



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, June 8, 2016 - 5:30 P.M.
Site 18, Room 125
37230 – 37th 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 – May 11, 2016

81-15/16

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. Nullification of Eligibility List(s)
- C. Ratification of Transfers

82-15/16

83-15/16

84-15/16

IV. UNFINISHED BUSINESS

- A. Approval of New Classification - Health Assistant/LVN
- B. Approval of Americans with Disabilities Act (ADA) Compliant Form - Health Assistant/LVN

77-15/16

78-15/16

V. NEW 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.
 - 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: July 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 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 May 11, 2016 Scheduled Meeting

CALL TO ORDER

At 5:34 p.m. Mrs. Kathleen Duren motioned to delay the start of the meeting due to the impending arrival of Mr. Ned Beadel. Mrs. Thompson seconded. Motion carried.

The meeting was called to order at 5:48 p.m. by Mrs. Kathleen Duren followed by the pledge of allegiance led by Mr. Ned Beadel.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson
Mr. Ned Beadel, Commissioner

STAFF PRESENT

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

PRELIMINARY BUSINESS

Mr. Beadel motioned to approve the meeting minutes of April 13, 2016. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

Ms. Astrid Cante, CSEA President Chapter 296, voiced concern with the new classification for Health Assistant/LVN. She reported that the current Health Assistant positions will be phased out if the new classification is approved. CSEA is meeting with the District to discuss ways for current Health Assistants to obtain the LVN license for potential promotion to the new position without interview and loss of seniority. CSEA is also requesting the District to reimburse for licensing expenses. Ms. Cante requested that the Commission table the item until particulars can be agreed on and memorialized in writing.

**PUBLIC COMMENTS CONCERNING
NON AGENDA ITEMS**

Ms. Astrid Cante conveyed her appreciation to Mr. Beadel for his service to the Personnel Commission and his willingness to listen to concerns raised by the union. She also thanked the Commission and District for facilitating the recent meeting everyone attended. Ms. Cante stated that she will arrange a meeting for open discussion to address the norms established.

Mrs. Kimberly Blackstone, former Commissioner, extended well wishes to Mr. Beadel. She acknowledged his years of hard work for the District, and expressed appreciation for his support, guidance, and friendship during her term.

CONSENT AGENDA

Mr. Beadel motioned to approve the Consent Agenda Items for Ratification, Extension and Nullification of Eligibility Lists, and Ratification of Transfers. Mrs. Thompson seconded the motion. Unanimously approved.

NEW BUSINESS

Membership Renewal - CODESP

Mr. Beadel motioned to approve the annual renewal for membership to CODESP for 2016-2017. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

Membership Renewal - CSPCA

Mr. Beadel motioned to approve the annual renewal for membership to California School Personnel Commissioners Association (CSPCA) for 2016-2017. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

Eligibility List – Occupational Therapist

Mr. Beadel motioned to approve the eligibility list with less than three ranks for Occupational Therapist. Mrs. Duren seconded the motion and discussion was called for.

In response to Commissioner inquiry, Mrs. Galli reported the ongoing recruitment for Occupational Therapist and the difficulty finding qualified candidates due to certification/license requirements. She stated that an eligibility list containing less than three ranks is occasionally presented for approval, yet the District is not compelled to make a selection. The same recruitment efforts apply to other classifications, such as Paraeducator Certified Interpreter for the Deaf and Hard-of-Hearing (DHH) program.

Mrs. Duren called for the vote. Unanimously approved.

New Classification - Health Assistant/LVN

Mr. Beadel motioned to approve the new classification for Health Assistant/LVN. Mrs. Duren seconded the motion and discussion ensued.

Mr. Beadel requested background on the establishment of the new classification. Mrs. Galli explained that there are increasing complexities regarding the health needs for students that dictate the need for an LVN. She reminded the Commission that the District fixes the duties and the Personnel Commission prepares the job description and approves the minimum qualifications.

Mrs. Duren inquired about the status of the current Health Assistants, and if the Union and District negotiated before the item was presented to the Commission. Mrs. Galli reported the intention is as the employees transition out of the District, replacements will be at the higher classification and salary with the LVN requirement. Information regarding negotiations or other matters were not provided.

Mrs. Thompson questioned if the District is willing to incur the cost for Health Assistants to obtain the LVN license. Mrs. Galli stated that she was not involved in the discussions and was not provided details regarding the decisions made.

In response to Mr. Beadel's inquiry, Mrs. Galli confirmed that this action is recommended for the good of the District. If the new classification is not approved, recruitment efforts will not take place until approval is obtained.

As the discussion concluded, Mrs. Duren called for the vote:
Beadel - Aye; Duren - No; Thompson - No. Approval was denied.

Mrs. Duren requested that Mrs. Galli discuss the Commission's concerns with Human Resources, and bring the item back for approval at the next meeting.

Mr. Beadel expressed concern with denying approval of an item and carrying it over for reconsideration at the next scheduled meeting. He recommended tabling to the next meeting.

Mr. Beadel motioned to reconsider the vote on approval of the new classification for Health Assistant/LVN. Mrs. Duren seconded the motion, and called for the vote to table approval until the next meeting: *Beadel - No; Thompson - Aye; Duren - Aye.* Motion passed to table to the next meeting.

**Americans with Disabilities Act (ADA) Compliant Form
Health Assistant/LVN**

Mrs. Thompson motioned to table the ADA Compliant Form for Health Assistant/LVN. Mrs. Duren seconded the motion and the vote was called for: *Beadel - No; Thompson - Aye; Duren - Aye.* Motion passed to table to the next meeting.

Revised Job Description - Lead Library Aide

Mr. Beadel motioned to approve the revision to the job description for Lead Library Aide. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

**Americans with Disabilities Act (ADA) Compliant Form
Lead Library Aide**

Mrs. Thompson motioned to approve the ADA Compliant Form for Lead Library Aide. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for. Unanimously approved.

OLD BUSINESS

None.

INFORMATION/REPORTS

Classified Update

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

Information from the Director, Personnel Commission

Mrs. Galli honored Mr. Ned Beadel for his years of service to the Personnel Commission and District. She stated that he was the calm during the chaos. He was a good coach, impartial, and made a difference for the Commission, District, and community. Mrs. Galli presented Mr. Beadel with a portrait and plaque for his dedicated service from 1997 to 2016. A reception will be held in his honor immediately following the meeting.

Comments from Commissioners

Mrs. Duren articulated her appreciation for Mr. Beadel's mentorship, guidance and ongoing assistance. She wished him well in future endeavors.

Mrs. Thompson stated that her decision to serve as a Commissioner was to work with Mr. Beadel. She conveyed her gratitude for his fairness and kind demeanor.

Mr. Beadel expressed that it was an honor to serve the Commission and District for 19 years; his learning experience has been phenomenal. He stated that the Merit System is important, valuable, and good for employees. He always voted his conscience and the District supported and respected that. Mr. Beadel thanked CSEA for their hard work and encouraged representatives to continue attending the Personnel Commission meetings. He also thanked the District for having confidence in his ability to serve as the Board-appointed Commissioner.

CLOSED SESSION

None.

REPORT OUT

None.

NEXT MEETING

The next regularly scheduled meeting for the Personnel Commission is June 8, 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 6:24 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Vicki Galli". The signature is written in a cursive, flowing style.

Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Deneese Thompson, Vice-Chairperson

Ned Beadel, Commissioner

Classified Update for May 11, 2016

1. Testing Status:

Bilingual Administrative Secretary	Performance/written examination to be scheduled
Credentials Analyst	Performance/written examination scheduled 05/18/16
District Receptionist-Bilingual Preferred	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Grounds/Utility Maintenance Wkr II	Examination scheduled 05/19/16
Special Education Instructional Asst.	QAs scheduled 05/12/16
Transportation Field Supervisor	QAs scheduled 05/17/16

2. Postings:

Executive Assistant-Confidential	Closes 05/18/16 (Reposted)
Instructional Assistant I	Closes 05/25/16
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	June 8, 2016	REPORT
TO:	Personnel Commission	<u>X</u> 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
June 8, 2016**

CLASSIFIED RECRUITMENT SUMMARY REPORT

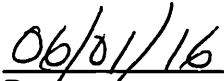
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Credentials Analyst	04/06/16	04/26/16	05/18/16	05/25/16	61	29	11	11	11	11	05/25/16	05/24/17	No	9
Special Education Instructional Assistant	03/07/16	03/29/16	04/20/16	05/12/16	79	57	19	N/A	15	15	05/13/16	05/12/17	Yes*	14
Transportation Field Supervisor	03/18/16	04/16/16	05/05/16	05/17/16	18	15	8	N/A	8	8	05/25/16	05/24/17	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
Director Personnel Commission



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: June 8, 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
Campus Security Assistant	05/26/15	05/25/16
Technology Technician	03/19/15	03/18/16

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE	June 8, 2016	REPORT
TO:	Personnel Commission	<u>X</u> 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. Barriga, Susan | Effective 04/18/16, from Bilingual Head Start Enrollment Assistant (ECE) to Bilingual Administrative Clerk II (WEC), Replacement for Ana Velazquez Promotion |
| b. Carbajal Carlos, Rosicela | Effective 04/27/16, Bilingual Early Childhood Education Teacher Assistant (Site 18), 3.75 hours/ 182 days, Voluntary Transfer |
| c. Hernandez, Jacqueline | Effective 04/22/16, from Bilingual Administrative Clerk II (ECE) to Personnel Administrative Clerk (HR) Replacement for Gloria Medina, Promotion |
| d. Ramirez, Leslie | Effective 04/21/16, from Parent/Community Liaison (MZ), 8 hours/182 days to Bilingual Administrative Clerk II (Education Services), Replacement for Claudia Washington, Promotion |
| e. Robateau, Helen | Effective 04/27/16, Early Childhood Education Teacher Assistant, from Site 18 to (TA), 3.75 hours/185 days Voluntary Transfer |
| f. Rodriguez, Rita | Effective 04/21/16, from Bilingual Administrative Clerk II (WEC) to Benefits/Payroll Clerk (Fiscal Services) Replacement for Elizabeth De La Cruz, Promotion |

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	May 11, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Vicki S. Galli Director, Personnel Commission	
RE:	APPROVAL OF NEW CLASSIFICATION HEALTH ASSISTANT/LVN	

BACKGROUND

A new classification adding the requirement of a license as a vocational nurse is needed in order to meet the increasing complexity of student health needs. Certain specialized physical healthcare services, tasks, procedures, and medication administration require nursing or medical assessment, interpretation or decision-making in accordance with California law.

STATUS

The proposed job description combining tasks from the Health Assistant and job descriptions requiring a Licensed Vocational Nurse (LVN) is attached. The job description is in the current format contingent on the recommended revisions from Educational Management Solutions (EMS) as part of the Classification/Compensation Study.

RECOMMENDATION

Subject to recommendations by Educational Management Solutions (EMS) as part of the Classification/Compensation Study, it is recommended that the job description for Health Assistant/LVN be approved as presented. The proposed salary range is range 35 (\$21.74/hour - \$26.46/hour) on the current classified salary schedule; this is aligned to other classifications with a minimum requirement of a license as a vocational nurse.

VG:mt
77-15/16

HEALTH ASSISTANT - LVN

Bargaining Unit: Classified

SALARY RANGE

\$21.74 - \$26.46 Hourly

DEFINITION:

Under the direction of the Director of Health Services or designee (a Credentialed Registered Nurse), performs a wide variety of nursing and clerical duties in support of the school health office, including specialized health care procedures, first aid, administration of medication, maintenance of health records, preparation of reports, and assistance with health screening.

SUPERVISION RECEIVED AND EXERCISED

Receives dual supervision from Site Administrator and Director of Health Services.

EXAMPLE OF DUTIES:

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

1. Render first aid to students and administer prescribed medication, including oral, gastrostomy/jejunostomy tube, and injectable medications(including insulin), emergency medications (rectal Diastat, Glucagon, epinephrine), to students with proper authorization in accordance with State Law and District policy and procedures.
2. Provide specialized healthcare procedures, in accordance with established standards of practice, including but not limited to:
 - Suctioning when needed to clear oral airway or tracheostomy tube, including care, cleaning and replacement of tracheostomy tube, care of suction machine, ventilator, etc.
 - Gastrostomy/jejunostomy tube feeding, including care of tube, stoma site, and related equipment, such as feeding pumps.
 - Blood glucose monitoring procedures.
 - Catheterization, urinary and suprapubic, sterile, clean, intermittent or indwelling, including care of equipment and personal hygiene.
 - Oxygen administration and proper care and use of equipment, including monitoring of flow controls, oxygen saturation monitoring and flow titration in accordance with physician orders.
 - Colostomy/ileostomy care.
 - Proper care and use of specialized medical equipment, including stethoscope, nebulizers, electronic temperature monitors, sphygmomanometer, orthotics, pumps, etc.
 - Monitoring and care of central line catheters, continuous IV medication infusion, PICC lines, port-a-cath sites, in accordance with certification parameters and state scope of practice laws.
3. Assist in the control of contagious diseases by following established department of public health standards and approved protocols and procedures.
4. Assist students with toileting, diapering, and personal hygiene.
5. Assist school nurses with health screening and recording of results.
6. Report student health concerns to supervising school nurse. Contact family/agencies to make appropriate referrals, including sending home referral letters for students as directed by supervisor.
7. Initiate and maintain a variety of health related student records; record care given and health status of students; screen, input, maintain and update immunization records on all pupils routinely.
8. Collect information and prepare annual state reports on immunization requirements, vision, dental, hearing, and scoliosis screening; assist parents in setting up appointments and assist in physicals as needed.
9. Maintain health office supplies and equipment; order and requisition supplies; distribute first aid supplies to designated areas.
10. Maintain disaster supplies for school and distribute to assigned areas. Assist in coordinating disaster/fire drills and procedures and in the event of a disaster, is responsible for triage.
11. Make calls to parents on health matters including requesting parents to pick up ill or injured children in accordance with school policies, and as requested by site administrator and/or school nurse.

12. Maintain clean health office environment including proper use of approved sanitizers and disinfectants in care area.
13. May type a wide variety of documents including letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, contracts, and other materials from marginal notes, rough drafts, or verbal instructions.
14. May serve as receptionist to students, teachers, District employees, and the general public; answer inquiries and furnish information requiring a knowledge of basic school standards, procedures, rules, regulations, programs, and policies.
15. Perform a wide variety of general clerical work including the maintenance of accurate and detailed records, verifying accuracy of information, researching discrepancies and recording information; maintain and post data relating to attendance, cumulative student records and other specialized records.
16. Register new students; obtain necessary documents and forms; input information into a computer; provide information to students and parents.
17. Maintain and update emergency cards as needed.
18. Receive, sort, and distribute incoming and outgoing correspondence.
19. Receive and reply to oral and written requests for information.
20. Assist in other areas at times of reduced office staff or peak periods including in the areas of school clerical activities.
21. Operate a variety of standard office machines.
22. May accompany student(s) on bus to and from school and on field trips to provide needed health care and specialized healthcare procedures.
23. Lifts and positions students with physical impairments or disabilities as needed.
24. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic principles of and practices of first aid and CPR.
2. Modern office methods, practices, procedures, and equipment.
3. Basic record keeping practices.
4. English usage, spelling, grammar, and punctuation.

Ability to:

1. Learn, interpret, and apply District rules, regulations and policies.
2. Provide first aid to children.
3. Perform a wide variety of nursing duties; may administer TB tests and vaccinations.
4. Perform specialized health care procedures according to established procedures protocol.
5. Administer injectable and other medications.
6. Assist in screening students for vision, dental and immunizations.
7. Maintain current knowledge of technological advances in the field.
8. Work independently; prioritize and schedule work.
9. Perform clerical work with speed and accuracy, including recording data and information accurately.
10. Communicate effectively, both orally and in writing.
11. Establish and maintain cooperative working relationships with those contacted in the course of work.
12. Respond calmly and effectively to emergency situations.
13. Maintain accurate health related student records.
14. Compile information from a variety of sources and prepare routine summary reports and assist with medical billing.
15. Operate standard office equipment.
16. Understand and carry out oral and written directions.

EXPERIENCE AND EDUCATION:

Must possess a high school diploma or its equivalent (GED). Successful completion of an accredited vocational nursing program is required.

Six (6) months experience working as a Licensed Vocational Nurse (LVN) is desirable, and pediatric nursing experience highly desirable.

LICENSE AND CERTIFICATIONS:

- Current active license as a vocational nurse in California.
- Possession and maintenance of valid CPR and First Aid certification from an approved source, such as American Red Cross or American Heart Association.
- Possession of an appropriate, valid California driver's license.
- Ability to be covered under the District property/liability insurance.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	May 11, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Vicki Galli Director, Personnel Commission	
RE:	APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM FOR HEALTH ASSISTANT/LVN	

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) form has been utilized to capture the physical/mental requirements for the performance of the essential functions for a particular classification.

STATUS

Subject to revision as recommended by Educational Management Solutions (EMS) as part of the Classification/Compensation Study, the physical/mental requirements of the Health Assistant/LVN are presented for approval in the currently utilized ADA Compliant Job Analysis form as attached.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis as presented, subject to revisions recommended by Educational Management Solutions (EMS) as part of the Classification/Compensation Study.

**PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS**

Health Assistant/LVN

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

Comments:

Lifting: During ESSENTIAL Functions * Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F-C	F-C	I-O	Files, medical equipment, office supplies, small equipment
11-25	O-F	O-F	O-F	Files, paper, medical equipment/records (cums), office supplies
26-50	O	O	O	Medical records (cums), assisting into wheelchair, student transfers
51-75*	I-O	I-O	I-O	Medical records (cums), assisting into wheelchair, student transfers
76-100*	I-O	I-O	I-O	Medical records (cums), assisting into wheelchair, medical equipment
Over 100*	N-I	N-I	N-I	

Comments: * Overweight Items require breaking down or assistance

Carrying: During ESSENTIAL Functions * Indicates with assistance

Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	F	variable	Files, paper, medical equipment, office supplies
11-25	I-O	variable	Files, paper, medical equipment, office supplies
26-50	I-O	variable	Files, paper, medical equipment, office supplies
51-75*	N-I	variable	Files, paper, medical equipment, office supplies
76-100*	N-I	variable	Files, paper, medical equipment, office supplies
Over 100*	N-I	variable	Files, paper, medical equipment, office supplies

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F	Medical/office supplies/equipment
Fine Manipulation	O-F	Medical/office supplies/equipment
Gross Grasp	O-F	Pushing wheelchair, medical equipment
Gross Manipulation	O-F	Pushing wheelchair, medical equipment
Power Grasp	O	Grabbing wheelchair, equipment

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

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C	Administering medical procedures/ first aid, writing reports		
Hearing	C	Administering medical procedures, talking on telephone		
Speaking	F	Administering medical procedures, talking on telephone		
Reading	F-C	Reading reports, instructions		
Writing	F-C	Writing reports,		
Math	F-C	Administering medical procedures, writing reports,		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Office work, planning is indoors		
Outdoors	O	Site projects/visitations		
Cold	O	Site projects/visitations		
Heat	O-F	Site projects/visitations		
Humidity	I-O	Seasonal during rainy season		
Temperature Swings	O-F	Site projects/visitations		
Dust/ Wind	O	Site projects/visitations		
Noise	O	Site projects/visitations		
Vibration	O	Equipment		
Fumes/ Odors	I	Health/body odor, medications, medical equipment		
Toxic Substances	I-O	Disinfectants, cleaners		
Radiation	N	N/A		
Mechanical Hazards	O-F	Medical equipment		
Electrical Hazards	I-O	Medical equipment		
Explosive Hazards	I-C	Oxygen tanks, chemicals		
Safety Equipment/Training/Attire: Gloves, other protective equipment, as needed.				

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

WORK SETTING				
Brief Description of Work Site: Usually indoors at school site.				
Breaks: Approximately two 15-minute breaks and ½ hour lunch depending on length of shift.		Overtime: As needed or requested.		
Supervised by: Site Administrator and/or Director of Health Services		Supervises: Students at sites.		
Number of Employees at Work Site: Variable at school sites.				
Characteristics of Site:	%		%	
Informal	70	Formal	30	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS

Name	Signature	Job Title	Date
Julie Ferebee		Director, Health Services	05/04/16

Other Sources of Information:

x Referral to company job descriptions (merged classifications).... X Reviewed by supervision (05-04-16)

Written by: Vicki Galli

Date: 05-05-16