailed, e-mailed or faxed to the above address to ensure correct pricing. Please include this quote number with all correspondence.

**Authorized By:** Bill Wells

**Title:** Regional Sales Manager

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: March 10, 2020 REPORT

TO: Personnel Commission   X   ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: RATIFICATION OF REQUEST FOR VOLUNTARY DEMOTION

**BACKGROUND**

Consistent with the Personnel Commission Rules and Regulations, Chapter 6, Section 4, Item 6.19(A), the Personnel Commission shall ratify requests for voluntary demotion to a classification with a lower maximum pay range where a vacancy exists. Approval of the department head and that of the head of the receiving department were obtained in accordance with the rules.

**STATUS**

The following voluntary demotion was processed through the Personnel Commission office.

Employee	Effective Date	From	To
02-0040-20/21	03/01/2021	Administrative Secretary	Bilingual Typist Clerk

**RECOMMENDATION**

It is recommended that the Personnel Commission ratify the request as presented.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	March 10, 2021	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM Director-Maintenance and Operations	

**BACKGROUND**

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

**STATUS**

The Personnel Commission at its meeting on February 10, 2021, approved a revision to the job description for Director-Maintenance and Operations. An update to the physical/mental demands of the position on the ADA Job Analysis form is now provided to support the revised job description.

**RECOMMENDATION**

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

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**DIRECTOR - MAINTENANCE & OPERATIONS**

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

<b>N</b>	=	<b>Never</b>	
<b>I</b>	=	<b>Infrequently</b>	(less than once per day)
<b>S</b>	=	<b>Seldom</b>	(less than 30 minutes per day)
<b>O</b>	=	<b>Occasionally</b>	(31 minutes to 2 ½ hours per day)
<b>F</b>	=	<b>Frequently</b>	2 ½ to 5 ½ hours per day
<b>C</b>	=	<b>Continuously</b>	More than 5 hours per day

**PHYSICAL DEMANDS**

**Postures/ Movements:** During ESSENTIAL Functions

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

Comments:

**Lifting:** During ESSENTIAL Functions \* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	I-O	I-O	I	Office supplies; cell phone; keys; paperwork; files, writing instruments (pens/pencils/marker)
11-25	S	S	S	Case of paper; deliveries of boxed materials/equipment
26-50	I - S	I-S	I	Case of paper; deliveries of boxed materials/equipment
51-75*	I - S	I-S	I-N	Case of paper; deliveries of boxed materials/equipment
76-100*	N	N	N	N/A
Over 100*	N	N	N	N/A

Comments: \* Overweight Items require breaking down or assistance

**Carrying:** During ESSENTIAL Functions \* Indicates with assistance

Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	O-F	100 yds	Office supplies; cell phone; keys; paperwork; files, writing instruments (pens/pencils/marker)
11-25	S		Case of paper; deliveries of boxed materials/equipment
26-50	I - S		Case of paper; deliveries of boxed materials/equipment
51-75*	I - S		Case of paper; deliveries of boxed materials/equipment
76-100*	N		
Over 100*	N		

Comments: \*Over weight items require breaking down or assistance



OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-F	Driving; utilizing computer mouse; cell phone use; handwriting; completing paperwork
Fine Manipulation	O-F	Arm/disarm keypad alarm panels; cell phone; writing instruments; equipment controls
Gross Grasp	O	Moving and loading/unloading boxed materials/equipment
Gross Manipulation	O	Loading/unloading deliveries of boxed materials/equipment
Power Grasp	I	Moving and loading/unloading boxed materials/equipment

MENTAL AND PSYCHOLOGICAL DEMANDS			
		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	yes	
2	Maintain the established work pace.	yes	
3	Develop, implement, and adhere to established work and safety procedures.	yes	
4	Respond appropriately to direction, evaluation, or criticism.	yes	
5	Respond appropriately to changes in the work setting.	yes	
Attention to Task/ Details:			
6	Perform simple / repetitive tasks.	yes	
7	Perform complex / varied tasks.	yes	
8	Organize tasks and set priorities.	yes	
9	Manage multiple tasks simultaneously.	yes	
Interaction with Others:			
10	Work cooperatively and maintain harmonious working relationships	yes	
11	Communicate effectively with school administrators, personnel, contractors, community & governmental personnel.	yes	
12	Select, evaluate, train and develop employees	yes	
13	Direct and supervise assigned staff.	yes	
Decision Making:			
14	Use basic problem-solving techniques.	yes	
15	Work autonomously, or with minimal supervision.	yes	
16	Make independent decisions based on data/ circumstances.	yes	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C			
Hearing	C			
Speaking	C			
Reading	F			
Writing	O-F			
Math	S-O			

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Climate-controlled office/building environments; warehouse; storage rooms; District vehicles		
Outdoors	O-F	District/school sites; job sites; sidewalks/blacktops		
Cold	O-F	outdoor work in seasonal weather; climate-controlled office/building environments		
Heat	O-F	outdoor work in seasonal weather; climate-controlled office/building environments		
Humidity	O-F	outdoor work in seasonal weather; climate-controlled office/building environments		
Temperature Swings	O-F	outdoor work in seasonal weather; climate-controlled office/building environments		
Dust/ Wind	O-F	Outdoor work; seasonal weather; maintenance dept., job sites		
Noise	O-F	school bells; fire alarms; students, office staff; telephone; computer fans/keyboarding; equipment use at job sites; automobiles		
Vibration	O-F	equipment used on job sites; automobile; cell phone		
Fumes/ Odors	O-F	automobile/bus exhaust; gasoline; food odors; fragrances; paint; blowers; equipment exhaust; cleaning solvents; mowed grass; damp areas		
Toxic Substances	O	automobile exhaust; gasoline; equipment exhaust; exposure to solvents used at job sites		
Radiation	N	N/A		
Mechanical Hazards	O	exposure to power tools/equipment used on job sites		
Electrical Hazards	O	electrical wires via outlets, exposure to mechanical work, power tools, etc. used on job sites		
Explosive Hazards	N	N/A		
<b>Safety Equipment/Training/Attire:</b> Personal protective equipment (PPE); latex or nitrile gloves, sanitizing wipes/spray; antibacterial hand gel, first aid kits, fire extinguishers, safety cones. Participation in all legally required trainings for position, as well as any elective or District-provided trainings as assigned.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Computer	O		
District vehicle	O-F		
Cell Phone	O-F		

WORK SETTING				
<b>Brief Description of Work Site:</b> Central office Maintenance & Operations building; various central office/school site locations				
<b>Breaks:</b> as per legal guidelines		<b>Overtime:</b> Exempt		
<b>Supervised by:</b> Maintenance & Operations Administrator		<b>Supervises:</b> various sections and units in maintenance, grounds, and custodial areas		
<b>Number of Employees at Work Site:</b> Varies				
<b>Characteristics of Site:</b>	<b>%</b>		<b>%</b>	
Informal	50	Formal	50	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	60	Variable Tasks	40	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Michael Tocco		Director, Maintenance and Operations	2/19/2021
Mary Theus		Director, Personnel Commission	2/19/2021
<b>Other Sources of Information:</b>			
<input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Other			
Date Written: 2/22/2021			