



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, January 23, 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 – January 09, 2019

35-18/19

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.
Discuss and recommend to the Board of Trustees a salary structure that offers reasonable allocation among classifications

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. Ratification of Eligibility Lists
2. Ratification of Transfers

36-18/19

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

ACTION

- A. Approval of Eligibility List with Less Than Three Ranks: Occupational Therapist
B. Approval of Job Description: Substitute Noon Duty/Campus Assistant
C. Approval of New Classification: Benefits Analyst
D. Approval of New Classification: Systems Administrator
E. Approval of ADA Compliant Job Analysis: Substitute Noon Duty/Campus Assistant
F. Approval of ADA Compliant Job Analysis: Benefits Analyst & Systems Administrator
G. Approval of Revision to ADA Compliant Job Analysis: Noon Duty/Campus Assistant

37-18/19

38-18/19

39-18/19

40-18/19

41-18/19

42-18/19

43-18/19

VII. INFORMATION/REPORTS

- A. Maintenance Worker II-Certified, License/Certificate Requirement
- B. Classified Update
- C. Interim Director, Personnel Commission
- D. 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: February 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 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 09, 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. Duren moved to approve the minutes of the December 12, 2018 meeting, with Mrs. Thompson 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	Ms. Solange Henriquez, Assistant Director, Human Resources, addressed the Commissioners regarding pending items in the Human Resources department. Ms. Henriquez noted that she had met with Dr. Stacy Bryant and Ms. Theus regarding internal equity of positions within the Classified service. Recommendations have been given to the Business Office for cost analysis. The Commissioners were asked to support the proposed revised schematic. Ms. Henriquez also provided an update on the ECE Fiscal Officer position and transition of personnel. Consultants will provide support to the ECE Department while recruitment continues for a new Fiscal Officer.
CONSENT AGENDA	Mrs. Duren moved to take separate action on each item from the Consent Agenda, with Mrs. Thompson providing a second. Mrs. Duren then moved to approve the Extension of Eligibility Lists, with Mrs. Thompson providing a second, and discussion was called for. Upon clarification that there are sufficient internal candidates on the list, the vote was called for and the motion passed unanimously. Mrs. Duren moved to approve the remainder of the Consent Agenda as presented, with Mrs. Thompson providing a second. The remainder of the Consent Agenda was approved unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

INFORMATION / REPORTS

Expenses Review: November and December, 2018

The Commissioners reviewed the expenditures for the months of November and December. In response to a question from Mrs. Duren, Ms. Theus noted that she will again be looking at the budget with the Budget Tech for funding the purchase of laptop computers, as some reallocation has occurred.

Classified Update

Ms. Theus distributed the Classified Update noting that there are more than 250 applications for the Noon Duty/Campus Security positions.

Interim Director, Personnel Commission

Ms. Theus noted that she has researched the Maintenance Worker II-Certified license and certification requirements when the job description was established, discerning clarification and intent.

Comments from Commissioners

Mrs. Duren welcomed everyone back to the new year. She noted the upcoming Saturday would begin the CSPCA Merit System Academy sessions for herself and Mr. Wilson.

Ms. Theus reminded the Commissioners of the upcoming CSPCA conference in Anaheim; and the Commission again extended an invitation to CSEA Board members to attend. The Commission will absorb a portion of the expenses for two CSEA attendees.

RECESS TO CLOSED SESSION

Recess to closed session at 5:51 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 6:55 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 January 23, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion made by Mrs. Thompson, the meeting was adjourned at 6:56 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. Theus', written in a cursive style.

Mary Theus
Interim Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner

Classified Update for January 9, 2019

Testing Status:

ECE Teacher Assistant	Written exam 01/09/19
Noon Duty/Campus Assistant	Written exam scheduled 01/11, 01/15, 01/16, 01/17
Occupational Therapist	QAI 01/03/19

Postings:

Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Assistant II – Promo Only	Closes 01/10/19
Early Childhood Education Fiscal Officer	Closes 01/23/19 (extended)
ECE Teacher Assistant	Continuous
Noon Duty/Campus Assistant	Closes 01/10/19
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE January 23, 2019 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim 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.

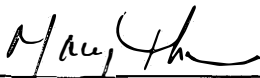
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
January 23, 2019**

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
Noon Duty/Campus Assistant	12/17/18	01/10/19	01/11/19 01/14/19 01/15/19 01/16/19 01/17/19	NA	272	272	104	NA	NA	104	01/17/19	01/16/20	No	10

*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
Interim Director, Personnel Commission

1/18/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE January 23, 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.	Barriga, Susan	01/07/19	From Bilingual Administrative Clerk II (WEC) 8.0 hrs/12 mo. to Administrative Clerk II (Risk Mgmt) 8.0 hrs/12 mo.	Growth, Lateral Transfer
b.	Contreras Figueroa, Jureth	01/14/19	Special Education Instructional Assistant I from (First Steps) 5.75 hrs/182 days, to (PT) 6.5 hrs/182 days	Replacement for Celia Mendoza, Increase in hours by seniority
c.	Delgado, Crystal	12/06/18	Paraeducator-Moderate to Severe, 5.75 hrs/182 days, from (PDC) to (PDC)	Growth Reassignment; Elimination of position
d.	Farias, Sara	12/05/18	Paraeducator/LVN, 7.0 hrs/182 days, from (PDC) to (PDC)	Growth Reassignment; Elimination of position
e.	Hernandez, Claudia Y.	12/06/18	Special Education Instructional Assistant, 5.75 hrs/182 days, from (DW) to (PDC)	Replacement for Ashley Aguirre-Gonzalez, Reassignment, Elimination of position
f.	Kolesar, Heather	12/10/18	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days to (BV) 6.5 hrs/182 days	Replacement for Hope Magee, Increase in hours by seniority
g.	Ledezma Jr., Armando	12/21/18	From Bilingual School Secretary (LA) 8.0 hrs/11 mo., to Student Information Services Supervisor (WEC) 8.0 hrs/12 mo.	Promotion, Replacement for Joyce Swift
h.	Lopez, Sherill	12/03/18	Paraeducator-Moderate to Severe, from (PDC) 5.75 hrs/182 days to (BV) 6.5 hrs/182 days	Growth, Increase in hours by seniority
i.	Magee, Hope	12/10/18	Paraeducator-Moderate to Severe, from (BV) 6.5 hrs/182 days to (PDC) 7.0 hrs/182 days	Growth, Increase in hours by seniority
j.	Munerlyn, Christine	12/10/18	Early Childhood Education Teacher Assistant, 3.75 hrs/185 days, from (Site 18) to (D.O.)	Voluntary transfer
k.	Osorio-Rivas, Maria C.	01/07/19	From Bilingual Typist Clerk (First Steps) 5.75 hrs/10 mo., to Administrative Clerk I (D.O.) 5.75 hrs/10 mo.	Growth
l.	Perez-Delgado, Esteisy	12/10/18	Early Childhood Education Teacher Assistant, 3.75 hrs/185 days, from (Site 18-AM) to (Site 18-PM)	Voluntary transfer, Replacement for Maria Hurtado
m.	Saenz, Afraicela	01/15/19	From Special Education Instructional Assistant I (YU) 6.5 hrs/182 days, to Paraeducator-Moderate to Severe (DW) 5.75 hrs/182 days	Growth, Promotion
n.	Thompson, Kristen	12/13/18	From Child Nutrition Assistant II (QV) 5.75 hrs/182 days, to Student Interventionist (MQ) 5.75 hrs/182 days	Growth, Promotion
o.	Vasquez, Aurora	11/28/18	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (DW) to (CA)	Growth, Reassignment, Elimination of position

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 23, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS:
Occupational Therapist

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the classification of Occupational Therapist are challenging. This is a position that is posted continuously and difficult to fill because of the minimum qualifications.

To support the Special Education needs of the District, it is requested that an eligibility list be approved when a qualified candidate is identified.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Occupational Therapist with one eligible.


**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
January 23, 2019**

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
Occupational Therapist	07/09/18	Continuous	NA	01/03/19	1	1	NA	NA	1	1	01/09/19	01/08/20	No	1

*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
Interim Director, Personnel Commission

1/18/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE January 23, 2019 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF JOB DESCRIPTION:
Substitute Noon Duty/Campus Assistant

BACKGROUND

Noon Duty/Campus Assistants became part of the classified service on January 1, 2019 in compliance with Assembly Bill 2160. It is necessary to establish a job description for the substitute classification to allow online recruitment and testing of applicants, and referral of qualified candidates to the District for employment consideration.

STATUS

The job description for Substitute Noon Duty/Campus Assistant is presented, which mirrors the description for the classified position, Noon Duty/Campus Assistant. The salary placement is proposed at the current minimum wage of \$12.00/hour.

RECOMMENDATION

It is recommended that the Personnel Commission approve the Substitute Noon Duty/Campus Assistant job description and salary as presented.

SUBSTITUTE NOON DUTY/CAMPUS ASSISTANT



Bargaining Unit: Unrepresented

SALARY RANGE

\$12.00 Hourly

DEFINITION:

Under the general supervision of the Principal, or his/her designee, to provide safe supervision of students in the cafeteria area during meal periods (breakfast/lunch) and/or while on the playground or other designated areas during non-instructional times before and after school.

EXAMPLE OF DUTIES:

1. Monitor breakfast/lunch area; assist students with appropriate behavior.
2. Assist in cleaning breakfast/lunch area.
3. Monitor playground and/or campus areas.
4. Recognize playground hazards; report hazards to site administrator.
5. Be safety conscious/inspections of work areas; report safety concerns to site administrator.
6. Maintain safety of play areas (i.e., report sharp objects, broken glass, sweep sand off asphalt, report unsafe play equipment).
7. Maintain order of students; administer consistent, appropriate discipline practices.
8. Report inappropriate student behavioral problems to school management.
9. Be aware of, implement and enforce safety standards, and site rules and regulations.
10. Other related duties, as assigned.

QUALIFICATIONS:

Knowledge of:

1. General knowledge of playground supervision;
2. General safety principles;
3. Basic communication methods.

Ability to:

1. Understand and follow oral and written directions;
2. Establish and maintain effective cooperative working relationships with a diverse population contacted in the course of work;
3. Be courteous, neat and clean;
4. Be respectful of others exercise good judgment, exhibit integrity and resourcefulness;
5. Communicate effectively with those contacted in the course of work;
6. Work outdoors in all types of weather.
7. Understand and enforce playground and school rules.
8. Understand and respond appropriately to emergency procedures.
9. Understand and conduct verbal conversations in English and other designated languages.

EXPERIENCE AND EDUCATION:

Any combination of education and experience that will provide the ability to meet the minimum qualifications and perform the essential functions of the position will be qualifying. Some experience working with school aged children highly desirable.

- First aid and CPR certification highly desirable.
- Bilingual proficiency in English and Spanish language is desired.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 23, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF NEW CLASSIFICATION:
Benefits Analyst

BACKGROUND

As a growing District, management of the employee health and welfare benefits programs is ongoing at an ever-increasing level of advancement. Accordingly, expert knowledge and experience managing these programs have become a priority.

STATUS

To effectively administer the services and activities of the employee benefits programs, there is a need for a classification to coordinate and administer all aspects of employee benefits and benefits information. This new job description will meet the needs of the District. Compensation has been considered to attract and retain staff, and create career opportunities.

RECOMMENDATION

It is recommended that the new job description and salary placement for Benefits Analyst be approved as presented. The proposed annual salary (\$54,944 - \$66,785) is recommended in accordance with the current Leadership Team Salary Schedule.

BENEFITS ANALYST



Bargaining Unit: Management

SALARY RANGE

\$54,944.00 - \$66,785.00 Annually

JOB SUMMARY:

Under administrative direction, plan, organize, and administer the services and activities of the District's employee health and welfare insurance benefits programs; manage all aspects of employee benefits and benefit information; participate in reviewing, selecting and negotiating benefit plans, vendors and providers, train and evaluate the performance of professional and support staff as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Reports to the Chief Business Officer or designated Leadership employee.

EXAMPLES OF DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

1. Plan, organize and administer the services and activities of the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403(b) and 457(b) plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules and regulations.
2. Coordinate the reviewing, selecting and negotiating of benefit plans, vendors and providers; research, analyze, cost out and make formal recommendations regarding proposed bids, rates, contracts and amendments.
3. Direct preparation of records and reports necessary to develop cost analysis for guidance and decision-making of management.
4. Review and analyze district health and welfare benefits costs and make recommendations for cost reduction.
5. Develop and manage carrier and vendor relationships to assure quality service and delivery of the District's health and welfare plans.
6. Manage the implementation of plan design, carrier, and vendor changes that affect the administration of the health and welfare plan including developing timelines; managing testing and directing member and organizational communications.
7. Manage and coordinate open enrollments; compose related communications, and oversee the publication and distribution of insurance informational materials, such as manuals, guides, handbooks and brochures.
8. Serve as a liaison between the school district and insurance company representatives and agents; remain current on benefits-related policy changes; develop, recommend, and implement relevant policies and regulations.

9. Serve as the subject matter expert in the administration and plan design of the health and welfare plans; attend union-related activities including negotiations, and present benefits information to participating bargaining groups.
10. Communicate with employees, administrators, retirees, and outside agencies, such as insurance providers and the District's broker/consultant, to coordinate activities, resolve issues and conflicts and exchange information.
11. Provide information and guidance to employees and retirees regarding benefit plan enrollment, insurance claims resolution, eligibility requirements, coverage and other related issues.
12. Provide separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants.
13. Develop and conduct effective in-service employee workshops, seminars and other communication strategies related to benefits for new, existing and retired employees.
14. Oversee the clerical accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums, payroll deductions and legal bills; review and approve financial reports and bank reconciliations.
15. Prepare and/or supervise the preparation of auditable reports, records, databases and files related to assigned activities; compile enrollee data for insurance brokers as requested; compose Requests for Proposals (RFPs), policies, manuals and contracts.
16. Provide technical expertise and information to management regarding assigned functions and recommend policies, procedures and programs; advise management of unusual trends or concerns and recommend appropriate corrective action.
17. Participate in the development and preparation of preliminary budgets for assigned activities; control and authorize expenditures in accordance with established guidelines and limitations.
18. Participate in the development, implementation and management of benefits information systems.
19. Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions.
20. Lead the Health Benefits Committee and serve as a member of other assigned committees; prepare and deliver oral presentations as requested.
21. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Administration, organization and management of employee benefit programs;
2. Methods, practices and procedures used in benefits administration and contract negotiations;
3. Regulatory agencies governing health and welfare insurance
4. Applicable laws, codes, rules and regulations related to assigned activities;
5. Budgeting and accounting practices regarding monitoring and control;
6. Research methods, record-keeping and report writing techniques;
7. Principles and practices of assuring high-quality customer service;
8. Principles and practices of training and supervision;
9. Public speaking techniques; oral and written communication skills;
10. Interpersonal skills using tact, patience, and courtesy;
11. Correct English usage, grammar, spelling, punctuation and vocabulary;
12. Modern office procedures, methods, and computer equipment and software.

Ability to:

1. Plan, organize and administer the services and activities of the employee health and welfare insurance benefits program;
2. Supervise the preparation of a variety of auditable records, files and reports.
3. Analyze situations accurately and adopt an effective course of action;
4. Interpret, apply and explain applicable laws, codes, rules and regulations;
5. Train, supervise and evaluate the work of others;
6. Prepare and deliver oral presentations;
7. Compose communications and informational materials;
8. Oversee the accounting activities of benefit programs and contracts;
9. Participate in the development and preparation of preliminary budgets; monitor and control expenditures;
10. Analyze and develop work methods, procedures and schedules;
11. Communicate effectively both orally and in writing;
12. Plan and organize work; work independently with little direction;
13. Operate standard office equipment, including a computer and assigned software;
14. Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

MINIMUM EXPERIENCE AND EDUCATION:

Experience:

Five years of technical, clerical experience in processing employee benefits or compensation transactions. In addition, at least one year of supervisory experience.

Sixteen quarter or fifteen semester units of College University Extension courses specific to benefits administration, workers' compensation, Cal/Osha, California employment law and related topics may substitute for one year of the required experience.

Education:

Graduation from high school or equivalent is required. Coursework or formal training in benefits administration or human resources management is desirable.

Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

License and Certifications:

Possession of an appropriate, valid driver's license.

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.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Office environment.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or offensive individuals.

Physical Demands:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally to file materials.

Bending at the waist, kneeling or crouching to file materials.

APPOINTMENT:

In accordance with the Education Code section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 23, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF NEW CLASSIFICATION:
Systems Administrator

BACKGROUND

The Technology Services department has grown dramatically in scope and complexity as funding and technology have become a priority. The District's network has grown substantially with the addition of wireless and mobile devices. This new job description is part of restructuring the department to meet these increasing technological needs.

STATUS

Job descriptions have been proposed to outline the duties necessary to support the technology needs of the District. Compensation has been considered to attract and retain technology staff and create career opportunities.

RECOMMENDATION

It is recommended that the new Systems Administrator job description and salary placement be approved as presented. The proposed annual salary (\$75,518 - \$91,793) is recommended in accordance with the current Leadership Team Salary Schedule.

SYSTEMS ADMINISTRATOR



Bargaining Unit: Management

SALARY RANGE

\$75,518.00 - \$91,793.00 Annually

JOB SUMMARY

Under administrative direction, manage, plan and oversee district-wide operations of servers, desktop systems, mobile devices, infrastructure, user administration and support. Oversee and participate in the operation, design and maintenance of related systems. Supervise and train assigned technical staff. Act on behalf of the Manager of Information Services during absences.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Manager of Information Services. Supervises IT Specialists and Technology Technicians.

EXAMPLES OF DUTIES:

1. Manage the design, maintenance, installation, configuration and repair of servers, desktop operating systems, devices and related applications, cloud services, operating systems, storage, backups, replication, software applications, user administration, security administration, hardware and related systems. Administer related user security and permissions.
2. Oversee, supervise, organize, coordinate and conduct information systems work involving installation, configuration and operations of all desktop and device operating systems, related software, deployment systems in physical, virtual and cloud systems, drive shares.
3. Plan and administer District protocols for security practices directly and with the assistance of staff regarding passwords, email, software and hardware systems, files and related resources.
4. Lead the installation and maintenance of servers, desktops, mobile devices and related software and hardware systems while coordinating repairs. Certify proper operations of systems while working with vendors and contractors on installation, upgrades and warranty situation.
5. Coordinate communications with office and school staff regarding server, desktop and device issues, and training requirements for hardware, software, cloud, and virtual services.
6. Develop and recommend standards for technology systems, replacement purchases and timelines.
7. Manage and monitor all related software, hardware and firmware updates.
8. Prepare and administer annual budget for desktop and device systems and lifecycles; present administrative, operating and budget reports.

9. Plan and oversee the lifecycle, design, implementation and training of all desktop and device systems.
10. Develop daily and long term implementation plans for technology systems that are consistent with national, state, county, city and district technology goals, trends and practices.
11. Manage, supervise, train and evaluate the performance of assigned staff; schedule and assign projects and work.
12. Complete forms and Requests for Proposals (RFPs); assist with contract preparation and project management.
13. Plan and oversee District security practices involving passwords, email, software, hardware and related resources.
14. Coordinate, train, schedule and review the work of assigned staff.
15. Maintain accurate inventory of hardware equipment, software and services.
16. Schedule the installation and maintenance of technology systems and services while coordinating with the Technology Services staff.
17. Consult and make recommendations on the purchase and upgrade of technology hardware and software systems, and services. Evaluate, acquire, distribute and maintain purchases.
18. Stay current with all IT policies, procedures and trends.
19. Act on behalf of the Manager of Information Services as necessary.
20. Other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles and practices of information services and technology systems management, including design, hardware and software operations.
2. Cost-benefit analysis and system alternatives; budget development.
3. Digital and analog systems, telecommunications, distance learning, TCP/IP operations.
4. Public education purchasing, bidding, contracts and processes.
5. Project management, design, development, installation, milestone and timeline development and management.
6. Organizational principles and practices, such as, but not limited to supervision, training and evaluation.

Ability to:

1. Plan, organize, integrate and manage network systems.
2. Develop, install, configure, operate, administrate and maintain systems, services and projects.
3. Analyze and identify issues, needs, opportunities and alternatives; develop sound conclusions and recommendations.
4. Evaluate systems and make recommendations for improvements; assess complex technology and strategies to make effective recommendations that maximize return on investment (ROI).
5. Develop and implement appropriate procedures.

6. Implement the latest techniques and designs in network configurations and operations.
7. Manage equipment, supplies and materials needed to maintain network systems.
8. Manage, supervise, train and evaluate staff. Establish and maintain cooperative and effective working relationships with others.
9. Manage budgets and reporting; coordinate projects and meet deadlines.
10. Diligently preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with departmental and District policies, and state and federal laws.
11. Communicate effectively orally and in writing.

MINIMUM EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way would be:

Experience

Five (5) years of progressively responsible experience in the design, programming and installation of information and networking systems and hardware.

Three (3) years in project management or supervisory capacity. An equivalent combination of training and experience may be considered.

Experience in an educational environment desired.

Education

Graduation from an accredited college/university with a Bachelor degree in computer science, management information systems, or closely related field.

License and Certifications

Possession of an appropriate valid driver's license.

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.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 23, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM:
Substitute Noon Duty/Campus Assistant

BACKGROUND

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

STATUS

The physical/mental requirements for Substitute Noon Duty/Campus Assistant 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 for Substitute Noon Duty/Campus Assistant as presented.

MT:smc
41-18/19

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

SUBSTITUTE NOON DUTY / CAMPUS ASSISTANT

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

N = Never
 I = Infrequently (less than once per day)
 O = Occasionally (less than 2 ½ hours per day)
 F = Frequently (2 ½ to 5 hours per day)
 C = Continuously (more than 5 hours per day)

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

Comments:

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-C	O-F	O-F	Two-way radio, equipment, supplies
11-25	N	N	N	Equipment, supplies
26-50	N	N	N	Students (emergency situation)
51-75*	N	N	N	Students (emergency situation)
76-100*	N	N	N	Students (emergency situation)
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-C	100'	Two-way radio, equipment, supplies	
11-25	N	N	Equipment, supplies	
26-50	N	N	Students (emergency situation)	
51-75*	N	N	Students (emergency situation)	
76-100*	N	N	Students (emergency situation)	
Over 100*	N	N	N/A	

Comments: * Overweight Items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-C	Pen, paper, whistle
Fine Manipulation	O-C	Pen, paper, whistle
Gross Grasp	O-C	Two-way radio
Gross Manipulation	O-C	Two-way radio
Power Grasp	I	

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

Comments:

VII. Communication/ Sensory Demands				
Method	Freq.	Function #'s: ESSENTIAL	Freq.	Function #'s: NON-ESSENTIAL
Seeing	C			
Hearing	C			
Speaking	F-C			
Reading	O			
Writing	O			
Math	I			

VIII. Environmental Conditions				
	Freq.	Description: ESSENTIAL	Freq.	Description: NON-ESSENTIAL
Indoors	I			
Outdoors	C			
Cold	F-C	Seasonal weather		
Heat	F-C	Seasonal weather		
Humidity	I-O	Seasonal weather		
Temperature Swings	F-C	A.M. - P.M.		
Dust/ Wind	F-C			
Noise	F-C	Students; equipment		
Vibration	F	Playground equipment; foot traffic		
Fumes/ Odors	F	Cafeteria odors; outdoor odors		
Toxic Substances	I			
Radiation	N	N/A		
Mechanical Hazards	F	Playground/cafeteria equipment		
Electrical Hazards	I			
Explosive Hazards	N			
Safety Equipment/ Training/ Attire: Whistle, two-way radio, site issued attire (i.e. vest) Online training upon hire; optional annual safety training				

IX. Operation of Vehicles, Equipment or Machinery			
During ESSENTIAL Functions	Freq.	During NON-ESSENTIAL Functions	Freq.
Two-way radio	F		

Comments:

WORK SETTING				
Brief Description of Work Site: School campus/cafeteria				
Breaks: none		Overtime: as necessary with work demands		
Supervised by: School Administrators or designee		Supervises: student behavior during non-instructional times of student day		
Number of Employees at Work Site: varies				
Characteristics of Site:	%		%	
Informal	60	Formal	40	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	75	Variable Tasks	25	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

Comments:

XI. Job Analysis Participants			
Name	Signature	Job Title	Date
Mary Theus		Interim Director, Pers. Comm.	1/17/19
Ryan Beardsley		Director, Human Resources (former School Principal)	1/17/19
Dawn Schmucker		Risk Manager	1/17/19
Other Sources of Information:			
<input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Administrator Review			
Written by: <u>Mary L. Theus</u> Date: <u>01/17/2019</u>			

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 23, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM:
Benefits Analyst and Systems Administrator

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 new classifications, Benefits Analyst and Systems Administrator, 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 for the new classifications as presented.

MT:smc
42-18/19

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

BENEFITS ANALYST

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	C	Kneeling	I	Twisting at Waist	O-F
Standing	O	Crawling	N-I	Reaching:	
Walking	O	Climbing	N-I	Above Shoulders	I-O
Bending	O	Balancing	I-O	At/Below Shoulders	O-F
Stooping	O	Foot Controls	I	Neck Extension (up)	F
Squatting	O	Pushing	O	Neck Flexion (down)	F
Lying Down	N	Pulling	O	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	F			Office supplies, stacks of papers, files, folders
11-25	O			Box of files
26-50	I			Box of files
51-75*	N-I			Case of copy paper
76-100*	N			
Over 100*	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	Variable	Files, office supplies
11-25	O-F	50'	Box of files
26-50	I-O	<10'	Box of files
51-75*	N-I	<10"	Case of copy paper
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	F	Office supplies
Fine Manipulation	C	Computer keyboard
Gross Grasp	N-I	
Gross Manipulation	N-I	
Power Grasp	N-I	

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

Comments:

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

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	C			
Outdoors	I-O			
Cold	I			
Heat	I			
Humidity	I			
Temperature Swings	I			
Dust/ Wind	I			
Noise	I			
Vibration	N			
Fumes/ Odors	I			
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	N	Shredder		
Electrical Hazards	N			
Explosive Hazards	N			
Safety Equipment/Training/Attire: Appropriate attire per Board Dress Code Policy.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	C		
Operate automobile	I		

WORK SETTING				
Brief Description of Work Site: District Office				
Breaks: Two 15 min. rest breaks One meal break		Overtime: None (Exempt)		
Supervised by: Chief Business Officer		Supervises: Assigned staff		
Number of Employees at Work Site: Approximately 10				
Characteristics of Site:	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	80	Team-oriented	20	Autonomy + Team = 100%
Routine Tasks	70	Variable Tasks	30	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	20	High Pressure	80	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Mary Theus		Interim Director, Personnel Commission	1/07/19
Shaminder Brar		Fiscal Services Administrator	1/07/19
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions Interview <input checked="" type="checkbox"/> Admin. Review			
Written by: _____ Date: _____			

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

SYSTEMS ADMINISTRATOR

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

Comments:

Lifting: During ESSENTIAL Functions * Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O	O	Technology / computer equipment; parts
11-25	O	O	O	Technology / computer equipment; parts
26-50	O	O	O	Technology / computer equipment; parts
51-75*	N-I	N-I	N-I	Technology / computer equipment; parts
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	O	100'	Technology / computer equipment; parts
11-25	O	100'	Technology / computer equipment; parts
26-50	I		Technology / computer equipment; parts
51-75*	N-I		Technology / computer equipment; parts
76-100*	N-I		
Over 100*	N-I		

Comments: *Overweight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O	
Fine Manipulation	O	
Gross Grasp	O	
Gross Manipulation	O	
Power Grasp	I-O	

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

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	F	Writing; reading		
Hearing	F	Telephone		
Speaking	F	Telephone; training		
Reading	F	Manuals, contracts, reports		
Writing	F	Email; reports		
Math	F	Budget		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C			
Outdoors	O			
Cold	I-O			
Heat	I-O			
Humidity	I-O			
Temperature Swings	I-O			
Dust/ Wind	I-O	Visiting offices / sites		
Noise	F	Tech equip; services		
Vibration	I			
Fumes/ Odors	I			
Toxic Substances	I			
Radiation	N			
Mechanical Hazards	I-O			
Electrical Hazards	O			
Explosive Hazards	N			
Safety Equipment/Training/Attire: Appropriate attire per Board Dress Code Policy				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	F		
Operate automobile	I-O		

WORK SETTING				
Brief Description of Work Site: District Office; occasional site visits				
Breaks: Two 15 min. rest breaks One meal break; usually 30 min.		Overtime: None (Exempt)		
Supervised by: Manager of Information Services		Supervises: Assigned technical staff		
Number of Employees at Work Site: Varies, usually 1-10				
<u>Characteristics of Site:</u>	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	80	Team-oriented	20	Autonomy + Team = 100%
Routine Tasks	70	Variable Tasks	30	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	20	High Pressure	80	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Vicki Galli		Director, Personnel Commission	
Mary Theus		Interim Director, Personnel Commission	1/18/19
Jim Smith		Manager of Information Services	1/18/19
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Other			
Written by: _____ Date: _____			

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 23, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF REVISION TO AMERICANS WITH DISABILITIES ACT (ADA)
COMPLIANT FORM: Noon Duty/Campus Assistant

BACKGROUND

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

STATUS

The revised physical/mental requirements for Noon Duty/Campus Assistant 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 revision to the ADA Compliant Job Analysis for Noon Duty/Campus Assistant as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

NOON DUTY / CAMPUS ASSISTANT

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

N = Never
 I = Infrequently (less than once per day)
 O = Occasionally (less than 2 ½ hours per day)
 F = Frequently (2 ½ to 5 hours per day)
 C = Continuously (more than 5 hours per day)

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

Comments:

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-C	O-F	O-F	Two-way radio, equipment, supplies
11-25	N	N	N	Equipment, supplies
26-50	N	N	N	Students (emergency situation)
51-75*	N	N	N	Students (emergency situation)
76-100*	N	N	N	Students (emergency situation)
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-C	100'	Two-way radio, equipment, supplies
11-25	N	N	Equipment, supplies
26-50	N	N	Students (emergency situation)
51-75*	N	N	Students (emergency situation)
76-100*	N	N	Students (emergency situation)
Over 100*	N	N	N/A

Comments: * Overweight Items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-C	Pen, paper, whistle
Fine Manipulation	O-C	Pen, paper, whistle
Gross Grasp	O-C	Two-way radio
Gross Manipulation	O-C	Two-way radio
Power Grasp	I	

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

Comments:

VII. Communication/ Sensory Demands				
Method	Freq.	Function #'s: ESSENTIAL	Freq.	Function #'s: NON-ESSENTIAL
Seeing	C			
Hearing	C			
Speaking	F-C			
Reading	O			
Writing	O			
Math	I			

VIII. Environmental Conditions				
	Freq.	Description: ESSENTIAL	Freq.	Description: NON-ESSENTIAL
Indoors	I			
Outdoors	C			
Cold	F-C	Seasonal weather		
Heat	F-C	Seasonal weather		
Humidity	I-O	Seasonal weather		
Temperature Swings	F-C	A.M. - P.M.		
Dust/ Wind	F-C			
Noise	F-C	Students; equipment		
Vibration	F	Playground equipment; foot traffic		
Fumes/ Odors	F	Cafeteria odors; outdoor odors		
Toxic Substances	I			
Radiation	N	N/A		
Mechanical Hazards	F	Playground/cafeeteria equipment		
Electrical Hazards	I			
Explosive Hazards	N			
Safety Equipment/ Training/ Attire: Whistle, two-way radio, site issued attire (i.e. vest) Online training upon hire; optional annual safety training				

IX. Operation of Vehicles, Equipment or Machinery			
During ESSENTIAL Functions	Freq.	During NON-ESSENTIAL Functions	Freq.
Two-way radio	F		

Comments:

WORK SETTING				
Brief Description of Work Site: School campus/cafeteria				
Breaks: 3.5 hour shift / no break		Overtime: as necessary with work demands		
Supervised by: School Administrators or designee		Supervises: student behavior during non-instructional times of student day		
Number of Employees at Work Site: varies				
Characteristics of Site:	%		%	
Informal	60	Formal	40	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	75	Variable Tasks	25	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

Comments:

XI. Job Analysis Participants			
Name	Signature	Job Title	Date
Mary Theus		Interim Director, Pers. Comm.	1/17/19
Ryan Beardsley		Director, Human Resources (former School Principal)	1/17/19
Dawn Schmucker		Risk Manager	1/17/19
Other Sources of Information:			
<input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Administrator Review			
Written by: <u>Mary L. Theus</u> Date: <u>01/17/2019</u>			