



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, October 11, 2017 - 5:30 P.M.  
Site 18, Room 125  
37230 37<sup>th</sup> Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Kathleen Duren, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson  
Mrs. Vicki Galli, Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

**ACTION**

- |   |          |
|---|----------|
| A. Approval of Meeting Minutes – September 13, 2017 | 21-17/18 |
| B. Approval of Meeting Minutes – August 09, 2017    | 22-17/18 |

**II. PUBLIC COMMENTS**

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

**III. CONSENT AGENDA**

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

- |  |                      |
|--|----------------------|
| A. Approval of Consent Agenda – September 13, 2017 | <b><u>ACTION</u></b> |
| 1. Ratification of Eligibility List(s)             | 23-17/18             |
| 2. Nullification of Eligibility List(s)            | 24-17/18             |
| 3. Ratification of Transfers                       | 25-17/18             |
| B. Approval of Consent Agenda – October 11, 2017   |                      |
| 1. Ratification of Eligibility List(s)             | 26-17/18             |
| 2. Nullification of Eligibility List(s)            | 27-17/18             |
| 3. Ratification of Transfers                       | 28-17/18             |

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

**ACTION**

- |  |          |
|--|----------|
| A. Monthly Expenses Review   |          |
| B. Approval of 2016-17 Personnel Commission Annual Report  | 29-17/18 |
| C. Approval of Eligibility List With Less Than Three Ranks:<br>Bilingual ECE Teacher Assistant     | 30-17/18 |
| D. Approval of Reclassification: Technology Technicians<br>To Network Technician and IT Technician | 31-17/18 |
| E. Appointment of Interim Personnel Commissioner – District Appointee                              | 32-17/18 |

**VI. INFORMATION/REPORTS**

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

**VII. 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 Evaluation – Director, Personnel Commission

**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 Evaluation – Director, Personnel Commission

**IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: November 08, 2017 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 September 13, 2017 Scheduled Meeting**

<b>CALL TO ORDER</b>	The meeting was called to order at 5:35 P.M. by the Chairperson, Mrs. Kathleen Duren, followed by the Pledge of Allegiance, led by Mrs. Duren.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Ms. Rosa Fuller, Commissioner
<b>MEMBERS ABSENT</b>	Mrs. Deneese Thompson was absent.  A quorum was present.
<b>STAFF PRESENT</b>	Mrs. Vicki Galli, Director, Personnel Commission Mrs. Elvira Cova, Personnel Analyst Ms. Mary Theus, Personnel Analyst Mrs. Susan McCormick, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	Ms. Fuller moved to approve the minutes of the August 09, 2017, regular meeting. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	None.
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	None.
<b>CONSENT AGENDA</b>	Ms. Fuller moved to approve the Consent Agenda as presented. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.
<b>UNFINISHED BUSINESS</b>	None.
<b>NEW BUSINESS</b>	<b>Monthly Expenses Review</b> The Commission reviewed the expenses for the month of August, 2017.
<b>INFORMATION/REPORTS</b>	<b>Classified Update</b> Mrs. Galli distributed the Classified Update.  <b>Director, Personnel Commissioner</b> Mrs. Galli gave a presentation outlining the progress being made with the three recruitment process revisions that were approved at the July 12th, 2017 meeting. Examples were shown of changes to the job

postings that include limiting numbers of applications and application portal time limits. Also shown was a timeline of the implementation of the NEOGOV Onboarding Module and the training Mrs. Galli & Ms. Theus have been receiving.

**Comments from the Commissioners**

Ms. Fuller stated that she sees a lot of learning going on with the NEOGOV implementation, and that the progress being made is exciting.

**CLOSED SESSION**

Recessed to closed session at 6:02 P.M.

**REPORT OUT OF CLOSED SESSION**

Reconvened to open session at 8:02 P.M. With no action taken, there was no report.

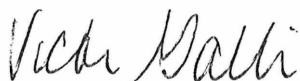
**NEXT MEETING**

The next regularly-scheduled meeting of the Personnel Commission is October 11, 2017 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

Ms. Fuller moved to adjourn the meeting. Mrs. Duren seconded the motion and the meeting was adjourned at 8:03 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vicki Galli". The script is cursive and fluid.

Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

**Classified Update for September 13, 2017**

**1. Testing Status:**

Accounting Clerk II	Performance/written exam scheduled 09/14/17; QAIs scheduled 09/22/17
Bilingual/ECE Teacher Assistant	Written exam 09/06/17; QAIs 09/13/17
Bilingual Instructional Assistant	Written exam 09/28/17
Child Nutrition Assistant	Written exam 09/12/17
Instructional Assistant	Written exam 09/20/17
Library Aide	Written exam 09/26/17
Mental Health-Intensive Case Manager	QAIs scheduled 09/14/17
Paraeducator Moderate to Severe	Written exam 10/04/17; QAIs 10/11/17
Parent/Community Liaison	Performance/written exam 10/10/17
Risk Manager	QAIs scheduled 09/27/17
Translator	Performance/written exam scheduled 09/27/17

**2. Postings:**

Bilingual ECE Teacher Assistant	Continuous
Bilingual Instructional Assistant	Closes 09/22/17
ECE Teacher Assistant	Continuous
Instructional Assistant I	Closes 09/15/17
Library Aide	Closes 09/19/17

Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Paraeducator Moderate to Severe	Closes 09/27/17
Parent/Community Liaison	Closes 10/03/17
Risk Manager	Closes 09/15/17
Translator	Closes 09/22/17

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of August 09, 2017 Scheduled Meeting**

<b>CALL TO ORDER</b>	The meeting was called to order at 5:32 P.M. by the Chairperson, Mrs. Kathleen Duren, followed by the Pledge of Allegiance led by Ms. Rosa Fuller.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson Ms. Rosa Fuller, Commissioner
<b>STAFF PRESENT</b>	Mrs. Vicki Galli, Director, Personnel Commission Mrs. Stacey Elliott, Personnel Analyst Ms. Mary Theus, Personnel Analyst Mrs. Susan McCormick, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	Ms. Fuller moved to approve the minutes of the July 12, 2017, regular meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	None.
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	None.
<b>CONSENT AGENDA</b>	<p>Ms. Fuller requested that each item of the Consent Agenda be examined individually.</p> <p><b>Ratification of Eligibility List(s)</b> Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for and motion passed unanimously.</p> <p><b>Nullification of Eligibility List(s)</b> Ms. Fuller moved to approve the Nullification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for and motion passed unanimously.</p> <p><b>Ratification of Transfers</b> Ms. Fuller moved to approve the Ratification of Transfers. Mrs. Thompson seconded the motion and discussion was called for. Ms. Fuller commented that there are a lot of transfers. Mrs. Duren noted that the transfer language is currently in negotiation, and the Personnel</p>



Commission only ratifies the transfers after Board approval. The vote was then called for. Approved unanimously.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Monthly Expenses Review**

The Commission reviewed the expenses for the month of July, as well as a more detailed expense report for the month of June.

**Ratification of Expense over \$500:**

**NEOGOV and OPAC Annual Software Licenses**

Mrs. Thompson moved to ratify the expense over \$500 for the NEOGOV and OPAC annual software licenses. Ms. Fuller seconded the motion and discussion was called for. Hearing none, the vote was called for and motion passed unanimously.

**Approval of 2017-18 Membership Renewal:**

**Personnel Commissioners Association of Southern California (PCASC)**

Mrs. Thompson moved to approve the membership renewal for the Personnel Commissioners Association of Southern California (PCASC). Ms. Fuller seconded the motion and discussion was called for. Mrs. Galli pointed out that there is a typographical error in the item, and the membership period is 2017-2018, not 2018-18. The clarification was noted and vote was called for. Motion passed unanimously.

**Approval of Revised Job Description: Risk Manager**

Mrs. Thompson moved to approve the revised job description for Risk Manager. Ms. Fuller seconded the motion and discussion was called for. Mrs. Galli indicated that this was initiated by the District, who asked the Personnel Commission to expedite the posting because of the upcoming retirement. Mrs. Galli reached out to the District regarding any updates prior to posting, at which time it was temporarily put on hold while revisions were made. In response to a question from Ms. Fuller, Mrs. Galli explained that this is a Classified Management position. Mrs. Galli further clarified that CSEA members are welcome to apply for the position. The vote was then called for and the motion passed unanimously.

**Approval of Americans With Disabilities Act (ADA) Compliant Form: Risk Manager**

Ms. Fuller moved to approve the Americans With Disabilities Act (ADA) Compliant Form for the Risk Manager classification. Mrs. Thompson seconded the motion and discussion was called for. In response to a question from Mrs. Duren, Mrs. Galli clarified that this position originally reported to Human Resources, was changed to Business Services, and is

now returning to reporting to Human Resources. The vote was called for and motion approved unanimously.

#### **INFORMATION/REPORTS**

##### **Classified Update**

Mrs. Galli distributed the Classified Update.

##### **Director, Personnel Commissioner**

Mrs. Galli gave a presentation clarifying the definition of Classified Service and outlining the categories of Classified Service. Not all classified workers fall under the umbrella of the CSEA union; there are also numerous Classified Leadership classifications. Mrs. Galli also highlighted some recruitment plan ideas that have been implemented.

##### **Comments from the Commissioners**

Mrs. Duren expressed her appreciation for the PC staff going out to offer support and help to the school sites on the first day of school.

#### **CLOSED SESSION**

Recessed to closed session at 6:21 P.M.

#### **REPORT OUT OF CLOSED SESSION**

Reconvened to open session at 8:52 P.M. With no action taken, there was no report.

#### **NEXT MEETING**

The next regularly-scheduled meeting of the Personnel Commission is September 13, 2017 at 5:30 P.M. in Room 125 at Site 18.

#### **ADJOURNMENT**

Ms. Fuller moved to adjourn the meeting. Mrs. Thompson seconded the motion and the meeting was adjourned at 8:53 P.M.

Respectfully submitted,



Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

**Classified Update for August 9, 2017**

**1. Testing Status:**

Accounting Clerk II	Performance/written examination to be scheduled
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Crossing Guard	Examination 08/15/17
Paraeducator-Translator (DHH)	Examination 08/22/17
Special Education Instructional Assistant	Exam 08/23/17, QAI 08/30/17
Technology Support Specialist	QAI scheduled 08/16/17

**2. Postings:**

Crossing Guard	Closed 08/08/17
Family Services Advocate	Closes 08/17/17
Mental Health-Intensive Case Manager	Closes 08/28/17
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Paraeducator-Translator (DHH)	Closes 08/16/17
Special Education Instructional Assistant	Closes 08/16/17



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
September 13, 2017**

**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
Crossing Guard	07/19/17	08/08/17	08/15/17	NA	60	33	16	NA	NA	16	08/22/17	08/21/18	*Yes	9
Internet and Media Communications Specialist	06/23/17	07/17/17	NA	08/24/17	5	4	NA	3	3	3	08/25/17	08/24/18	No	3
Paraeducator-Translator (DHH)	07/27/17	08/16/17	08/22/17	08/29/17	6	5	4	NA	4	4	08/29/17	08/28/18	No	4
Special Education Instructional Assistant	07/27/17	8/16/17	08/23/17	08/30/17	149	71	24	NA	23	23	08/31/17	08/30/18	*Yes	15
Technology Support Specialist	06/23/17	07/17/17	NA	08/16/17	9	8	NA	7	7	7	08/16/17	08/15/18	No	4

\*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.

*Vicki Galli*

Vicki Galli  
Director, Personnel Commission

*09/07/17*

Date

## AGENDA ITEM

RE: NULLIFICATION OF ELIGIBILITY LIST(S) – September 13, 2017

VG: smc  
24-17/18





## Transfers and Reassignments

- a. Ajungo, Paula Effective 08/09/17, Paraeducator Moderate-Severe, 5.75 hours/182 days, (PDC), Reassignment to Same Site Due to Elimination of Position, Growth
- b. Anderson, Jeanine Effective 08/09/17, from Crossing Guard, 2 hours/182 days to Child Nutrition Assistant I (SAGE), 3 hours/182 days Promotion, Growth
- c. Andrews, Alescia Effective 08/10/17, Special Education Instructional Assistant I, from (LA) to (SAGE), 5.75 hours/182 days Reassignment Due to Elimination of Position, Growth  
  
Effective 08/23/17, Special Education Instructional Assistant I (SAGE), from 5.75 hours/182 days to 6.5 hours/182 days, Increase in Hours by Seniority
- d. Avila, Martha Effective 08/02/17, Child Nutrition Manager, from (CA) to (SH), 8 hours/10 months
- e. Avila, Sonia Effective 08/09/17, Special Education Instructional Assistant I, from (PLP), 5.75 hours/182 days to (QV), 6.5 hours/182 days, Increase in Hours by Seniority, Replacement for Angel Richard  
  
Effective 08/21/17, Special Education Instructional Assistant I (QV), from 6.5 hours/182 days to (PLP), 5.75 hours/182 days, Voluntary Decrease in Hours
- f. Bobber, Rachelle Effective 08/09/17, from Child Nutrition Assistant I (PT) 3 hours/182 days to Child Nutrition Assistant II (YN), 5.75 hours/182 days, Replacement for Jessica Tolento
- g. Brown, Erika Effective 08/09/17, Paraeducator Moderate-Severe, 5.75 hours/182 days, from (DW) to (YN), Reassignment Due to Elimination of Position, Replacement for John Cervantes
- h. Carrillo, Raymond  
Cruz Alaniz, Karla  
Gomez, Jennifer  
LeFeele, Michael  
McElwain, Wendy Effective 08/09/17, Paraeducator Moderate-Severe, 5.75 hours/182 days, Reassignment to Same Site Due to Elimination of Position, Growth
- i. Cervantes, John Effective 08/11/17, Paraeducator Moderate-Severe (DW) from 6.5 hours/182 days to (PDC), 7 hours/182 days, Increase in Hours by Seniority, Replacement for Anita Colon

## Transfers and Reassignments

- j. Chavez, Irma  
Fowler, Madia (eff. 8/18/17)  
Garcia, Jeanette  
Vasquez, Aurora  
Effective 08/09/17, Special Education Instructional Assistant I  
from 5.75 hours/182 to 6.5 hours/182 days Increase in Hours by  
Seniority
- k. Childree, Annette  
Effective 08/09/17, Special Education Instructional Assistant III (QV),  
6.5 hours/182 days, Reassignment to Same Site Due to Classroom  
Relocation
- l. Cropper, Clinton  
Everhart, Matthew  
Marzon, Jaime  
Willis, Jamaal  
Effective 07/10/17, Technology Support Liaison, 11 months/ 225 days:  
from (SW to (SAGE)  
from (TW) to (DO)  
from (DR to (SH)  
from (CA to (SH)
- m. Darbeau, Rosie  
Effective 08/09/17, Special Education Instructional Assistant I, 5.75  
hours/182 days, from (PT) to (SW), Reassignment Due to Elimination of  
Position, Replacement for Jonathan Norris
- n. Darby, Darlene  
Kessler, Diane  
Macisso, Heidi  
Effective 08/09/17, Special Education Instructional Assistant III,  
6.5 hours/182 days, Reassignment Due to Classroom relocation
- o. Hausey, Tammy  
Effective 08/09/17, Instructional Assistant I, 6.5 hours/182 days, from  
(DR/TW) to (BS/CM), Reassignment Due to Elimination of Position,  
Replacement for Carmen Rocha
- p. Hernandez, Daisy  
Effective 09/01/17, from Special Education Instructional Assistant I,  
5.75 hours/182 days to Special Education Instructional Assistant III, 6.5  
hours/182 days, Completion of coursework
- q. Huerta, Sandra  
Inong, Marcelina  
Effective 08/09/17, Special Education Instructional Assistant II, 6.5  
hours/182 days, Reassignment Due to Elimination of Position, Growth
- r. Ippolito, Mary  
Mrantz, Jill  
Effective 08/09/17, Special Education Instructional Assistant II, 6.5  
hours 182 days, Reassignment Due to Classroom Relocation
- s. Isaac, Mariah  
Effective 08/09/17, Instructional Assistant I, 6.5 hours/182 days, from  
(PT/YU) to (BV/PT), Reassignment Due to Restructure of Split  
Assignments, Growth
- t. Malette, Gordon  
Santoro, Barbara  
Effective 08/09/17, Special Education Instructional Assistant I, 6.5  
hours/182 days, Reassignment Due to Classroom Relocation
- u. Martinez, George  
Effective 07/17/17, Custodian I (PLP), Limited Term Assignment

## Transfers and Reassignments

v. Miller, Tiffany	Effective 08/09/17, Paraeducator Certified-Interpreter, 6.5 hours/182 days, from (PLP) to (DGM), Reassignment Due to Elimination of Position
w. Moreno, Leslie	Effective 08/09/17, Paraeducator/LVN, 6.5 hours/182 days from (DR) to (JH), Reassignment Due to Elimination of Position
x. Niada, Karina	Effective 08/04/17, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days, (YU) SP Room F AM, Voluntary Transfer
y. Palos, Ana	Effective 08/09/17, Instructional Assistant I, 6.5 hours/182 days, from (BV/LA) to (LA/YU), Reassignment Due to Elimination of Position, Growth
z. Perez Jr., Sergio	Effective 08/21/17, Paraeducator Moderate-Severe (PDC) from 5.75 hours/182 days to 7 hours/182 days, Increase in Hours by Seniority, Growth
aa. Reddig, Rita	Effective 08/09/17, Paraeducator Moderate-Severe, 6.5 hours/182 days, from (BV) to (DW), Reassignment Due to Elimination of Position
bb. Rodriguez, Debra	Effective 08/04/17, Early Childhood Education Teacher Assistant, 3.75 hours/185 days, from (TW) to (Site 18), Reassignment Due to Elimination of Position
cc. Russell, Carol	Effective 07/18/17, from Administrative Clerk I (PLP), 5.75 hours/182 days to Personnel Administrative Clerk (H.R.), Replacement for Ashley Hoffman, Promotion
dd. Thomas, Maria	Effective 08/09/17, Special Education Instructional Assistant I, from (GP), 5.75 hours/182 days to (SH), 6.5 hours/182 days Increase in Hours by Seniority, Replacement for Traci Zinner
ee. Watson De Chavez, Hilda	Effective 08/09/17, from Child Nutrition Assistant I, 3 hours/184 days to Bilingual Early Childhood Education Teacher Assistant (CH HS, AM), 3.75 hours/185 days, Voluntary Demotion
ff. Woods, Christine	Effective 08/04/17, Early Childhood Education Teacher Assistant, 3.75 hours/185 days, from (TW State Preschool) to (Site 18 State Preschool), Reassignment Due to Elimination of Position



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
October 11, 2017**

**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
Accounting Clerk II	07/05/17	07/25/17	09/14/17	09/22/17	114	73	10	10	10	10	09/25/17	09/24/18	*Yes	9
Bilingual Instructional Assistant	09/01/17	09/22/17	09/28/17	NA	37	21	16	NA	NA	16	09/29/17	09/28/18	No	14
Child Nutrition Assistant I	08/15/17	09/06/17	09/12/17	NA	135	46	40	NA	NA	40	09/12/17	09/11/18	*Yes	17
ECE Teacher Assistant	04/26/17	05/16/17	08/10/17	09/13/17	55	4	2	NA	1	1	09/15/17	09/14/18	*Yes	5
Family Services Advocate	07/28/17	08/17/17	08/25/17	09/07/17	37	10	7	8	6	6	09/07/17	09/06/18	No	5
Instructional Assistant I	08/25/17	09/15/17	09/20/17	NA	69	48	29	NA	NA	29	09/25/17	09/24/18	*Yes	12
Mental Health-Intensive Case Manager	07/28/17	08/28/17	08/28/17	09/14/17	12	6	NA	NA	6	6	09/15/17	09/14/18	*Yes	7
Risk Manager	08/15/17	09/15/17	09/18/17	09/27/17	29	7	7	NA	7	7	09/28/17	09/27/18	No	6

\*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.

  
\_\_\_\_\_  
Vicki Galli  
Director, Personnel Commission

10/05/17  
\_\_\_\_\_  
Date

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## 22

# REPORT

  X   ACTION

Vicki S. Galli  
Director, Personnel Commission

## NULLIFICATION OF ELIGIBILITY LIST(S) – October 11, 2017

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Accounting Clerk II	11/30/16	11/29/17
Bilingual ECE Teacher Assistant	06/09/17	06/08/18
Child Nutrition Assistant I	04/27/16	10/26/17
ECE Teacher Assistant	06/09/17	06/08/18
Instructional Assistant I	01/31/17	01/30/18
Mental Health-Intensive Case Manager	01/12/17	01/11/18

## RECOMMENDATION

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

VG: smc  
27-17/18



## Transfers and Reassignments

- a. Alsobrook, Bridgette Effective 09/12/17, Special Education Instructional Assistant from (CH), 5.75 hours/182 days to (SAGE), 6.5 hours/182 days, Increase in Hours by Seniority, Growth
- b. Anderson, Jeanine Effective 08/28/17, from Child Nutrition Assistant I (SAGE) 3 hours/182 days to Crossing Guard, 2 hours/182 days (Transportation), Voluntary Demotion
- c. Aparicio, Rocio Effective 08/29/17, Paraeducator Moderate-Severe, 6.5 hours/182 days, (BV), Reassignment to Same Site Due to Elimination of Position, Replacement for Marchelle Miranda
- d. Technology Support Liaison
  - Astolpho, Rafael Effective 07/10/17, from (CH) to (CA)
  - Michalski, Kelli Effective 07/10/17, from (DO) to (MQ)
  - Tovar, Miguel Effective 08/07/17, from (BV) to (DO)
  - Wines, Thomas Effective 08/07/17, from (SAGE) to (DO)
- e. Avila, Sonia Effective 08/21/17, Special Education Instructional Assistant from (QV), 6.5 hours/182 days to (PLP), 5.75 hours/182 days Voluntary Decrease in Hours
- f. Borquez, Gilbert Effective 08/30/17, from Grounds/Utility Maintenance Worker II to Maintenance Worker II (M&O), Replacement for Michael Fowler, Promotion
- g. Christiansen, Loretta Effective 08/09/17, Special Education Instructional Assistant II, from (GP) to (DC), 6.5 hours/182 days, Reassignment Due to Classroom Relocation
- h. D'Agostino, James Effective 08/30/17, from Custodian I (ECE) to Maintenance Worker II (M&O), Replacement for Bryan Willoughby
- i. Enriquez, Mickala Effective 08/10/17, Child Nutrition Assistant II, from (YU) to (SAGE), Involuntary Transfer for the Good of the District
- j. Garcia, Jeanette Effective 09/01/17, from Special Education Instructional Assistant I to Special Education Instructional Assistant II (SESS), 6.5 hours/182 days, Completion of Coursework
- k. Gomez, Jennifer Effective 08/31/17, Paraeducator Moderate-Severe (PDC) 5.75 hours/182 days, Reassignment to Same Site Due to Elimination of Position



## Transfers and Reassignments

l. Henson, Timothy	Effective 08/09/17, Paraeducator Moderate-Severe (PDC) 5.75 hours/182 days, Replacement for Jannete Acevedo Reassignment to Same Site Due to Elimination of Position
m. Hernandez, Daisy	Effective 09/01/17, Special Education Instructional Assistant III, from 6.5 hours/182 days to 5.75 hours/182 days, Correction of Work Hours
n. Jenkins, Shalee	Effective 08/09/17, Special Education Instructional Assistant I, from (TA) to (BS), 6.5 hours/182 days, Replacement for Erin Hill, Reassignment Due to Classroom Relocation
o. Lopez, Andrea	Effective 08/15/17, Instructional Assistant I (YU), 5.75 hours/182 days to Parent/Community Liaison (SW), 8 hours/182 days, Replacement for Ana Robinson, Promotion
p. MacLaughlan, Anna	Effective 08/09/17, Special Education Instructional Assistant I (PDC), 5.75 hours/182 days, Replacement for Jasmin Favela, Reassignment to Same Site Due to Elimination of Position
q. Miller, Marisa	Effective 08/09/17, Child Nutrition Assistant I, from (DR) to (OC), 3 hours/182 days, Replacement Karina Cortez Voluntary Transfer
r. Montes, Graciela	Effective 09/14/17, Bilingual Instructional Assistant, 5.75 hours/182 days, from (LA) to (DC), Voluntary Transfer Replacement for Wendy Navarrete Garcia
s. Mueller, Kayla	Effective 09/18/17, Paraeducator Translator (PLP), from 5.75 hours/182 days to 6.5 hours/182 days, Increase in Hours by Seniority, Growth
t. Munoz, Jasmine	Effective 08/09/17, Special Education Instructional Assistant I, 5.75 hours/182 days, from (CM) to (MZ), Replacement for Janice Fill, Reassignment Due to Elimination of Position
u. Polovina, Tianna	Effective 08/09/17, Paraeducator Interpreter-Certified, from (MZ) to (CA), 6.5 hours/182 days, Reassignment Due to Elimination of Position, Growth
v. Quijas, Erica	Effective 08/09/17, Instructional Assistant I, from (YU) to (OC), 5.75 hours/182 days, Replacement for Kimberly Heredia, Voluntary Transfer
w. Rico, Jessica	Effective 08/03/17, from Bilingual Typist Clerk (OC), 5.75 hours/10 months to Bilingual Attendance Clerk (SH), Replacement for Marisa Guzman, Promotion

## Transfers and Reassignments

- x. Robinson, Deborah Effective 08/09/17, Special Education Instructional Assistant I, 5.75 hours/182 days, from (CH) to (QV), Replacement for Cassandra Williams, Reassignment Due to Elimination of Position
- y. Smith, Carey Effective 08/30/17, Instructional Assistant I, from (PLP/SW) 6.5 hours/182 days to (DR), 5.75 hours/182 days, Voluntary Decrease in Hours, Replacement for Raquel Aguayo
- z. Sosa, Roberto Effective 08/21/17, Paraeducator Moderate-Severe (PDC) from 5.75 hours/182 days to 7 hours/182 days, Increase in Hours by Seniority, Growth
- aa. Squires, Randy from (DGM) to (DC)  
Webb, Jennifer from (CA) to (SAGE)
- bb. Tolento, Jessica Effective 08/10/17, Child Nutrition Assistant II, 5.75 hours/182 days, from (SAGE) to (YU), Involuntary Transfer for the Good of the District
- cc. Tovar, Miguel Effective 09/11/17, Technology Support Liaison, From (DO) to (SW)
- dd. Williams, Cassandra Effective 09/05/17, Special Education Instructional Assistant I (QV), from 5.75 hours/182 days to 6.5 hours/182 days Increase in Hours by Seniority, Replacement for Sonia Avila
- ee. Wines, Thomas Effective 09/11/17, Technology Support Liaison, From (DO) to (TW)

## AGENDA ITEM

# Palmdale School District

## Personnel Commission 230

From Date: 9/1/2017

To Date: 9/30/2017

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.4320.23000000	Supplies	\$11,450.00	\$0.00	\$11,450.00	\$87.80	\$290.64	\$11,159.36	\$1,191.82	\$9,967.54	87.05%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
114719	81785	181490	AP POSTING	FRANKS RADIO SERVICE	Accounts Payable	\$63.37				
8302017	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$24.43				
						Detail Total:	\$87.80			
01.0.00000.0.00000.74400.4380.23000000	Supplies-Technology	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.4399.23000000	Holding	\$47,799.00	\$0.00	\$47,799.00	\$0.00	\$0.00	\$47,799.00	\$0.00	\$47,799.00	100.00%
01.0.00000.0.00000.74400.4420.23000000	Non Cap Asset	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.0.00000.0.00000.74400.4480.23000000	Non Cap Asset Technology	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$4,216.12	\$2,283.88	\$0.00	\$2,283.88	35.14%
01.0.00000.0.00000.74400.5210.23000000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$137.18	\$1,862.82	\$0.00	\$1,862.82	93.14%
01.0.00000.0.00000.74400.5220.23000000	Conferences/Mileage	\$18,000.00	\$0.00	\$18,000.00	\$1,724.16	\$2,207.16	\$15,792.84	\$1,972.58	\$13,820.26	76.78%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
CF18074LG4	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$374.16				
CF18074RG	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$1,350.00				
						Detail Total:	\$1,724.16			
01.0.00000.0.00000.74400.5310.23000000	District Membership	\$3,290.00	\$0.00	\$3,290.00	\$0.00	\$3,290.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712.23000000	Direct Costs-Printing	\$1,960.00	\$0.00	\$1,960.00	\$0.00	\$0.00	\$1,960.00	\$0.00	\$1,960.00	100.00%
01.0.00000.0.00000.74400.5719.23000000	Direct Costs-Mailing Services	\$2,000.00	\$0.00	\$2,000.00	\$131.28	\$131.28	\$1,868.72	\$0.00	\$1,868.72	93.44%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
1211	0	0	JE180119 JULY POSTAGE CHARGEBACKS	amodlin	Adjusting	\$65.64				
1212	0	0	JE180120 POSTAGE CHARGEBACKS AUGUST 2017	amodlin	Adjusting	\$65.64				
						Detail Total:	\$131.28			
01.0.00000.0.00000.74400.5810.23000000	Advertising - Legal	\$10,000.00	\$0.00	\$10,000.00	\$208.50	\$208.50	\$9,791.50	\$455.46	\$9,336.04	93.36%

# Palmdale School District

## Personnel Commission 230

From Date: 9/1/2017

To Date: 9/30/2017

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
<u>Transaction Detail (Standard)</u>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
91084	81656	181523	AP POSTING		SANTA CLARITA SIGNAL		Accounts Payable		\$208.50	
							Detail Total:		\$208.50	
01.0.00000.0.00000.74400.5822.2300000	Legal Expenses	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$6,273.00	\$33,727.00	\$40,000.00	(\$6,273.00)	-15.68%
01.0.00000.0.00000.74400.5828.2300000	Software Support	\$27,375.00	\$0.00	\$27,375.00	\$10,434.00	\$25,270.00	\$2,105.00	\$0.00	\$2,105.00	7.69%
<u>Transaction Detail (Standard)</u>										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
INV21876	81571	181366	AP POSTING		NEOGOV		Accounts Payable		\$10,434.00	
							Detail Total:		\$10,434.00	
01.0.00000.0.00000.74400.5830.2300000	Consultants	\$6,400.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00	100.00%
01.0.00000.0.00000.74400.5890.2300000	Other Operation Services	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$0.00	\$1,350.00	\$1,350.00	\$0.00	0.00%
<b>Grand Total:</b>		<b>\$749,685.00</b>	<b>\$0.00</b>	<b>\$749,685.00</b>	<b>\$61,915.42</b>	<b>\$130,689.96</b>	<b>\$618,995.04</b>	<b>\$46,490.89</b>	<b>\$572,504.15</b>	<b>76.37%</b>

End of Report

PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM

DATE: October 11, 2017 ☐ REPORT  
TO: Personnel Commission ☒ ACTION  
FROM: Vicki Galli  
Director, Personnel Commission  
RE: PERSONNEL COMMISSION ANNUAL REPORT FOR 2016-2017

**BACKGROUND**

Each year, an annual report of the Personnel Commission is brought for review subject to approval by November 30<sup>th</sup>, per Personnel Commission Rules and Regulations, Chapter 2, Item 2.17 and Education Code §45266.

**STATUS**

Attached is the 2016-2017 Personnel Commission Annual Report.

**RECOMMENDATION**

It is recommended that the 2016-2017 Personnel Commission Annual Report be approved as presented.

## COMMISSIONERS

### Kathleen Duren

Mrs. Kathleen "Kathe" Duren was appointed on September 10, 2014 for the remainder of the CSEA appointment. Mrs. Duren retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served on the executive Board and was a Job Steward. She has served the District in many different capacities including the classification committee, insurance committee, and various other committees/foundations. After retirement, Mrs. Duren continued to support the Merit System by serving on Qualifications Appraisal Interview (QAI) panels before being appointed as a Commissioner. Mrs. Duren was reappointed in December 2016.

### Rosa Brambila Fuller

Ms. Fuller was appointed on May 27, 2016 for the remainder of the Board of Trustees' appointment. Ms. Fuller has lived in the Antelope Valley since 1997. She is a professor, tenured counselor, and Chair of the pre-law committee at Antelope Valley College. Professor Fuller received training on legal issues related to EEO, diversity, sexual harassment, and leadership mediation. She has been on numerous campus hiring and performance evaluation committees, and is a former board member of the Children's Center, and served as Chair of the personnel committee.

### Deneese Thompson

Mrs. Deneese Thompson was appointed December 1, 2015. She is the joint appointment of the two commissioners. Mrs. Thompson was a volunteer in the Palmdale School District for many years. She gained employment with the District and served as an Instructional Assistant and Media Center Clerk. Mrs. Thompson retired from the District as a School Secretary. Her retirement days are spent serving as the Area Director for Special Olympics, Antelope Valley. Mrs. Thompson currently supervises the athletic training of 300 athletes with intellectual disabilities.

## PERSONNEL COMMISSION

### MISSION STATEMENT

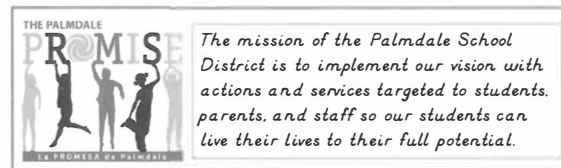
To complement student learning and achievement, the Personnel Commission will...

- Attract, recruit, select, and retain a qualified and talented workforce.
- Adhere to Merit System principles and Personnel Commission Rules and Regulations in alignment with Education Code, Board Policies, contract language, and other pertinent laws.
- Serve and support classified employees.
- Disseminate information and provide resources to employees and community members.

## PALMDALE SCHOOL DISTRICT

### MISSION STATEMENT

The Palmdale PROMISE, including a refocused mission statement, strategic goals, and essentials is foundational in all Palmdale School District Operations.



## PERSONNEL COMMISSION STAFF

Vicki Galli, Director  
vsgalli@palmdalesd.org

Elvira Cova, Personnel Analyst  
ecova@palmdalesd.org

Stacey Elliott, Personnel Analyst  
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Mary Theus, Personnel Analyst  
mltheus@palmdalesd.org

Susan McCormick, Administrative Secretary  
smccormick@palmdalesd.org



## PERSONNEL COMMISSION ANNUAL REPORT

# 2016-2017



### Message From the Director:

*In the latter part of the year, input was solicited from stakeholders of the recruitment process including Union Representatives, Cabinet Members, Directors from various departments, Human Resources Staff, and Personnel Commission Staff. The 86 suggestions collected were organized into eight categories: Application, Testing/Transcripts, Eligibility Lists/Transfer/Subs, Interviews, Reference Checking, Pre-employment, Compensation, and Miscellaneous. The biggest bottlenecks were specifically identified. The ideas approved by the Commissioners will be implemented in the upcoming school year. These ideas will incorporate effective application management in accordance with Merit System principles through the NEOGOV Applicant Tracking system and procuring the NEOGOV OnBoarding module to automate the pre-employment process.*

*The 2016-2017 year ended with filling 434 classified positions, a significant increase from 354 positions filled in 2015-2016 and 273 positions filled in 2014-2015. Automating processes and implementing application management strategies will be utilized to continue this trend. Personnel Commission staff members have worked tirelessly to meet the increased recruitment needs of the District.*

### MEMBERSHIPS/RESOURCES

The Personnel Commission maintained memberships in the following organizations:

**ACSA** - Association of California School Administrators

**CSPCA** - California School Personnel Commissioners Association

**CODESP** - Cooperative Organization for the Development of Employee Selection Procedures

**NEOGOV** - applicant tracking system

**OPAC** - Office Proficiency and Assessment Certification

**PCASC** - Personnel Commission Association of Southern California

### THE MERIT SYSTEM

The Merit System provides the framework for personnel management for classified employees of the school district and fosters the advancement of career service. The Personnel Commission is responsible for administering the Merit System principles in the district within the parameters of the Education Code. The Merit System operates to ensure that employment selections and promotions are on the basis of merit and fitness to minimize preference or prejudice as governed by Education Code 45240 through 45320. Through the competitive examination process, vacancies are filled from established eligibility lists as evidenced by the ranking of qualified candidates. Merit System principles also afford an impartial appeal hearing for disciplinary actions.

### MEETINGS

The Personnel Commission ordinarily meets the second Wednesday of each month. If a second meeting is needed, the fourth Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:30 P.M. at 37230 - 37<sup>th</sup> Street East, Room 125 in Palmdale, CA, unless otherwise notified.

During the 2016-17 school year, the Personnel Commission held 12 regular meetings as well as six special meetings.

#### Personnel Commission

37230 37<sup>th</sup> Street East • Palmdale, CA 93550  
661 285 2902

### PERSONNEL REQUISITIONS PROCESSED

Employment	221
Change of Status	14
Promotions	34
Transfers	34
Reassignments	28
Rehire/Reinstatements	3
Increase in Hours/Work Year	<u>100</u>
Total Positions Filled:	434

### COMPETITIVE EXAMINATION PROCESS

Classified Hits on Website	160,658
Classified Applications	6,476
Exam Sessions:	
Written	106
Technical/Skills	44
QAI	56
Basic Skills	57
Substitute Applications:	3,835
Exam Sessions	54
Substitutes Qualified & Referred	408
Applicants Tested	2,277
Eligibility Lists Certified	88

### NEW/REVISED CLASSIFICATIONS

Assistant Director, Transportation Services  
Family Services Advocate  
IT Technician  
Media & Internet Communications Specialist  
Network Technician  
SELPA Mental Health Intensive Case Manager  
Social Emotional Learning Specialist  
Substitute Health Assistant-LVN  
Substitute Paraeducator-LVN  
Technology Support Specialist



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: October 11, 2017 \_\_\_ REPORT

TO: Personnel Commission \_X\_ ACTION

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS:  
Bilingual Early Childhood Education Teacher Assistant

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

The Bilingual Early Childhood Education Teacher Assistant classification is posted continuously. It is difficult to find candidates to meet the minimum qualifications of bilingual and ECE college units, as well as minimal working hours per day.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Bilingual Early Childhood Education Teacher Assistant with two (2) ranks.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
October 11, 2017**

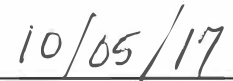
**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Bilingual ECE Teacher Assistant	08/08/17	08/17/17	09/06/17	09/13/17	17	2	1	NA	1	2	09/15/17	09/14/18	No	2

\*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.

  
\_\_\_\_\_  
Vicki Galli  
Director, Personnel Commission

  
\_\_\_\_\_  
Date



