



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, February 12, 2020 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mr. Dale Speights, Commissioner
Ms. Mary Theus, Director, Personnel Commission

I. PRESENTATION - THE BROWN ACT

Mr. Jay Fernow, Fagen Friedman & Fulfroft

II. PRELIMINARY BUSINESS

A. Approval of Minutes Recorded for the January 8, 2020 Meeting

ACTION
33-19/20

III. PUBLIC COMMENTS

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

IV. CONSENT AGENDA

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

- A. Approval of Consent Agenda
 - 1. Ratification of Eligibility List(s)
 - 2. Extension of Eligibility List(s)
 - 3. Nullification of Eligibility List(s)
 - 4. Ratification of Transfers

ACTION
34-19/20

V. NEW BUSINESS

None.

VI. INFORMATION/REPORTS

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

VII. 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

VIII. RECONVENE TO OPEN SESSION

IX. REPORT OUT ACTIONS TAKEN (if any) IN CLOSED SESSION

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

X. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: March 11, 2020, at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Personnel Commission office at 661 285 2902. Notification 48 hours prior to the meeting will enable to the Commission to make reasonable arrangements to ensure accessibility to this meeting.

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

Personnel Commission Meeting
of the
Palmdale School District

Minutes of January 8, 2020 Regular Meeting

CALL TO ORDER	Chairperson Kathleen Duren called the meeting to order at 5:31 P.M., followed by the Pledge of Allegiance led by Commissioner Speights.
MEMBERS PRESENT	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson Mr. Dale Speights, Commissioner
STAFF PRESENT	Ms. Mary Theus, Director, Personnel Commission A quorum was present.
PRELIMINARY BUSINESS	Organizational Procedure Chairperson and Vice-Chairperson Commissioner Thompson motioned, with a second by Commissioner Speights to appoint Mrs. Kathleen Duren as Chairperson of the Personnel Commission commencing January 1, 2020. Motion carried. <i>Ayes: Thompson, Speights</i> Commissioner Speights motioned, with a second by Commissioner Duren to appoint Mrs. Deneese Thompson as Vice-Chairperson of the Personnel Commission commencing January 1, 2020. Motion carried. <i>Ayes: Duren, Speights</i> Approval of Meeting Minutes Commissioner Speights moved to approve minutes of the December 11, 2019 regular meeting, with Commissioner Thompson providing a second, and discussion was called. Hearing none, the motion carried. <i>Ayes: Speights, Thompson</i>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	Erwin Bryant, Grounds/Utility Maintenance Worker and CSEA Representative, expressed concern with the proposed revision to the ADA Job Analysis for Custodian I (night). He opined that incumbent interviews conducted by Shaw HR Consulting were few and should include all custodians as their work sites and responsibilities differ. He requested another analysis to include observation and additional incumbent interviews. Kathy Seraile, Custodian II (day), shared her support of Mr. Bryant's comments, and mentioned her concern regarding revision to the job description for her classification. She asked the Commission to postpone approval of the proposed ADA job analysis revisions.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	Erwin Bryant welcomed the Commissioners to the 2019-2020 year. He stated, "together we can get much accomplished. CSEA looks forward to working with all."

CONSENT AGENDA

Commissioner Thompson moved to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried with a 2-0 vote. *Ayes: Speights, Thompson.*

UNFINISHED BUSINESS

Salary Rates for Substitute Classifications

Ms. Theus informed the Commission of Human Resources' decision to postpone consideration of increasing salary rates for substitute classifications until further notice.

NEW BUSINESS

Approval of the Revision to ADA Job Analysis Compliant Forms: Custodian I and Custodian II

Commissioner Speights moved to approve the proposed revisions, with Commissioner Thompson providing a second, and discussion was called.

Ms. Theus clarified there has been no revision to the existing job descriptions for Custodian I and II. She outlined the purpose of a job analysis and methods used to collect information to show the core purpose and distinctions between jobs, essential functions, mental/physical demands, work environment, etc. She emphasized the analysis is not based on the work of an individual person. Ms. Theus indicated the proposed essential functions job analysis conducted by Shaw HR Consulting did not include observation of duties, but was appropriately developed with methods used to collect the information. She also noted the current job analysis on record for the two classifications are dated 2005; thus, the proposed updates are necessary.

Discussion concluded with the Commission's request of Ms. Theus to provide a list of current ADA Job Analysis Compliant forms by classification and in descending order by date to determine the urgency for updated information. The vote was called. Motion carried with a 2-0 vote. *Ayes: Speights, Thompson.*

INFORMATION/REPORTS

Monthly Expenditure Review

Ms. Theus provided the budget-to-actual report up to the present time. After review, the Commission determined future reports will be presented quarterly.

Classified Update

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes. She provided an update on PC staff activities, including increased recruitment efforts to establish new eligibility lists. Two digital billboards are active to attract folks to apply for classified and certificated positions in our District.

Comments from Commissioners

The Commission wished everyone a Happy New Year.

RECESS TO CLOSED SESSION

No Recess.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for February 12, 2020 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Commissioner Thompson, the meeting was adjourned at 6:07 P.M.

Respectfully submitted,

Mary L. Theus

Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Deneese Thompson, Vice Chairperson

Dale Speights, Commissioner

Classified Update for January 8, 2020

Testing Status:

Bilingual Attendance Clerk	QAI pending
Bilingual/ECE Teacher Asst.	Written Exam 01/21/20, QAI 01/23/20
Credentials Analyst	Performance/Written exam 01/14/20
ECE Disabilities/Mental Health Specialist	QAI/Scenario 01/14/20
Grounds/Utility Maintenance Worker II	Written Exam 01/09, 01/15/20
Mental Health Intensive Case Manager	QAI 01/15/20

Postings:

Benefits Analyst	Closes 01/13/20
Bilingual ECE Teacher Assistant	Continuous
Credentials Analyst	Closes 01/07/20
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Student Interventionist	Closes 01/15/20

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 12, 2020	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
February 12, 2020**

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 ECE Teacher Assistant	07/01/19	Cont.	12/10/19 01/21/20	01/23/20	51	8	1	NA	1	1	01/27/20	01/26/21	*Yes	6
Credentials Analyst	12/16/19	01/07/20	01/14/20	01/22/20	29	13	7	7	7	7	01/23/20	01/22/21	No	5
ECE Teacher Assistant	07/01/19	Cont.	12/10/19 01/21/20	01/23/20	72	5	2	NA	2	2	01/27/20	01/26/21	*Yes	7
Mental Health-Intensive Case Manager	10/21/19	11/21/19	12/11/19	01/15/20	9	5	5	NA	4	4	01/15/20	01/14/21	No	4
Technology Support Liaison	11/19/19	12/11/19	01/21/20	01/27/20	53	29	18	11	14	11	02/04/20	02/03/21	No	8

*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 L. Theus
Director, Personnel Commission

February 4, 2020
Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE February 12, 2020 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Bilingual School Secretary	03/07/2019	03/06/2020	09/06/2020
Child Nutrition Assistant II	02/26/2019	02/25/2020	08/25/2020
Child Nutrition Cashier I	03/06/2019	03/05/2020	09/05/2020
Technology Support Specialist	08/15/2018	02/14/2020	08/14/2020

RECOMMENDATION

It is recommended that the eligibility list(s) stated above be extended for a period of six months.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE February 12, 2020 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
Bilingual ECE Teacher Assistant	11/19/2019	11/18/2020
ECE Teacher Assistant	11/19/2019	11/18/2020

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 12, 2020	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 Section 4, Item 6.18B, and the Collective Bargaining Agreement Article 7.1, the Personnel Commission shall ratify transfers.

RECOMMENDATION

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

TRANSFERS AND REASSIGNMENTS
02/12/2020

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Aguilar, Aurora	01/09/2020	From Bilingual Administrative Clerk II (Ed. Services), to Administrative Secretary (Access & Equity), 8.0 hrs/12 mo.	Growth Promotion
b. Armijo, Alma	12/10/2019	Child Nutrition Assistant I, 3.0 hrs/182 days, from (DR) to (BV)	Reassignment due to elimination of position Replacement for Isabel Enriquez
c. Brice, Danette M.	1/15/2020	Special Education Instructional Assistant I, from (MZ) 5.75 hrs/182 days, to (CA) 6.5 hrs/182 days	Increase in hours by seniority Replacement for Aurora Vasquez
d. Casillas, Angelica	12/02/2019	From Special Ed. Instructional Assistant I (PDC) 5.75 hrs/182 days, to Paraeducator-Moderate to Severe (PDC) 5.75 hrs/182 days	Promotion Replacement for Gabriela Delgado
e. Castillo, Heidy K.	01/21/2020	From Administrative Clerk II (H.R.) 8.0 hrs/12 mo., to Administrative Secretary (P.C.), 8.0 hrs/12 mo.	Promotion Replacement for Susan McCormick
f. Cazarez, Anibal	12/02/2019	From Bilingual Administrative Clerk II (ECE), to Reprographics Technician (Tech Services), 8.0 hrs/12 mo.	Replacement for Kim Day
g. Colmenero, Brian	12/10/2019	From Special Ed. Instructional Assistant I (YU) 5.75 hrs/182 days, to Paraeducator-Moderate to Severe (DW) 5.75 hrs/182 days	Replacement for Kristopher Bosch
h. Corder, Donna K.	1/11/2020	From Instructional Assistant I, to Instructional Assistant II (GP), 5.75 hrs/182 days	Completion of coursework
i. Dassler Jr., Steven A.	01/27/2020	From Child Nutrition Assistant II (MQ) 5.75 hrs/182 days, to Child Nutrition Assistant III (Ch Nutr), 5.75 hrs/12 mo.	Growth
j. Diaz, Jessica R.	12/02/2019	Paraeducator-Moderate to Severe from (PDC) 5.75 hrs/182 days, to (DW) 6.5 hrs/182 days	Increase in hours by seniority Replacement for Tiffany Stewart
k. Edwards, LaTijera	12/17/2019	Paraeducator-Moderate to Severe, 7.0 hrs/182 days, from (YN) to (YN)	Growth Involuntary Transfer within same site
l. Estrada, Petronila	12/12/2019	Paraeducator-Moderate to Severe, from (PDC) 7.0 hrs/182 days, to (BV) 6.5 hrs/182 days	Voluntary Decrease in Hours Replacement for Ashley Braswell
m. Fait, Jeffrey L.	12/03/2019	Custodian I, 8.0 hrs/12 mo., from (SAGE) to (CM)	Voluntary Transfer Replacement for Nelson Ortez
n. Figueroa, Veronica	01/13/2020	Paraeducator/LVN, from (BV) 6.5 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase in hours by seniority Replacement for Cynthia Strickland
o. Flores, David	12/02/2019	From Child Nutrition Assistant I (MZ) 3.0 hrs/182 days, to Campus Security Assistant (SAGE) 8.0 hrs/182 days	Promotion Replacement for Stephen Ford
p. Garcia, Adriana	11/07/2019	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days to (BV) 6.5 hrs/182 days	Growth Increase in hours by seniority

TRANSFERS AND REASSIGNMENTS
02/12/2020

q.	Garcia, Adriana	01/21/2020	Paraeducator-Moderate to Severe, from (BV) 6.5 hrs/182 days, to (PDC) 7.0 hrs/182 days	Growth Increase in hours by seniority
r.	Gonzalez, Rocio F.	1/21/2020	Bilingual Administrative Clerk II, from (SESS) to (ECE) 8.0 hrs/12 mo.	Voluntary Transfer
s.	Gutierrez, Vanessa A.	01/13/2020	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (TA) to (ECE-YU)	Voluntary Transfer Replacement for Julieta Lopez-Felix
t.	Haney, Brittany M.	12/10/2019	Child Nutrition Assistant I, 3.0 hrs/182 days, from (DR) to (BV)	Reassignment due to elimination of position Replacement for Mary Boyette
u.	Harvey-Morris, Emilee M.	01/15/2020	Special Education Instructional Assistant I, from (TW) 5.75 hrs/182 days, to (OT) 6.5 hrs/182 days	Growth Increase in hours by seniority
v.	Hernandez, Barbara W.	01/13/2020	Paraeducator-Moderate to Severe, 5.75 hrs/182 days, from (CH) to (PDC)	Growth Reassignment due to elimination of position
w.	Herrera, Kandace	01/21/2020	From School Secretary (SH) 8.0 hrs/11 mo., to Administrative Secretary (Risk Mgmt) 8.0 hrs/12 mo.	Promotion Replacement for Jacqueline Hernandez
x.	Lawson, Shannon D.	01/13/2020	Special Ed. Instructional Assistant I from (First Steps) 5.75 hrs/182 days, to (DGM) 6.5 hrs/182 days	Growth Increase in hours by seniority
y.	Lyon, Ana	01/21/2020	From Administrative Clerk II (SESS) to Bilingual Administrative Clerk II (SESS) 8.0 hrs/12 mo.	Replacement for Rocio F. Gonzalez Return to former classification
z.	Magallanes, Idelia	01/21/2020	From Bilingual Typist Clerk (DC), 5.75 hrs/10 mo., to Bilingual School Secretary (DC), 8.0 hrs/11 mo.	Promotion Replacement for Carmen Calvillo
aa.	Niada, Karina R.	12/03/2019	Bilingual ECE Teacher Assistant, from (ECE-TW) 5.75 hrs/185 days, to (ECE-OC) 3.75 hrs/185 days	Voluntary Decrease in Hours Replacement for Anita Rezvani Khalajabadi
ab.	Pagtakhan, Joyce	01/13/2020	Paraeducator-Moderate to Severe (BV) from 5.75 hrs/182 days to 6.5 hrs/182 days	Increase in hours by seniority Replacement for Kristopher Bosch
ac.	Penn Bailey, LaShawn D.	01/23/2020	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days, to (BV) 6.5 hrs/182 days	Growth Increase in hours by seniority
ad.	Pomposo, Norma	01/13/2020	From Bilingual Typist Clerk (WEC) 5.75 hrs/12 mo., to District Receptionist (ECE) 8.0 hrs/12 mo.	Growth Promotion
ae.	Salas, Karina L.	01/13/2020	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days to (DW) 6.5 hrs/182 days	Increase in hours by seniority Replacement for Rita Reddig
af.	Shreves, JoLyn J.	01/13/2020	From Student Interventionist (TW) 5.75 hrs/182 days, to Student Engagement Advocate (WEC) 8.0 hrs/11 mo.	Promotion Replacement for Jessica Minor
ag.	Sierra, Yesenia E.	12/02/2019	Special Ed. Instructional Assistant I, 6.5 hrs/182 days, from (SH) to (PT)	Reassignment Replacement for Rebecca Dameron-Brown
ah.	Varalyay, Jamie	12/01/2019	From Special Ed. Instructional Assistant I, to Special Ed.	Completion of Coursework

TRANSFERS AND REASSIGNMENTS**02/12/2020**

			Instructional Assistant II (First Steps), 5.75 hrs/182 days	
ai.	Vasquez, Stephanie	11/04/2019	Special Education Instructional Assistant I, 6.5 hrs/182 days from (SH) to (DW)	Growth Reassignment due to elimination of position
aj.	Wright-Roberts, Marchella	01/17/2020	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (PT) to (CH)	Growth Reassignment due to elimination of position