



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, February 27, 2019 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Meeting Minutes – February 13, 2019

46-18/19

II. PUBLIC COMMENTS

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

III. SALARY / INTERNAL EQUITY STUDY

Examine internal equity of proposed salaries for the classified service represented by CSEA.

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.

ACTION

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

47-18/19

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

ACTION

- A. Approval of Initial Placement: Assistant Director, Maintenance & Operations
- B. Approval of Initial Placement: Occupational Therapist

48-18/19

49-18/19

VII. INFORMATION/REPORTS

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

VIII. 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: Discipline/Dismissal/Release

IX. RECONVENE TO OPEN SESSION

X. 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: Discipline/Dismissal/Release

XI. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: March 13, 2019 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 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 February 13, 2019 Scheduled Meeting

CALL TO ORDER	Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Thompson.
MEMBERS PRESENT	Mr. Don Wilson, Chairperson Mrs. Deneese Thompson, Vice Chairperson Mrs. Kathleen, Commissioner A quorum was present
STAFF PRESENT	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
PRELIMINARY BUSINESS	Mrs. Thompson moved to approve the minutes of the January 23, 2019 meeting, with Mrs. Duren providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed unanimously.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	<p>Gilbert Borquez, Maintenance Worker II and member of the CSEA negotiating team, addressed the Commission regarding the Maintenance Worker II-Certified classification. He thanked Ms. Theus for her clarification of the requirements, specifically the “or” between California state Contractor’s License – OR – County, State, or Federal certificate... plus college units. He stressed the need for a clear path to advancement, which is important to the workers for morale and future retirement. Mr. Borquez also asked for further clarification concerning the requirement for college credits, suggesting the possibility of a standardized list of courses that are considered relatable to the certified classification.</p> <p>Erwin Bryant, Maintenance Worker II and CSEA Executive Board member, spoke regarding his attendance at the recent 2019 CSPCA Annual Conference. Mr. Bryant indicated that there was a lot of information to absorb, but he could see that the Personnel Commission is on task. He thanked the Commission for the opportunity to attend the Conference.</p> <p>Carmen Calvillo, Bilingual School Secretary and member of the CSEA negotiating team, thanked the Commission for their work on the internal equity study. Ms. Calvillo also suggested the need for updating job descriptions and asked for inclusion of the negotiating team members in such studies.</p>

Claudia Mejuto, Executive Assistant-Non Confidential, reiterated Ms. Calvillo's statements concerning the internal equity study, noting that without this equity, the gap between equitable pay for the Confidential and Non Confidential classifications widens with each negotiated pay increase. She also indicated that she is always available for any questions the Commissioners have.

CONSENT AGENDA

Mrs. Duren moved to separate item 1: Ratification of Eligibility Lists from the Consent Agenda, with Mrs. Thompson providing a second. Mrs. Thompson then moved to approve the Consent Agenda, Items 2-4, with Mrs. Duren providing a second, and the motion was approved unanimously. Mrs. Duren moved to approve the Ratification of Eligibility Lists, with Mrs. Thompson providing a second, and discussion was called for. In response to a question from Mrs. Duren, Ms. Theus explained how there can be a greater number of ranks than there are eligibles on the list. With no further discussion, Mr. Wilson called for the vote and the motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

INFORMATION / REPORTS

Expenses Review: January, 2019

The Commissioners reviewed the expenditures for the month of January.

Classified Update

Ms. Theus distributed the Classified Update noting that recruitment will increase due to the expiration of eligibility lists.

Interim Director, Personnel Commission

Ms. Theus shared that she had enjoyed the recent CSPCA Annual Conference and was happy to see an increase in attendance by CSEA members.

Comments from Commissioners

Mrs. Duren expressed her pleasure with the attendance of three of the District's CSEA members at the CSPCA Annual Conference. She also shared that there was a lot of important information concerning new education legislation.

Mrs. Thompson noted that the more time the Commission and members of CSEA can spend together without the day-to-day work issues is always positive. She appreciated the opportunity for CSEA to see how the Commissioners learn about their jobs.

Mr. Wilson echoed the sentiments of Mrs. Duren and Mrs. Thompson regarding the Conference, and added that he found the closing presentation to be especially valuable.

RECESS TO CLOSED SESSION

Recess to closed session at 6:12 P.M.

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
 - 1. **Public Employee Discipline/Dismissal/Release**

RECONVENE TO OPEN SESSION

Reconvened to open session at 6:37 P.M.

REPORT OUT OF CLOSED SESSION

With no action taken, there is no report.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for February 27, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion made by Mrs. Duren, the meeting was adjourned at 6:45 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner



Palmdale School District

Launching a lifetime of learning

Personnel Commission

37230 37th Street East

Palmdale, CA 93550

661.285.2902

661.285.2137 Fax

www.palmdalesd.org

Kathleen Duren, Commissioner

Deneese Thompson, Commissioner

Don Wilson, Commissioner

Mary Theus, Interim Director

Classified Update for February 13, 2019

Testing Status:

Bilingual ECE Teacher Assistant	Written exam 02/15/19
Child Nutrition Assistant II – Promo Only	QAI 02/22/19
ECE Teacher Assistant	Written exam 02/15/19
Paraeducator Moderate to Severe	Written exam 02/12/19, QAI 02/20/19
Special Ed Instructional Assistant I	Written exam 02/06 and 02/07/19, QAI 02/20/19

Postings:

Benefits Analyst	Closes 02/18/19
Bilingual ECE Teacher Assistant	Continuous
Bilingual School Secretary	Closes 02/15/19
Child Nutrition Cashier I	Closes 02/15/19
ECE Fiscal Officer	Closes 03/05/19
ECE Teacher Assistant	Continuous
Executive Assistant – Confidential	Closes 02/12/19
Health Assistant LVN	Closes 02/21/19
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
School Secretary	Closes 02/15/19

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE February 27, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim 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
Fingerprint Technician	03/08/18	03/07/19	09/07/19

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 27, 2019 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim 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 in 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

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Anderson, Justin S.	12/01/18	From Maintenance Worker II to Maintenance Worker II- Certified (M & O) 8.0 hrs/12 mos	Contractor's License
b.	Bambaren, Alexandra	02/06/19	From Bilingual Instructional Assistant (DR) 5.75 hrs/182 days, to Personnel Administrative Clerk (HR) 4.0 hrs/12 mos	Promotion; Growth
c.	Cervantes, Maria	01/28/19	From Bilingual Administrative Clerk II (ECE) 8.0 hrs/12 mo, to Accounting Clerk II (DO), 8.0 hrs/12 mos	Promotion; Growth
d.	Contreras, Christina	02/01/19	School Secretary, 8.0 hrs/11 mo, from (MZ) to (YN)	Voluntary Transfer
e.	Cortez, Katrina	02/11/19	From Child Nutrition Assistant I (LA), 3.0 hrs/182 days, to Instructional Assistant I (BV), 5.75 hrs/182 days	Voluntary Demotion Replacement for John Zilahy
f.	Davila, Claudia R.	02/01/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (CA) to (DC)	Voluntary Transfer Replacement for JuLee McMurrey
g.	Esquivel, Brianna	01/31/19	Paraeducator-Moderate to Severe, 5.75 hrs/182 days, reassignment to same site (PDC)	Reassignment; Elimination of position Replacement for Sherill Lopez
h.	Flores, Criselda	01/28/19	Child Nutrition Assistant I, 3.0 hrs/182 days, from (TA) to (LA)	Reassignment Elimination of Position
i.	Hightower, Asia M.	02/08/19	From Crossing Guard (Transp.), 2.0 hrs/182 days, to Instructional Assistant I (TA) 5.75 hrs/182 days	Promotion Replacement for Henry Alvarenga
j.	Kelly, Philip	02/04/19	From Child Nutrition Assistant I (GP) 3.0 hrs/182 days, to Child Nutrition Assistant II (QV) 5.75 hrs/182 days	Promotion Replacement for Kristen Thompson
k.	Robinson, Alisa	01/21/19	Special Education Instructional Assistant I, from 5.75 hrs/182 days (First Steps) to 6.5 hrs/182 days (CM)	Increase in hours by seniority Growth
l.	Stokes, Terrance	02/08/19	Instructional Assistant I, 5.75 hrs/182 days, from (OC) to (TA)	Voluntary transfer; Growth
j.	Waller, Dana	01/25/19	From Child Nutrition Assistant I (QV) to Child Nutrition Cashier (QV), 3.0 hrs/182 days	Voluntary lateral transfer; Replacement for Shirley Cisneros
k.	Weir, Brandy	02/04/19	Paraeducator - Moderate to Severe (PDC), from 5.75 hrs/182 days, to 7.0 hrs/182 days	Increase in hours by seniority; Growth

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: February 27, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF INITIAL SALARY PLACEMENT:
Assistant Director, Maintenance & Operations

BACKGROUND

In accordance with Personnel Commission Rules and Regulations, Item 7.6, the initial salary placement is the first step of the salary range as approved by the Commission. An accelerated pay rate may be established in classifications where recruitment efforts are difficult. The initial salary placement may be set, with the recommendation of the Superintendent as well as the approval of the Board and Commission.

STATUS

The Superintendent recommended initial salary placement for an Assistant Director, Maintenance & Operations candidate at Step 3 (\$72,387) of the Classified Director I category of the Leadership Team Salary Schedule. The Board will approve salary placement upon hire.

RECOMMENDATION

It is recommended that the Personnel Commission approve the initial salary placement as recommended.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: February 27, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF INITIAL SALARY PLACEMENT:
Occupational Therapist

BACKGROUND

In accordance with Personnel Commission Rules and Regulations, Item 7.6, the initial salary placement is the first step of the salary range as approved by the Commission. An accelerated pay rate may be established in classifications where recruitment efforts are difficult. The initial salary placement may be set, with the recommendation of the Superintendent as well as the approval of the Board and Commission.

STATUS

The Superintendent recommended initial salary placement for an Occupational Therapist candidate at Step 2 (\$84,559) of the Support Services Team category of the Leadership Team Salary Schedule. The Board will approve salary placement upon hire.

RECOMMENDATION

It is recommended that the Personnel Commission approve the initial salary placement as recommended.