



Personnel Commission  
AGENDA OF REGULAR MEETING  
Wednesday, March 9, 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 – February 10, 2016

54-15/16

**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)
- B. Extension of Eligibility List(s)
- C. Nullification of Eligibility List(s)
- D. Ratification of Transfers

55-15/16  
56-15/16  
57-15/16  
58-15/16

**IV. NEW BUSINESS**

- A. Approval of New Classification – Early Childhood Education Disabilities/  
Mental Health Specialist 59-15/16
- B. Approval of Americans with Disabilities Act (ADA) form for Early Childhood  
Education Disabilities/Mental Health Specialist 60-15/16
- C. Approval of Revised Job Description – Warehouse Worker/Delivery Driver II 61-15/16
- D. Approval of Americans with Disabilities Act (ADA) form for  
Warehouse Worker/Delivery Driver II 62-15/16

**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.

**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.

**IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: April 13, 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 February 10, 2016 Scheduled Meeting**

<b>CALL TO ORDER</b>	The meeting was called to order by the Chairperson, Mrs. Kathe Duren at 5:34 P.M., followed by the Pledge of Allegiance led by Mr. Beadel.
<b>MEMBERS PRESENT</b>	Mr. Ned Beadel, Commissioner Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson
<b>STAFF PRESENT</b>	Mrs. Vicki Galli, Director, Personnel Commission Ms. Helena de Vos, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	<b>Meeting Minutes</b> Mr. Beadel motioned to approve the minutes of the regularly scheduled meeting of January 13, 2016. Mrs. Thompson seconded the motion. Hearing no discussion, vote was called for. Approved unanimously.  Mr. Beadel motioned to approve the minutes of the special meeting of February 3, 2016. Mrs. Thompson seconded the motion. Hearing no discussion, 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>	Mr. Beadel motioned to approve the Consent Agenda. Mrs. Duren seconded the motion and discussion was called for.  Mrs. Duren requested clarification on the precise way in which to approve Consent Agenda if discussion is called for on one of the action items.  Hearing no further discussion, vote was called for. Approved unanimously.
<b>NEW BUSINESS</b>	None
<b>OLD BUSINESS</b>	None

**INFORMATION / REPORTS**

**Classified Update**

Mrs. Galli distributed the Classified Update. Copy is attached as part of the official minutes.

**Information from the Director, Personnel Commission**

Mrs. Galli gave a PowerPoint presentation on:

- Update on Recruitment.
- Update on the Classified Compensation Study with Educational Management Solutions.
- NEOGOV presentation available upon request.

**Comments from Commissioners**

Mrs. Duren stated that she would like to see an explanation of how to complete an on line application, or pamphlet. Mrs. Duren thanked Mrs. Galli and appreciated her updates.

**CLOSED SESSION**

None

**REPORT OUT**

None

**NEXT MEETING**

The next regularly scheduled meeting for the Personnel Commission is March 9, 2016 at 5:30 P.M., Site 18, Room 125.

**ADJOURNMENT**

Mrs. Thompson moved to adjourn the meeting. Mrs. Duren seconded the motion. Meeting adjourned at 5:59 P.M.

Respectfully submitted,

Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Ned Beadel, Commissioner

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

## **Classified Update for February 10, 2016**

### **1. Testing Status:**

Benefits/Payroll Clerk	Examination to be scheduled
Bilingual Administrative Clerk II	Performance examination scheduled 02/19/16, written examination scheduled 02/24/16
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual ECE Teacher Assistant	Examination scheduled 03/02/16
Custodian I	Examinations scheduled 02/09/16
Director I – Transportation	QAIs scheduled 02/05/16
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
ECE Teacher Assistant	Examination scheduled 03/02/16
Family Health Provider	Examination to be scheduled
Library Aide	Performance/written examinations scheduled 02/17/16
Maintenance Worker II	Examination scheduled 02/11/16
Technology Support Liaison	QAIs scheduled 02/11/16

### **2. Postings:**

Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous

Classified Update  
Page 2

Paraeducator Certified Interpreter II

Closes 02/18/16

Translator

Closes 02/19/16

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: March 9, 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  
March 9, 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
Bilingual Administrative Clerk II	01/07/16	01/27/16	02/24/16	03/03/16	238	88	9	9	8	8	03/03/16	03/02/17	Yes*	9
Custodian I	12/29/15	01/20/16	02/09/16	NA	683	162	53	NA	NA	53	02/10/16	02/09/17	No	8
Director I – Transportation Services	12/11/15	01/11/16	01/13/16	02/05/16	14	9	5	NA	4	4	02/05/16	02/04/17	No	4
Library Aide	12/11/15	12/31/15	02/17/16	02/26/16	574	33	8	12	8	8	02/29/16	02/28/17	Yes*	9
Maintenance Worker II	12/11/15	12/31/15	02/11/16	02/25/16	162	103	7	NA	6	6	02/26/16	02/25/17	Yes*	7
Technology Support Liaison	11/13/15	12/03/15	01/21/16	02/11/16	85	80	21	8	13	8	02/12/16	02/11/17	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*

Vicki Galli  
Director Personnel Commission

*03/03/16*

Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: March 9, 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
Bilingual Headstart Enrollment Assistant	09/16/14	03/15/16	09/15/16

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: March 9, 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
Bilingual Administrative Clerk II	07/15/15	07/14/16
Library Aide	03/31/15	03/30/16
Maintenance Worker II	07/23/15	07/22/16

**RECOMMENDATION**

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



## Transfers and Reassignments

- a. Effective 02/01/16, Instructional Assistant I, from 3.5 hours/182 days to 5.75 hours/182 days, Increase in Hours, Local Control Accountability Plan (LCAP), Growth

Alvarez, Kiana (DR)  
Apuan, Katherine (LA)  
Asberry, Kylona (TA)  
Bambaren, Alexandra (PT)  
Collins, Kenyetta (MZ)  
Corder, Donna (TW)  
Dunn-Stevenson, Tashea (PT)  
Ephrem, Muluemebet (PLP)  
Gilmore, Lolita (LA)  
Girard, Donna (YU)  
Gomez, Dayana (CH)  
Grier, Lisa (BV)  
Hamed, Nagla (PT)  
Hawkins, Dannielle (YU)  
Hogains, Michelle (YU)  
Isaac, Mariah (PT)  
Jones, Amber (CH)  
Lavender, Terrie (SW)  
Liudo, Jaleesa (CM)  
Lopez, Andrea (YU)  
Lopez, Maria (MZ)  
Perez, Sandy (YU)  
Pettits, Brandi (QV)  
Ramirez, Jasmine (MZ)  
Ramos, Victoria (MQ)  
Reyes, Steven (DC)  
Rojas, Ericka (MQ)  
Searcy, Alisha (TA)  
Squires, Tamara (TW)  
Sweeney, Megan (DR)  
Villatoro, Samuel (JH)  
Welch, Marysol (MQ)

- b. Effective 02/01/16, Bilingual Instructional Assistant from 3.5 hours/182 days to 5.75 hours/182 days, Increase in Hours, Local Control Accountability Plan (LCAP), Growth

Alvarez, Thelma (MZ)  
Bolanos, Rina (CH)  
Cruz, Hilda (DC)

## Transfers and Reassignments

Flores-Parra, Maritza (CA)	
Gonzalez, Nayely (PT)	
Lopez, Guillermina (PT)	
Lopez, Yascara Dolores (PT)	
Montes, Graciela (LA)	
Navarrete Garcia, Diane (PLP)	
Navarrete Garcia, Wendy (DC)	
Oliveros, Jesusita (LA)	
Valle, Eunice (LA)	
c. Barranco, Pamela	Effective 02/01/16, from Special Education Instructional Assistant I to Special Education Instructional Assistant II, 6.5 hours/182 days, Completion of Coursework
d. De La Cruz, Elizabeth	Effective 02/04/16, from Benefits/Payroll Clerk to Accounting/Data Processing Technician, Fiscal Services, Replacement for Ana Herrera
e. Lunsford, Kayla	Effective 02/04/16, from Child Nutrition Assistant II (SW) to Paraeducator Translator (PLP), 5.75 hours/ 182 days, Replacement for Jaime Green, Promotion
f. Palafox, Cynthia	Effective 01/14/16, Child Nutrition Assistant I, 3 hours/ 182 days, from (PT) to (PLP), Voluntary Transfer Growth
g. Pettits, Brandi	Effective 02/02/16, Instructional Assistant I, from 3.5 Hours/182 days (QV) to 5.75 hours/182 days (BS) Increase in Hours by Seniority, Replacement for Dayana Gomez
h. Quintanilla, Miriam	Effective 01/14/16, 3 hours/182 days, from (SW) to (Site 18), Involuntary Transfer
i. Ratzenburg, Alice	Effective 02/01/16, Instructional Assistant III, from 3.5 hours/182 days to 5.75 hours/182 days (DC), Local Control Accountability Plan (LCAP), Growth
j. Villaresis, Marilyn	Effective 02/01/16, from Library Aide (PT), 4 hours/10 months to Fingerprint Technician, Human Resources Replacement for April Topete, Promotion
k. Wilson, Charisse	Effective 01/01/16, Returning to Assistant Director Business Services

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: March 9, 2016 \_\_\_ REPORT

TO: Personnel Commission   x   ACTION

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: NEW CLASSIFICATION  
EARLY CHILDHOOD EDUCATION DISABILITIES/MENTAL HEALTH SPECIALIST

**BACKGROUND**

Palmdale School District receives a grant from the Office of Head Start as well as The State of California to provide preschool experiences. One of the requirements of the Federal government is to maintain a minimum of 10% students with Individual Education Plans (IEP) or Individual Family Services Plan (IFSP). Students need to be identified and coordinated to receive the funding.

**STATUS**

A job description to perform the duties to ensure compliance for funding is attached.

**RECOMMENDATION**

It is recommended that the Early Childhood Education Disabilities/Mental Health Specialist job description be approved as presented. The proposed salary is in the Leadership salary schedule under line #15 of the Management Team section with a pay range of \$63,132 – \$69,686.



## **EARLY CHILDHOOD EDUCATION DISABILITIES/MENTAL HEALTH SPECIALIST**

Bargaining Unit: Classified Management

### **SALARY RANGE**

\$63,132 – \$69,686 Annually

### **DEFINITION:**

#### **FUNDAMENTAL OBJECTIVE:**

Provides oversight of the Head Start Disability and Mental Health program areas. Facilitates the identification, assessment, curriculum development, staff development, and program evaluation. Provides interpretation of Federal and State regulations and policies. Recruits eligible participants and coordinates services with program staff, District, and community partners.

#### **SUPERVISION EXERCISED AND RECEIVED:**

Works under the direction of the Director of Early Childhood Education.

#### **EXAMPLE OF DUTIES:**

Duties may include, but are not limited to, the following:

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Within the team structure, serves as a resource on disabilities/mental health.
2. Coordinates program assessment, evaluation, and technical assistance in the area of disabilities/mental health.
3. Assists in locating appropriate consultant resources to meet program needs.
4. Assists in developing the Disabilities/Mental Health Plan.
5. Follows-up on disabilities referrals and/or mental health referrals.
6. Attends and participates in parent conferences, case conferences, IEP/IFSP meetings, SST meetings, transition meetings, and related meetings.
7. Evaluates case studies to determine eligibility for placement for special education students.
8. Cooperates with various District and community agencies (i.e. Regional Center) for student placement and seamless services.
9. Serves as an advocate by providing resources, materials, and strategies/techniques to assist the special needs population.
10. Screens and refers children with possible disabilities for further assessment.
11. Recruits eligible participants into the program.
12. Provides staff development and parent trainings.
13. Completes Grantee reports as needed.
14. Initiates potential community partnerships to serve children.



15. Assists staff in successful inclusion of children with disabilities.
16. Observes children with disabilities and provide recommendations to maximize student participation.
17. Develops transition plans for children with disabilities entering and exiting Palmdale Early Childhood Education program.
18. Reviews IEPs/IFSPs and lesson plans to ensure objectives are met.

## **QUALIFICATIONS:**

### Knowledge of:

- Knowledge of IDEA and related legislation pertaining to special needs.
- Knowledge of management and supervisory techniques.
- Knowledge of budget monitoring and projection.

### Ability to:

- Ability to establish professional working relationships.
- Ability to communicate effectively, both orally and in writing. Bilingual (English/Spanish) capabilities preferred.
- Ability to motivate employees, establish priorities, and organize work accordingly.

## **EXPERIENCE AND EDUCATION:**

- Bachelor's Degree in Child Development, Early Childhood Education, or Human Development, or related field.
- Emphasis in Special Education, Family Consumer Sciences, or related field preferred.
- Master's Degree in one of the above listed degree or emphasis areas may substitute for one year of the required experience.
- Three years appropriate experience, preferably to include direct experience working with preschool age children; one year must have been in a supervisory position.

## **LICENSE AND CERTIFICATIONS:**

- Possession of an appropriate, valid driver's license.
- Ability to be covered under the District property/liability insurance.

## **OTHER:**

Bilingual (English/Spanish) preferred.

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: March 9, 2016      REPORT

TO: Personnel Commission   x   ACTION

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) FORM FOR EARLY CHILDHOOD  
EDUCATION DISABILITIES/MENTAL HEALTH SPECIALIST

**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 a recommended format.

**STATUS**

The physical/mental requirements of the revised Warehouse Worker Delivery Driver II are presented in the ADA Compliant Job Analysis form as attached. The job description, specifically the "Supervision Received and Exercised" is revised; the physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the ADA form as presented.

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**EARLY CHILDHOOD EDUCATION DISABILITIES/MENTAL HEALTH SPECIALIST**

**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**

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

Comments:

<b>Lifting:</b> During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F	O	Office supplies, reports, files
11-25	O	I-O	I	Office equipment
26-50	O	I-O	I	Assisting with students
51-75*	I-O	I	I-N	Assisting with students
76-100*	I	I	N	Assisting with students
Over 100*	I	I	N	Assisting with students

Comments: \* Overweight Items require breaking down or assistance

<b>Carrying:</b> During ESSENTIAL Functions			* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	F	>100'	Office supplies, reports, files
11-25	O-F	>100'	Office equipment
26-50	O	<100'	Assisting with students
51-75*	I-O	<100'	Assisting with students
76-100*	N-I	<100'	Assisting with students
Over 100*	N-I	<100'	Assisting with students

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

<b>OBJECT MANIPULATION</b>		
	<b>Freq.</b>	<b>Tools &amp; materials handled during ESSENTIAL Functions:</b>
Fine Grasp	F	Files, reports, office supplies
Fine Manipulation	O-F	Files, reports, equipment
Gross Grasp	I-O	Assisting with students
Gross Manipulation	I-O	Assisting with students
Power Grasp	I-O	Assisting with students

<b>MENTAL AND PSYCHOLOGICAL DEMANDS</b>			
		<b>Frequency</b>	
<b>Basic Work Abilities:</b>		<b>Essential</b>	<b>Non-Ess.</b>
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	
<b>Attention to Task/Details:</b>			
6	Perform simple/repetitive tasks.	O	
7	Perform complex/varied tasks.	F	
8	Organize tasks and set priorities.	C	
9	Manage multiple tasks simultaneously.	C	
<b>Interaction with Others:</b>			
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	
<b>Decision Making:</b>			
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:

<b>COMMUNICATION / SENSORY DEMANDS</b>				
<b>Method</b>	<b>Freq.</b>	<b>ESSENTIAL</b>	<b>Freq.</b>	<b>Non-ESSENTIAL</b>
Seeing	C	Reading reports, articles		
Hearing	F-C	Communicating with students, staff, and community members/agencies		
Speaking	F	Communicating with students, staff, and community members/agencies		
Reading	F-C	Reading reports, articles		
Writing	F-C	Writing reports, taking notes		
Math	O	Calculate mileage, record data		

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Uneven surfaces		
Outdoors	O	Uneven surfaces		
Cold	O	Weather		
Heat	O	Weather		
Humidity	O	Weather		
Temperature Swings	O	Weather		
Dust/ Wind	O	Weather		
Noise	F	Students		
Vibration	I			
Fumes/ Odors	O	Human waste, cleaning/disinfecting materials		
Toxic Substances	O	Human waste, cleaning/disinfecting materials		
Radiation	N			
Mechanical Hazards	I	Automobile		
Electrical Hazards	N			
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate office attire per Board Dress Code Policy				

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

WORK SETTING				
<b>Brief Description of Work Site:</b> Office and site locations				
<b>Breaks:</b> 15 min/4 hours, lunch		<b>Overtime:</b> Various, as needed, flexible hours		
<b>Supervised by:</b> ECE Program Administrator		<b>Supervises:</b> N/A		
<b>Number of Employees at Work Site:</b>				
<b><u>Characteristics of Site:</u></b>	<b>%</b>		<b>%</b>	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	70	Team-oriented	30	Autonomy + Team = 100%
Routine Tasks	40	Variable Tasks	60	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Vicki Galli		Director, Personnel Commission	
Chad Gray		Director, HR	
Donna Lebitsamer		Director, ECE	
<b>Other Sources of Information:</b> <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Other			
Written by: <u>Vicki Galli</u> Date: _____			

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: March 9, 2016 \_\_\_\_\_ REPORT

TO: Personnel Commission   x   ACTION

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: WAREHOUSE WORKER/DELIVERY DRIVER II  
REVISED JOB DESCRIPTION

**BACKGROUND**

The District and the Union have conferred to make a minimal revision to the Warehouse Worker/Delivery Driver II classification under the "Supervision Received and Exercised" portion of the job description to facilitate departments other than the Warehouse to fund or oversee incumbents in this job classification.

**STATUS**

The Warehouse Worker/Delivery Driver II job description has been revised to include "or designee." The proposed job description is attached. The salary range will remain the same.

**RECOMMENDATION**

It is recommended that the Warehouse Worker/Delivery Driver II job description be approved as presented.



# WAREHOUSE WORKER/DELIVERY DRIVER II

Bargaining Unit: Classified

Class Code:  
649090

PALMDALE SCHOOL DISTRICT

**SALARY RANGE**  
\$17.88 - \$21.74 Hourly

## DEFINITION:

To perform a variety of duties and responsibilities involved in receiving, storing, assembling, and delivering supplies and equipment to District school sites and offices.

## SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Warehouse/Purchasing Supervisor **or designee**.

## EXAMPLE OF DUTIES:

Duties may include, but are not limited to, the following:

1. Coordinate the repair and maintenance of all warehouse vehicles and equipment; maintain accurate maintenance schedules; set appointments with outside vendors for needed maintenance and repair.
2. Shipping, receiving and inspecting incoming and outgoing equipment and supplies for conformity to purchase order; report shortages, damages, and/or other discrepancies; maintain appropriate records, including UPS and U.S. Mail procedures.
3. Identify, mark, and store merchandise in proper location using forklifts and pallets.
4. Perform periodic counts of stock; identify items that require ordering.
5. Fill warehouse requisitions; prepare orders for delivery to schools and offices; coordinate with data processing to ensure a proper count of inventory; check and verify accuracy of orders assembled by others.
6. Load trucks and deliver books, audio-visual equipment, cafeteria supplies and food, and other District supplies and equipment to school sites, offices, and cafeterias.
7. Pick up money from District office and deliver to bank; pick up and deliver inter-school mail.
8. Answer the telephone and provide information to other departments, school sites, and outside vendors and suppliers.
9. Clean and maintain warehouse.
10. Maintain assigned vehicle; check fluid levels.
11. Assist in storing and cataloging furniture and supplies for District operations
12. May assist with moving, assembling and cleaning furniture, as needed, and if scheduling permits.



13. May act as Warehouse Manager as directed.
14. Perform related duties as assigned.

## **QUALIFICATIONS:**

### Knowledge of:

1. Basic automotive maintenance.
2. Storekeeping and warehouse procedures, including methods of proper and orderly receipt, storage, and delivery of supplies and equipment.
3. Stock inventory procedures.
4. Modern office methods and procedures.
5. Requisitions, purchase orders, invoices, and delivery reports, and the use and meaning of each.
6. Safe driving practices, vehicle operation principles and traffic laws.

### Ability to:

1. Coordinate the repair and maintenance of District vehicles.
2. Maintain inventory system and records.
3. Receive, verify accuracy, and store incoming supplies and equipment
4. Maintain stock inventory control records.
5. Fill orders accurately from requisitions.
6. Perform basic mathematical computations in support of inventory and requisition duties.
7. Operate a forklift and a pallet jack.
8. Operate a delivery truck safely and efficiently.
9. Perform manual labor.
10. Maintain delivery vehicle.
11. Work effectively in the absence of supervision.
12. Keep stores and storage facilities in clean and orderly fashion.
13. Understand and carry out oral and written directions.
14. Establish and maintain cooperative working relationships with those contacted in the course of work.

## **EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### Experience:

One year of responsible professional/institutional warehousing experience.

### Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**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.

Ability to obtain a valid National Safety Council Forklift Operator's Training Course Certificate

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: March 9, 2016 \_\_\_\_\_ REPORT

TO: Personnel Commission   x   ACTION

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM FOR  
WAREHOUSE WORKER/DELIVERY DRIVER II

**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 a recommended format.

**STATUS**

The physical/mental requirements of the revised Warehouse Worker/Delivery Driver II are presented in the ADA form as attached. The job description, specifically the "Supervision Received and Exercised" is revised; the physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the ADA form as presented.

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**WAREHOUSE WORKER/DELIVERY DRIVER II**

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

Comments: \* Significant lifting/pushing/pulling. \*\*May be climbing up and down ladders to stock items, clean.

**Lifting:** During ESSENTIAL Functions \* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F-C	F-C	F	Paper, office supplies, equipment, food items
11-25	C	F	O-F	Paper, books, supplies, packages, equipment
26-50	F	F	O-F	Paper, books, supplies, packages, bulk items, equipment
51-75*	O	O	I	Supplies, packages, books, bulk items, equipment
76-100*	N	N	N	Packages, bulk items, equipment
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	F	100'	Paper, office supplies, equipment
11-25	F	50'-100'	Paper, books, supplies, packages, equipment, food items
26-50	O	10'	Paper, books, supplies, packages, bulk items, equipment
51-75*	O	2'	N/A
76-100*	N	N	N/A
Over 100*	N	N	N/A

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

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	C	Paper, books, office supplies
Fine Manipulation	O	Supplies, machinery
Gross Grasp	F	Lifting, carrying
Gross Manipulation	O	Machinery, equipment
Power Grasp	O	Bulk items, machinery, equipment

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

Comments:

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

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F	Work is indoors		
Outdoors	F	Work is outdoors		
Cold	F	Seasonal weather conditions		
Heat	F	Seasonal weather conditions		
Humidity	F	Seasonal during rainy season		
Temperature Swings	F	Variance indoors to outdoors as seasonal weather condition		
Dust/ Wind	F	Outdoor work		
Noise	F	Vehicle/Machinery (forklift, etc.)		
Vibration	F	Machinery		
Fumes/ Odors	F-C	Supplies, dust, machinery		
Toxic Substances	O-F	Gasoline, etc. in machinery		
Radiation	N	N/A		
Mechanical Hazards	F	Machinery		
Electrical Hazards	F	Use of electrical machinery		
Explosive Hazards	I	Natural gas, combustibles		
<b>Safety Equipment/Training/Attire:</b> PPE, gloves, uniforms, safety goggles, closed shoes				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Forklift	F		
Rolling ladders	F		
Trailers, pallet jacks	F		

WORK SETTING				
<b>Brief Description of Work Site:</b> District Office, school sites, indoors and outdoors				
<b>Breaks:</b> Two 15-min breaks		<b>Overtime:</b> Variable as needed		
<b>Supervised by:</b> Warehouse Supervisor or designee		<b>Supervises:</b> N/A		
<b>Number of Employees at Work Site:</b> Approximately 12				
<b><u>Characteristics of Site:</u></b>	<b>%</b>		<b>%</b>	
Informal	50	Formal	50	Formal + Informal = 100 %
Autonomy-oriented	40	Team-oriented	60	Autonomy + Team = 100%
Routine Tasks	60	Variable Tasks	40	Routine + Variable = 100 %
Slow Paced	40	Fast Paced	60	Slow + Fast Paced = 100%
Low Pressure	40	High Pressure	60	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Vicki Galli		Director, Personnel Commission	

**Other Sources of Information:**  
☒ Referral to company job descriptions     
 ☐ Interview     
 ☒ Other: Revision of Supervision

Written by: Vicki Galli     
 Date: \_\_\_\_\_