



Personnel Commission
AGENDA OF SCHEDULED MEETING
Wednesday, January 13, 2016 - 5:30 P.M.
Site 18, Room 125
37230 – 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Meeting Minutes – December 9, 2015

42-15/16

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.

ACTION

A. Ratification of Eligibility List(s)

43-15/16

B. Extension of Eligibility List(s)

44-15/16

C. Nullification of Eligibility List(s)

45-15/16

D. Ratification of Transfers

46-15/16

IV. NEW BUSINESS

A. Approval of Eligibility List With Less Than Three Ranks
Paraeducator-Certified Interpreter (DHH)

47-15/16

V. OLD BUSINESS

None

VI. INFORMATION/REPORTS

Classified Update
Information from the Director, Personnel Commission
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.
Employment – Bilingual Typist Clerk

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.
Employment – Bilingual Typist Clerk

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: February 10, 2016 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 December 9, 2015 Scheduled Meeting

CALL TO ORDER

The meeting was called to order by the Chairperson, Mr. Ned Beadel at 5:30 P.M., followed by the Pledge of Allegiance led by Mr. Ronald Williams.

MEMBERS PRESENT

Mr. Ned Beadel, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson
Mr. Ronald Williams, Commissioner

STAFF PRESENT

Mrs. Vicki Galli, Director, Personnel Commission
Ms. Mary Theus, Personnel Analyst

**PUBLIC COMMENTS
AGENDA ITEMS**

None.

**PUBLIC COMMENTS
NON AGENDA ITEMS**

None.

CONSENT AGENDA

Mr. Beadel recommended that one action be taken on the three Consent Agenda items presented. Commissioners Duren and Williams agreed.

Mr. Williams motioned to approve the Ratification and Nullification of Eligibility Lists, and Ratification of Transfers. Mrs. Duren seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.

NEW BUSINESS

Public Hearing: Appointment of Personnel Commissioner – Joint Nominee

The Public Hearing was opened at 5:34 P.M. to hear comment on the selection of Mrs. Deneese Thompson as Joint Commissioner. Hearing no comments, the Public Hearing was closed at 5:35 P.M.

Appointment to the Personnel Commission – Joint Nominee

Mrs. Duren motioned to approve Mrs. Deneese Thompson as the Joint Commissioner to the Personnel Commission. Mr. Beadel seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.

Mrs. Thompson took her seat as the newly appointed Commissioner and conveyed her appreciation for the opportunity to serve the Personnel Commission and District.

**ORGANIZATIONAL
PROCEDURE**

Consider Nominations for Personnel Commission Chairperson

Mrs. Galli opened nominations at 5:36 P.M. Mr. Beadel nominated Mrs. Duren as Chairperson. Mrs. Thompson seconded the motion, and vote was called for. Mrs. Kathe Duren received unanimous approval as the Chairperson of the Personnel Commission for 2016.

Consider Nominations for Personnel Commission Vice-Chairperson

Mrs. Galli opened nominations at 5:37 P.M. Mrs. Duren nominated Mrs. Thompson as Vice-Chairperson. Mr. Beadel seconded the motion, and vote was called for. Mrs. Deneese Thompson received unanimous approval as the Vice-Chairperson of the Personnel Commission for 2016.

OLD BUSINESS

Approval of New Classification

Paraeducator-Certified Interpreter II (Deaf and Hard of Hearing)

Mr. Beadel motioned to approve the new classification as presented. Mrs. Duren seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.

Approval of Americans with Disabilities Act (ADA) Form

Paraeducator-Certified Interpreter II (Deaf and Hard of Hearing)

Mr. Beadel motioned to approve the ADA form as presented. Mrs. Duren seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.

INFORMATION/REPORTS

Classified Update

Mrs. Galli distributed the Classified Update. She conveyed the update does not include data on substitute recruitment to establish referral lists that are forwarded to Human Resources. As cited in the Education Code, this group is not a part of the classified service. A copy of the classified update is attached as part of the official minutes.

Information from the Director, Personnel Commission

Mrs. Galli congratulated Mr. Ronald Williams for nearly 40 years of service as a Joint Commissioner. She presented a plaque and portrait to Mr. Williams for his dedication and service to the District, and thanked him for his continual support. A reception will be held in his honor at the conclusion of the meeting.

Comments from the Superintendent

Mr. Raul Maldonado, Superintendent of Schools, expressed his gratitude to Mr. Ronald Williams for his commitment to the District. The Superintendent and Board of Trustees, Mr. Dennis Trujillo and Mrs. Nancy Smith, presented a plaque to commemorate Mr. Williams' outstanding service to the Personnel Commission.

Comments from the Commissioners

Mr. Beadel praised Mr. Williams for his caring demeanor throughout his service to the Personnel Commission. He articulated that this characteristic embodies the Palmdale Promise, as the care Mr. Williams demonstrated for employees and the District was unwavering. Mr. Beadel congratulated Mr. Williams and expressed gratitude for his years of service and camaraderie.

Mrs. Duren acknowledged Mr. Williams on behalf of CSEA and expressed thanks for his hard work and service. Mrs. Duren personally articulated her appreciation for his kindness and mentorship.

CLOSED SESSION

None.

REPORT OUT

None.

NEXT MEETING

The next meeting for the Personnel Commission is scheduled for January 13, 2016 at 5:30 P.M., Site 18, Room 125.

ADJOURNMENT

Mr. Beadel motioned to adjourn the meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 5:48 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Mrs. Kathe Duren, Chairperson

Mrs. Deneese Thompson, Vice-Chairperson

Mr. Ned Beadel, Commissioner

Classified Update for December 9, 2015

1. Testing Status:

Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual Typist Clerk	Written examination 12/09/15
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Paraeducator Moderate-Severe	QAIs scheduled 12/14/15
Parent/Community Liaison	QAIs scheduled 12/14/15
Special Ed Instructional Assistant	Examinations 12/09/15 and 12/10/15
Technology Support Liaison	Examinations to be scheduled
Translator	Examination scheduled 12/17/15

2. Postings

Accounting Clerk I	Closes 12/09/15
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 13, 2016 REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
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 13, 2016**

CLASSIFIED RECRUITMENT SUMMARY REPORT

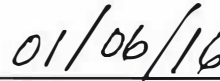
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged Yes/No	Total # of Ranks
Administrative Clerk I	05/27/15	06/16/15	09/17/15	12/02/15	7	4	1	1	1	1				
Administrative Clerk I	10/07/15	10/27/15	10/30/15	12/02/15	703	71	11	11	10	10	12/03/15	12/02/16	No	10
Health Assistant	09/28/15	10/16/15	10/28/15	12/02/15	17	8	4	4	3	3	12/03/15	12/02/16	No	3
Paraeducator Moderate-Severe	10/27/15	11/16/15	12/08/15	12/14/15	75	36	22	NA	21	21	12/15/15	12/14/16	Yes*	17
Parent/Community Liaison	10/01/15	10/21/15	12/02/15	12/14/15	106	43	15	22	13	13	12/14/15	12/13/16	No	11
Special Education Instructional Assistant	10/27/15	11/16/15	12/9/15 12/10/15	12/14/15	129	71	16	NA	16	16	12/16/15	12/15/16	Yes*	14

*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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 13, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

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

Job Classification	Effective Date	Expiration Date	Date Extended
Assistant Director of Child Nutrition	02/04/15	02/03/16	08/03/16
Paraeducator/LVN	02/18/15	02/17/16	08/17/16
Warehouse Worker/Delivery Driver II	03/02/15	03/01/16	09/01/16

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 13, 2016 ___ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

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

Job Classification	Effective Date	Expiration Date
Accounting Clerk I	07/11/14	01/10/16
Bilingual Typist Clerk	12/18/14	12/17/15
Data Processing/Accounting Technician	11/19/14	11/18/15
Paraeducator Moderate to Severe	05/05/15	05/04/16
Parent/Community Liaison	11/04/14	11/03/15
Special Education Instructional Assistant	05/01/15	04/30/16
Technology Support Liaison	12/18/14	12/17/15

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE January 13, 2016 _____ REPORT

TO: Personnel Commission _____ x ACTION

FROM: Vicki S. Galli
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

- a. Arnold, David Effective 11/12/15, Special Education Instructional Assistant I from (MQ) to (JH), 5.75 hours/182 days, Replacement for Samantha Macisso, Voluntary Transfer
- b. Ball, Alycia Effective 10/14/15, from Child Nutrition Assistant I (DGM), 3 hours/182 days to Child Nutrition Assistant II (CH), 5.75 hours/182 days, Replacement for Danielle Curtis, Promotion
- c. Castillo, David Effective 11/10/15, from Maintenance Worker II (M&O) to Assistant Director, Maintenance and Operations, Local Control Accountability Plan (LCAP), Promotion, Growth
- d. Dawley, Michael Effective 10/26/15, Custodian I, from (OC)/(YU) split to (OC), Reassignment due to Elimination of Position Local Control Accountability Plan (LCAP), Growth
- e. Deras, Sandra Effective 11/05/15, Child Nutrition Cashier I, 3 hours/182 days, from (DC) to (GP), Replacement for Alma Contreras, Voluntary Transfer
- f. Gomez, Dayana Effective 11/17/15, Instructional Assistant I, from (CH) 3.5 hours/182 days to (BS) 5.75 hours/182 days Increase in Hours by Seniority, Growth
- g. Oldenburg, Gage Effective 11/10/15, Special Education Instructional Assistant I, 3.5 hours/182 days, from (SW) to (PDC) Voluntary Transfer, Replacement for Devan Farris
- h. Richard, Angel Effective 11/12/15, Special Education Instructional Assistant I, 5.75 hours/182 days, from (MZ) to (TA) Voluntary Transfer, Replacement for Emily Miller
- i. Schechter, Chantell Effective 10/26/15, from Special Education Instructional Assistant I (MZ), 5.75 hours/182 days to Custodian I (QV), Promotion, Local Control Accountability Plan (LCAP), Growth

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: January 13, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS:
PARAEDUCATOR-CERTIFIED INTERPRETER (DHH)

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 position of Paraeducator-Certified Interpreter (DHH) are continuous. This is a position that is difficult to fill because of the minimum qualifications.

Due to a need to support the Special Education needs of the District, it is requested that the eligibility list be approved when a qualified candidate is identified. The Personnel Commission is being asked to consider the Paraeducator-Certified Interpreter (DHH) eligibility list with only one eligible.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Paraeducator-Certified Interpreter (DHH) with only one eligible.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION**

**CLASSIFIED RECRUITMENT SUMMARY REPORT
January 13, 2016**

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	Number of Ranks	Merged Yes/No	Effective Date	Expiration Date
Paraeducator-Certified Interpreter (DHH)	Continuous		10/19/15	12/17/15	1	1	1	NA	1	1	1	No	12/17/15	12/16/16

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

01/06/16

Date