



**Personnel Commission**  
Wednesday, June 10, 2020 - 5:30 P.M.  
37230 37<sup>th</sup> Street East  
Palmdale, California 93550

**AGENDA OF REGULAR MEETING**

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

When: June 10, 2020 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission – 06/10/2020

**Please click the link below to join the webinar:**

<https://palmdalesd.zoom.us/j/95783710767>

**TELEPHONE ACCESS:**

Dial-in: +1.669.900.6833

Meeting ID: 957 8371 0767#

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

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

**I. PRELIMINARY BUSINESS**

A. Approval of Meeting Minutes Recorded for the May 13, 2020 meeting

**ACTION**

52-19/20

**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 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.

### 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.

#### ACTION

53-19/20

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

### IV. NEW BUSINESS

- A. Approval of 2020-2021 Membership 54-19/20  
Personnel Commissions Association of Southern California (PCASC)
- B. Approval of Software Renewal 2020-2021 55-19/20  
NEOGOV Insight Enterprise Applicant Software
- C. Approval of Software Renewal 2020-2021 56-19/20  
NEOGOV Onboard
- D. Approval of Biddle Software Renewal 2020-2021 57-19/20  
Office Proficiency Assessment & Certification (OPAC)
- E. Approval of New Leadership Classification and Salary Schedule 58-19/20  
Director - Classified Personnel
- F. Approval of Americans with Disabilities Act (ADA) Compliant Form 59-19/20  
Director - Classified Personnel

### V. INFORMATION/REPORTS

- A. Classified Update
- B. Director, Personnel Commission
- 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. Public Employee Performance Evaluation: Director, Personnel Commission
  - 2. Recruitment and Exam Procedures
  - 3. Confidential/Personnel Matters

### VII. RECONVENE TO OPEN SESSION

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

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
  - 1. Public Employee Performance Evaluation: Director, Personnel Commission
  - 2. Recruitment and Exam Procedures
  - 3. Confidential/Personnel Matters

**IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: July 8, 2020 at 5:30 P.M.**

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

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of May 13, 2020 Regular (Virtual) Meeting**

<b>CALL TO ORDER</b>	Chairperson Kathleen Duren called the meeting to order at 5:30 P.M., followed by the Pledge of Allegiance led by Mary Theus.
<b>MEMBERS PRESENT VIA ZOOM CONFERENCING</b>	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson Mr. Dale Speights, Commissioner  A quorum was present.
<b>STAFF PRESENT</b>	Ms. Mary Theus, Director, Personnel Commission
<b>PRELIMINARY BUSINESS</b>	<b>Approval of Meeting Minutes</b> Commissioner Thompson moved to approve the minutes recorded for the April 8, 2020 regular meeting, with Commissioner Speights providing a second, and discussion was called. Hearing none, the motion carried by unanimous vote. <i>Ayes: Duren, Speights, Thompson</i>
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	No comments.
<b>PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS</b>	Ms. Helena Perkins, CSEA President, expressed thanks to the Commission for what they are doing at this time to resume business and create lists.
<b>CONSENT AGENDA</b>	Commissioner Thompson moved to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Ayes: Duren, Speights, Thompson.</i>
<b>NEW BUSINESS</b>	<b>Approval of the 2020-2021 Membership in CSPCA</b> Commissioner Thompson motioned to approve membership in CSPCA for the 2020-2021 year, with Commissioner Speights providing a second and discussion was called. Commissioner Thompson commented that the organization is of great value to the Personnel Commission, with Commissioner Speights noting the trainings offered were necessary. The motion carried by unanimous vote. <i>Ayes: Duren, Speights, Thompson</i>  <b>Approval of the 2020-2021 Membership in CODESP</b> Commissioner Thompson motioned to approve membership in CODESP for the 2020-2021 year, with Commissioner Speights providing a second and discussion was called. Hearing none, the motion carried by unanimous vote. <i>Ayes: Duren, Speights, Thompson.</i>  <b>Approval of 2020-2021 Agreement for Legal Services with Fagen Friedman &amp; Fulfrost LLC</b> Commissioner Thompson motioned to approve the agreement for legal services with Fagen Friedman & Fulfrost LLC for the 2020-2021 year, with Commissioner Speights providing a second and discussion was called. Hearing none, the motion carried by unanimous vote. <i>Ayes: Duren, Speights, Thompson.</i>

**NEW BUSINESS – continued**

**Approval of the 2020-2021 Personnel Commission Meeting Dates**

Commissioner Thompson motioned to approve the proposed meeting dates for the 2020-2021 year, with Commissioner Speights providing a second and discussion was called. Hearing none, the motion carried by unanimous vote. *Ayes: Duren, Speights, Thompson.*

**Approval of New Leadership Classification: Director-Classified Personnel**

Commissioner Thompson approved the new leadership classification and salary schedule placement for Director-Classified Personnel, with Commissioner Speights providing a second, and discussion ensued. Commissioner Duren expressed that she is gravely concerned, in this particularly austere budget for the next two to three years, that the District is proposing an additional H.R. management position. She remarked, the current Assistant Director is very capable, but she agrees that the classified employees deserve a full Director. Yet, she is concerned with budget cuts coming, how the District can justify both a Director and Assistant Director for classified personnel. Ms. Solange Henriquez, Assistant Director of H.R., communicated her understanding that the District's intention is to have only the Director position in place, and ultimately, the Assistant Director position would be eliminated. Commissioner Duren conveyed her regret regarding a potential elimination as well her assumption that Ms. Henriquez would apply for the Director position when posted. She further stated, there remains a possibility the District would be faced with a Director and Assistant Director in the department, which still seems nebulous when school districts within the state are faced with severe cuts. To have both Assistant Director and Director salaries for a period of time is concerning and challenging for the District to justify. Commissioner Duren also addressed the experience requirement noted in the proposed job description. She recommended a change to clearly specify that all personnel management experience would be considered. It currently implies personnel experience must be in the Human Resources field only. An amendment would allow the Assistant Director and other qualified employees the opportunity to apply. The discussion concluded, the vote was called, and the motion failed. *Aye: Thompson Opposed: Duren, Speights*

Commissioner Thompson motioned to bring the item back at the next regular meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Ayes: Duren, Speights, Thompson.*

**Approval of Americans with Disabilities Act (ADA) Compliant Form: Director-Classified Personnel**

Commissioner Thompson approved the ADA Compliant Form for Director-Classified Personnel, with Commissioner Speights providing a second, and discussion was called. Comments were to bring this item back as well for consideration at the next regular meeting. The vote was called, and the motion failed. *Aye: Thompson Opposed: Duren; Speights*

## **INFORMATION/REPORTS**

### **Classified Update**

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

### **Comments from the Director**

Ms. Theus reported an approximate \$4000 increase to the 2020-21 Personnel Commission budget for salaries and fringes only. This change is due to the Board's recent approval of negotiated salary increases. She also reported that staff is moving forward with examinations and interviews that were postponed due to the COVID pandemic. She reiterated that in-person exams for critical positions will include a maximum of four candidates per session with distancing and safety protocols observed. Both proctors and applicants will be required to wear face masks for the duration of each session, and equipment and tools used will be sanitized between sessions. All interviews will be conducted via Zoom conferencing until further notice.

### **Comments from the Commissioners**

Commissioner Duren expressed her gratitude to the Personnel Commission staff for going above and beyond to figure out how to move forward in this time of COVID-19. She appreciates all of the extra work it has put on everyone.

## **RECESS TO CLOSED SESSION**

No recess.

The next regular meeting of the Personnel Commission is scheduled June 10, 2020 at 5:30 P.M. The meeting will be conducted via virtual means, as long as needed during the COVID 19 pandemic.

## **ADJOURNMENT**

On a motion by Commissioner Thompson and second by Commissioner Speights, the meeting was adjourned at 6:02 P.M.

Respectfully submitted,

*Mary L. Theus*

Director, Personnel Commission

## **APPROVED:**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice Chairperson

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Dale Speights, Commissioner

**Classified Update for May 13, 2020**

**Testing Status:**

Administrative Clerk II	Performance/Written exam - TBD
Bilingual/ECE Teacher Assistant	Written Exam pending
Bilingual Typist Clerk	QAI - TBD
Executive Assistant Non-Confidential	Performance/Written exam - TBD
Maintenance Worker II	QAI – TBD
Noon Duty/Campus Assistant	Written Exam – TBD
Paraeducator Moderate to Severe	Written Exam - TBD
Personnel Analyst	QAI – TBD
School Secretary	Performance/Written exams starting on 5/14
Special Education Instr Assistant	Written Exam - TBD
Warehouse Worker/Delivery Driver II	QAI - TBD

**Postings:**

Accounting/Data Processing Technician	Closes 05/12/20
Bilingual ECE Teacher Assistant	Continuous
District Chef	Closes 05/18/20
ECE Teacher Assistant	Continuous
Leaves Analyst	Closes 05/07/20
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator – Translator (DHH)	Closes 05/19/20

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE June 10, 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
Administrative Clerk I	06/24/2019	06/23/2020	12/23/2020
Administrative Secretary	06/26/2019	06/25/2020	12/25/2020
Custodian II	06/25/2019	06/24/2020	12/24/2020

**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	June 10, 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 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****06/10/2020**

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Abrego, Maritza	5/20/2020	From District Receptionist (D.O) 8.0 hrs/12 mo., to Bilingual Administrative Clerk II (Ed Svcs) 8.0 hrs/12 mo.	Promotion Replacement for Ana Lyon
b.	Blosser, Terri	05/20/2020	Paraeducator/LVN, 6.5 hrs/182 days, from (BV) to (BV)	Growth Reassignment to same site due to elimination of position
c.	Edwards, LaTijera	5/15/2020	Paraeducator-Moderate to Severe, 6.5 hrs/182 days, from (YN) to (YN)	Growth Reassignment to same site due to elimination of position
d.	Robinson, Deborah	5/20/2020	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (PT) to (TA)	Growth Reassignment due to elimination of position
e.	Wilkerson, Jean	5/13/2020	Paraeducator-Moderate to Severe, 6.5 hrs/182 days, from (BV) to (BV)	Growth Reassignment to same site due to elimination of position

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: June 10, 2020 \_\_\_\_\_ REPORT

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

FROM: Mary Theus  
Director, Personnel Commission

RE: 2020-2021 MEMBERSHIP RENEWAL  
Personnel Commissioners Association of Southern California (PCASC)

**BACKGROUND**

The Palmdale School District is a merit district, and the Personnel Commissioners 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, 2019. Membership dues for the 2020-2021 year is unchanged from last year's rate at \$100.

This expense was projected in the Personnel Commission budget for 2020-2021.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve membership in the Personnel Commissioners Association of Southern California (PCASC) for the 2020-2021 year as presented.



## PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: 2020/21-035

May 20, 2020

Attention: Mary Theus, Interim Director

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

<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
Annual Membership: 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  
11909 Hawthorne Blvd, Suite #202  
Hawthorne CA, 90250

For more information visit [pcasc.meritsystem.org](http://pcasc.meritsystem.org) or email [pcascsecretary@gmail.com](mailto:pcascsecretary@gmail.com)

[Tax ID: 80-0925314]-TIN

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: June 10, 2020        REPORT

TO: Personnel Commission   X   ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVAL OF SOFTWARE LICENSE RENEWAL:  
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 continues to pay 50% of the software license rate.

**STATUS**

The invoice for the 2020-2021 renewal of the NEOGOV Insight software license plus customer support shows an increase of \$2,441 from last year's rate. The Personnel Commission will disburse 50% of the expense at \$14,787. The cost was projected in the annual Personnel Commission budget for 2020-2021.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the expenses to renew the annual software license for NEOGOV Insight.



Governmentjobs.com, Inc.  
300 Continental Blvd  
Suite 565  
El Segundo CA 90245

**Bill To**

Mary Theus  
Palmdale USD, (CA)  
39139 North 10th Street East  
Palmdale CA 93550  
United States

**Quote**

<b>Date</b>	7/1/2020
<b>Number</b>	SO15039
<b>Due Date</b>	
<b>Terms</b>	Net 30
<b>P.O. No.</b>	

Item	Description	Period Covered	Amount
Insight		8/1/2020 - 7/31/2021	29,573.87
Total			\$29,573.87

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: June 10, 2020 \_\_\_\_\_ REPORT

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

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVAL OF SOFTWARE LICENSE RENEWAL:  
NEOGOV Onboard 2020-2021

**BACKGROUND**

The Onboard module for 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 invoice for the 2020-2021 renewal of the NEOGOV Onboard software license plus customer support shows an increase of \$853 from last year's rate. The expense was projected in the annual Personnel Commission budget for 2020-2021.

**RECOMMENDATION**

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



## Quote

Governmentjobs.com, Inc.  
300 Continental Blvd  
Suite 565  
El Segundo CA 90245

**Date** 6/17/2020  
**Number** SO15037

**Due Date**  
**Terms** Net 30  
**P.O. No.**

### Bill To

Mary Theus  
Palmdale USD, (CA)  
39139 North 10th Street East  
Palmdale CA 93550  
United States

Item	Description	Period Covered	Amount
Onboard		7/17/2020 - 7/16/2021	10,328.40
<b>Total</b>			<b>\$10,328.40</b>



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: June 10, 2020 \_\_\_\_\_ REPORT

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

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVAL OF SOFTWARE LICENSE RENEWAL:  
BIDDLE SOFTWARE - 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 will continue to be used with the NEOGOV online platform to integrate the performance examination modules. The invoice for the 2020-2021 renewal of the Biddle software plus customer support shows an increase of \$248 from last year's rate. The expense was projected in the annual Personnel Commission budget for 2020-2021.

**RECOMMENDATION**

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



Governmentjobs.com, Inc.  
300 Continental Blvd  
Suite 565  
El Segundo CA 90245

**Bill To**

Mary Theus  
Palmdale USD, (CA)  
39139 North 10th Street East  
Palmdale CA 93550  
United States

**Quote**

<b>Date</b>	6/30/2020
<b>Number</b>	SO15038
<b>Due Date</b>	
<b>Terms</b>	Net 30
<b>P.O. No.</b>	

Item	Description	Period Covered	Amount
Biddle Software		7/31/2020 - 7/30/2021	3,009.49
Total			\$3,009.49

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	June 10, 2020		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVAL OF NEW LEADERSHIP CLASSIFICATION AND SALARY SCHEDULE PLACEMENT: DIRECTOR-CLASSIFIED PERSONNEL		

**BACKGROUND**

The District has requested a new Leadership classification titled, Director-Classified Personnel. The District desires an appropriate elevation of position from Assistant Director of Human Resources that currently oversees the classified service, to a Director position that is consistent with the class that oversees certificated personnel. Therefore, a new classification is proposed to organize, manage and perform the comprehensive personnel functions related to the classified service.

**STATUS**

The proposed job description for the Director-Classified Personnel classification is attached. The suggested salary schedule placement is the Director level of the Leadership Salary Schedule (\$81,276 - \$98,792 annually). Upon approval, posting for recruitment will follow.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the new classification, job description and salary for Director-Classified Personnel, as presented.

## DIRECTOR - CLASSIFIED PERSONNEL

Bargaining Unit: Management

### SALARY RANGE

\$81,276 - \$98,792 Annually

### **DEFINITION:**

This position supports student achievement by providing the following services under the general direction of the Assistant Superintendent, Human Resources: directs, coordinates, and performs classified employment functions of the District; assists in representing the Board of Trustees and the Superintendent in a variety of employee relation matters, including but not limited to grievances, collective bargaining, internal investigations, discrimination complaints, unfair labor practice charges, employee discipline matters and other related personnel duties, as required. This position will coordinate with the Office of the Personnel Commission regarding provisions of the Merit System. The position will be responsible for training, supervision, and evaluation of Classified Staff.

### **Essential Duties and Responsibilities:**

1. Investigate and draft responses to Equal Employment Opportunity Commission (EEOC) and Department of Fair Employment & Housing (DFEH) claims against the District. Attend and participate in mediation through these agencies.
2. Investigate allegations of sexual harassment, misconduct and other employee complaints.
3. Oversee the District's compliance with the Americans with Disabilities Act (ADA); serve as a member of the Accommodations Committee.
4. Process grievances and assist in the resolution of employee disputes regarding the appropriate collective bargaining agreement through contract management.
5. Direct the Employee Leaves Management System to track employee leaves under the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) and the Pregnancy Disability Act (PDA); assure compliance with federal and state mandates.
6. Supervise and direct the maintenance of the employee records system.
7. Confer with site/department administrators regarding documentation of employee performance issues; draft employee disciplinary charges, as necessary; may serve as the District representative in employee disciplinary hearings.
8. Monitor the absence management system and the placement of classified substitutes throughout the District.
9. Train, supervise, and evaluate assigned personnel.
10. Administer the classified employee professional growth program.
11. Assist in the oversight of collective bargaining between the District and Classified School Employees Association (CSEA); prepare, research and draft initial proposals.
12. Plan, organize, and supervise human resource functions in compliance with the Merit System, appropriate laws, codes, policies, and regulations.
13. Implement and enforce District policies and administrative regulations related to employees of the District.
14. Direct and participate in studies to analyze and evaluate organization staffing needs and services, feasibility and cost effectiveness, and other aspects of human resources management.
15. Participate in the preparation and administration of the department budget.
16. Coordinate human resources activities and operations with other departments, agencies, and the community.
17. Oversee the development of the personnel schedule for Board agendas; follow up after each meeting of the Trustees to ensure personnel decisions are implemented.
18. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of public personnel administration.
2. Applicable Federal, State and local laws, regulations, codes and policies with particular emphasis on the State Education as it relates to classified personnel administration and Merit System law.
3. Employer-employee relations and negotiation under collective bargaining laws.
4. Basic principles of office organization and management.

### **Ability to:**

1. Plan, direct, supervise, and participate in the administration of a complex personnel system.
2. Prepare complex written and oral reports and maintain records.
3. Research, assimilate, and evaluate data, and prepare sound recommendations based upon such data.
4. Effectively interpret and apply appropriate laws, codes, regulations and policies.
5. Communicate effectively, both orally and in writing, with proper English usage, spelling, grammar, and punctuation.
6. Administer the maintenance and upkeep of confidential personnel records and files.
7. Establish and maintain cooperative and effective working relationships.

## **EXPERIENCE AND EDUCATION:**

- Bachelor's degree from an accredited college or university in Business, Public Administration, Human Resources Management, or a related field.
- Four (4) years of professional experience in public personnel administration, including two (2) years of supervisory experience, preferably within a California Merit System environment.

## **LICENSE AND CERTIFICATIONS:**

- Possession of an appropriate, valid driver's license and insurance.
- Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.
- Ability to be covered under the District property/liability insurance.

## **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Sitting for extended periods.
- Hand-eye coordination and manual finger dexterity to write, operate a computer terminal/keyboard, and operate other standardized office equipment.
- Mobility to stand, stoop, reach and bend; dexterity of hands to grasp and manipulate small objects.
- Exposure to climate-controlled environments and temperature swings.
- May be required to work evenings and weekends.
- May be required to travel within and out of District boundaries, utilizing personal vehicle as necessary.
- Must serve a probationary period of one (1) year.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	June 10, 2020	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-CLASSIFIED PERSONNEL	

**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 Director-Classified Personnel are presented for approval in the currently utilized ADA Compliant Job Analysis form as attached.

**RECOMMENDATION**

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

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**DIRECTOR CLASSIFIED PERSONNEL**

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

**Comments:**

**Lifting:** During ESSENTIAL Functions

\* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F	F	Writing instruments; papers, office supplies; publications
11-25	I-O	I-O	I-O	Office supplies/equipment; laptop computers
26-50	I	I	I	Office/computer equipment; chairs
51-75*	N	N	N	
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	F	Up to 100'	Writing instruments; papers, office supplies; publications
11-25	I-O	Up to 100'	Office supplies/equipment; laptop computers
26-50	I	Up to 10'	Office/computer equipment; chair
51-75*	N	N	
76-100*	N	N	
Over 100*	N	N	

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

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-C	Writing instruments; office supplies
Fine Manipulation	O-C	Writing instruments; office supplies
Gross Grasp	I	Office supplies/equipment
Gross Manipulation	I	Office supplies/equipment
Power Grasp	I	

Comments:

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

Comments:

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

Comments:



ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	C	Climate-controlled environments		
Outdoors	O	Site/department visitations		
Cold	O-F	Climate-controlled environments; site/department visitations		
Heat	O	Climate-controlled environments; site/department visitations		
Humidity	I-O	Climate-controlled environments; site/department visitations		
Temperature Swings	F	Climate-controlled environments; site/department visitations		
Dust / Wind	O	Office environment; Site/department visitations		
Noise	F	Office staff; office equipment; telephones		
Vibration	O	Office/computer equipment		
Fumes / Odors	O	Foods; fragrances; cleaning agents		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	N-I	Defective office equipment		
Electrical Hazards	N-I	Electrical cords		
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Dress code in accordance with Board policy PPE as necessary				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Telephone	O-F		
Computer	C		
FAX Machine	O		
Copier	O		

WORK SETTING				
<b>Brief Description of Work Site:</b> Human Resources Department, District Office				
<b>Breaks:</b> as per legal guidelines		<b>Overtime:</b> Exempt		
<b>Supervised by:</b> Asst. Supt. of H.R.		<b>Supervises:</b> Assigned staff		
<b>Number of Employees at Work Site:</b> Approximately 18-20				
<b>Characteristics of Site:</b>	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	70	Team-oriented	30	Autonomy + Team = 100%
Routine Tasks	75	Variable Tasks	25	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Ryan Beardsley		Assistant Superintendent, Human Resources	5/08/2020
Mary Theus		Director, Personnel Commission	5/08/2020
<b>Other Sources of Information:</b> <div> <div>Referral to company job descriptions</div> <div>Interview</div> <div>Other</div> </div>			