



Personnel Commission  
**AGENDA OF SPECIAL MEETING**  
Wednesday, August 10, 2016 - 6:00 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  
Ms. Rosa B. Fuller, Commissioner  
Ms. Mary Theus, Acting Director, Personnel Commission

**I. PUBLIC COMMENTS**

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

**II. NEW BUSINESS**

**ACTION**

- A. Approval of Eligibility List with Less Than Three Ranks  
Bilingual School Secretary

20-16/17

**III. RECESS TO CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957:
  - 1. Public Employee Discipline/Dismissal/Release

**IV. RECONVENE TO OPEN SESSION - REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION**

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957:
  - 1. Public Employee Discipline/Dismissal/Release

**V. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING September 14, 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.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	August 10, 2016	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Acting Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: Bilingual School Secretary	

**BACKGROUND**

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

**STATUS**

Recruitment efforts for the classification of Bilingual School Secretary has been ongoing since May 17, 2016. Due to the need to staff a vacant Bilingual School Secretary position at a priority school, it is requested that the eligibility list with fewer than three ranks be considered for approval as presented. Approval will allow the District to interview and select, without delay, from the three candidates comprised in the combination of both eligibility lists.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the eligibility list for Bilingual School Secretary with only two ranks.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
August 10, 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 School Secretary (Promotional)	05/17/16	06/07/16	06/22/16	08/09/16	14	8	1	1	1	1				
Bilingual School Secretary	06/23/16	07/15/16	08/03/16	08/09/16	57	21	2	2	2	2	08/09/16	08/08/17	*Yes	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.

  
\_\_\_\_\_  
Mary Theus  
Acting Director Personnel Commission

8/9/16  
\_\_\_\_\_  
Date