



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, December 14, 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
Ms. Rosa B. Fuller, Commissioner
Ms. Mary Theus, Interim Director, Personnel Commission

I. PRELIMINARY BUSINESS

A. Approval of Meeting Minutes – November 9, 2016

ACTION
46-16/17

II. ORGANIZATIONAL PROCEDURE

A. Consider Nominations for Personnel Commission Chairperson

Ms. Theus

B. Approval of Nomination for Personnel Commission Chairperson

ACTION
47-16/17

C. Consider Nominations for Personnel Commission Vice-Chairperson

Ms. Theus

D. Approval of Nomination for Personnel Commission Vice-Chairperson

ACTION
48-16/17

III. PUBLIC COMMENTS

A. Comments from General Public concerning Items on the Agenda

B. Comments from General Public concerning Non-Agenda Items

IV. 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. Ratification of Eligibility List(s)

ACTION
49-16/17

B. Ratification of Transfers

50-16/17

V. UNFINISHED BUSINESS

None

VI. NEW BUSINESS

A. Public Hearing

Reappointment of Personnel Commissioner - CSEA Selection

	<u>ACTION</u>
B. Re-Appointment to the Personnel Commission - CSEA Selection	51-16/17
C. Approval of New Classification - Substitute Health Assistant-LVN	52-16/17
D. Approval of New Classification - Substitute Paraeducator-LVN	53-16/17
E. Approval of Americans with Disabilities Act (ADA) Compliant Forms	54-16/17
Substitute Health Assistant -LVN	
Substitute Paraeducator/LVN	

VII. INFORMATION/REPORTS

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

VIII. 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

IX. 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 Discipline/Dismissal/Release

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: January 11, 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 November 09, 2016 Scheduled Meeting

CALL TO ORDER

The meeting was called to order by the Chairperson, Mrs. Kathleen Duren, at 5:30 P.M., followed by the Pledge of Allegiance led by Ms. Rosa Fuller.

MEMBERS PRESENT

Mrs. Kathleen Duren, Chairperson
Ms. Rosa Fuller, Commissioner
Mrs. Deneese Thompson, Vice-Chairperson
Ms. Mary Theus, Interim Director, Personnel Commission

STAFF PRESENT

Ms. Susan McCormick, Administrative Secretary
Ms. Stacey Elliott, Personnel Analyst
Ms. Elvira Cova, Personnel Analyst

PRELIMINARY BUSINESS

Ms. Fuller moved to approve the minutes of the October 12, 2016, meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

None.

**PUBLIC COMMENTS CONCERNING
NON-AGENDA ITEMS**

None.

PRESENTATION

Mr. Larry Hunn, the consultant from Educational Management Solutions, gave a presentation on the Classification/Total Compensation Study for Confidential/Management. A copy of the final report was provided to each Commissioner in advance.

Ms. Fuller moved to approve and accept the Classification/Total Compensation Study. Mrs. Thompson seconded the motion and discussion was called for. Ms. Fuller and Mrs. Duren asked about the missing market analysis data represented in the report. Mr. Hunn explained that data from the market sources to determine comparability and validate a job match was not available. Mr. Hunn also confirmed that the market sources used in this study were the same as in the CSEA study. The vote was called for and approved unanimously.

CONSENT AGENDA

Ms. Fuller moved to approve the Consent Agenda as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Ms. Theus announced that CSEA selected Mrs. Kathleen Duren for reappointment to the Commission as their representative. Her appointment will be submitted to the Board for approval at their next meeting. Ms. Theus and the Commissioners congratulated Mrs. Duren.

Approval of Eligibility List with Less Than Three Ranks:

Assistant Director, Business Services

Ms. Fuller moved to approve the eligibility list. Ms. Thompson seconded the motion and discussion was called for. Mrs. Duren asked how long the position had been vacant. Ms. Theus answered that recruitment has been ongoing for approximately two months. The vacancy has existed for several years, as the District chose to fill the position at a different level. She further provided that the position has been advertised on the PSD web page, in CASBO, EDJOIN, and the AV Press with minimal interest. Fiscal Services would like move forward with interviews; however, with less than three ranks, the department is not obligated to make a selection. If no selection is made, recruitment will continue with the existing ranks merged to a new list. The vote was called for and approved unanimously.

INFORMATION/REPORTS

Classified Update

Ms. Theus distributed the Classified Update. A copy is attached as part of the official minutes.

Information from the Interim Director, Personnel Commission

None.

Comments from the Commissioners

Mrs. Duren thanked CSEA for her reappointment to the Commission. She also expressed thanks to Mr. Larry Hunn and his colleagues from Educational Management Solutions for their hard work in conducting the classification/compensation study.

CLOSED SESSION

Recessed to closed session at 5:55 P.M.
Reconvened to open session at 6:12 P.M.

REPORT OUT OF CLOSED SESSION

No action taken to report.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is December 14, 2016, at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

Mrs. Thompson moved to adjourn the meeting. Ms. Fuller seconded the motion. Meeting adjourned at 6:13 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission.

APPROVED

Kathleen Duren, Chairperson

Rosa B. Fuller, Commissioner

Deneese Thompson, Vice-Chairperson

Classified Update for November 9, 2016

1. Testing Status:

Accounting Clerk II	Performance/written examination scheduled 11/09/16
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual Administrative Clerk II	QAls scheduled 11/10/16
Bilingual ECE Teacher Assistant	Written exam scheduled 11/30/16
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Technology Technician	Examination to be scheduled
Warehouse Worker/Delivery Driver II	QAls scheduled 11/08/16

2. Postings:

Administrative Clerk II	Closes 11/18/16
Assistant Director of Transportation	Closes 11/21/16
Bilingual Family/Community Liaison	Closes 12/01/16
Child Nutrition Assistant II-Promotional	Closes 11/30/16
Health Assistant-LVN	Closes 11/21/16
Mental Health-Intensive Case Manager	Closes 11/29/16
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous

Paraeducator Certified Interpreter II	Continuous
Social Emotional Learning Specialist	Closes 11/24/16
Student Interventionist	Closes 11/17/16

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	December 14, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim 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.

/mt
49-16/17

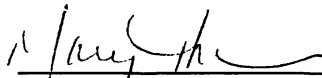
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
December 14, 2016**

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
Accounting Clerk II	05/27/16	06/17/16	11/09/16	11/30/16	92	56	6	6	6	6	11/30/16	11/29/17	No	6
Bilingual Administrative Clerk II	09/21/16	10/11/16	10/25/16	11/10/16	233	93	8	9	8	8	11/10/16	11/09/16	*Yes	8
Warehouse Worker/Delivery Driver II	09/06/16	09/26/16	11/01/16	11/08/16	156	105	73	NA	59	59	11/22/16	11/21/17	No	21

*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
Interim Director, Personnel Commission

12/5/16

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE	December 14, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim 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.

/mt
50-16/17

Transfers and Reassignments

- a. Alvarez, Argelia (BV)
Bussey, Asia (BV)
Smart, Kimberly (BV)
Paraeducator Moderate-Severe, from 5.75 hours/184 days to 6.5 hours/184 days, Increase in Hours by Seniority
- b. Bajnath, Darren
Effective 09/01/16, Paraeducator Moderate-Severe (PDC) from 6.5 hours/184 days to 7 hours/184 days, Increase in Hours by Seniority, Growth
- c. Bambaren, Alexandra
Effective 10/13/16, from Instructional Assistant I (PT), 5.75 hours/184 days to Bilingual Instructional Assistant (DR), 5.75 hours/184 days, Promotion
- d. Carrillo, Jackie
Effective 11/07/16, Paraeducator Moderate-Severe, from 5.75 hours/184 days to 7 hours/184 days (PDC), Increase in Hours by Seniority
- e. Gist, Sondra
Effective 10/17/16, from (QV) to (LA), Special Education Instructional Assistant I, 5.75 hours/184 days to 6.5 hours/184 days, Increase in Hours by Seniority Growth
- f. Garcia, Siu Nie
Effective 10/13/16, from 1:1 Position to Resource (TW), 5.75 hours/184 days, Replacement for Tracy Gardner Wirch, Voluntary Transfer
- g. Gardner Leah
Effective 09/13/16, Paraeducator Moderate-Severe (PDC) from 6.5 hours/184 days to 7 hours/184 days, Increase in Hours by Seniority, Growth
- h. Hausey, Tammy
Effective 11/01/16, Instructional Assistant I (JH), from 5.75 hours/184 days to (DR/TW), 6.5 hours/184 days, Increase in Hours by Seniority, Replacement for Kamelia Hormozi
- i. Hawkins, Dannielle
Effective 10/17/16, Instructional Assistant I, from (PT/YU) 6.5 hours/184 days to (YU), 5.75 hours/184 days Replacement for Antonia Delgadillo, Voluntary Demotion
- j. Huerta, Sandra
Effective 08/08/16, Special Education Instructional Assistant II (GP), 6.5 hours/184 days, Elimination of Position Reassignment
- k. Jackson, Margaret
Effective 10/13/16, Project/Curriculum Center Clerk (Education Services), from 3.5 hours/10 months to 5.75 hours/10 months, Increase in Hours by Seniority, Growth
- l. Lobato, Ivonne
Reyes, Leslie
Salazar, Paula
Paraeducator Moderate-Severe (PDC), from 6.5 hours/184 days to 7 hours/184 days, Increase in Hours by Seniority Growth

Transfers and Reassignments

m. Sumber, Aryn

Effective 07/01/16, Mental Health Intensive Case Manager from (SELPA)
to (SESS), Reassignment Due to Elimination of Position, Growth

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	December 14, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	REAPPOINTMENT OF COMMISSIONER – CSEA Selection	

BACKGROUND

The Palmdale School District Personnel Commission consists of three members. One is nominated by the classified employees, one by the Board of Trustees, and one is selected by the appointment members.

The three-year term of Mrs. Kathleen Duren expired November 30, 2016.

STATUS

At the meeting of December 14, 2016, the reappointment of Mrs. Kathleen Duren to the Personnel Commission will be presented in accordance with Education Code Section 45246, for the term of December 1, 2016 through November 30, 2019.

Action regarding the appointment will take place after a public hearing is conducted to receive community input.

/mt
51-16/17

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	December 14, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF NEW CLASSIFICATION Substitute Health Assistant-LVN	

BACKGROUND

The District has requested a new classification titled Substitute Health Assistant-LVN. The rationale behind creating this classification is to obtain a higher caliber substitute to support the health office at school sites. The addition of the license requirement as a vocational nurse for both the Health Assistant-LVN and Substitute Health Assistant-LVN classifications is needed in order to meet the increasing complexity of student health needs.

STATUS

The proposed job description is attached. The recommended salary for the Substitute Health Assistant-LVN classification is \$11.95 which is in line with the Substitute Administrative Clerk classification that is assigned to support school health offices as well.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed job description and salary placement for Substitute Health Assistant-LVN as presented.

/mt
52-16/17

SUBSTITUTE HEALTH ASSISTANT-LVN

PROPOSED SALARY RANGE

\$11.95 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.

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:	December 14, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF NEW CLASSIFICATION Substitute Paraeducator/LVN	

BACKGROUND

The District has requested a new classification titled Substitute Paraeducator/LVN. The rationale behind creating this classification is to obtain a higher caliber substitute to support students with exceptional physical disabilities. Students in the special education program require that some procedures be administered by a Licensed Vocational Nurse. The addition of a substitute classification will ensure consistent administration of medical procedures or medications by a licensed nurse as appropriate to requirements stipulated in the Individualized Education Program (IEP).

STATUS

The proposed job description is attached. The recommended salary for the Substitute Paraeducator/LVN classification is \$11.95 which is consistent with salaries for the Substitute Paraeducator Certified Interpreter, Substitute Paraeducator-Moderate to Severe, and Substitute Translator classifications with comparable specialized experience, education or certifications.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed job description and salary placement for Substitute Paraeducator/LVN as presented.

/mt
53-16/17

SUBSTITUTE PARAEDUCATOR/LVN

PROPOSED SALARY RANGE

\$11.95 Hourly

DEFINITION:

Under the direction of the Director, Health Services and indirect supervision of certificated staff, this position supports student achievement by providing specialized assistance to instruct students (individually or in groups) in accordance with prescribed learning objectives. Assisting a teacher or administrator in establishment and maintenance of appropriate classroom and site behavior. Performs medical treatments and procedures necessary in providing specialized physical health care services to students with exceptional needs. Acts as a paraprofessional assistant to a teacher in performing assigned tasks.

EXAMPLE OF DUTIES:

1. Perform specialized health care procedures in accordance with established standards of practice, including, but not limited to, catheterization, gastrostomy tube feedings, ostomy care, tracheostomy care, suctioning, blood glucose monitoring, oxygen administration and oxygen saturation management, ventilator, and other medical procedures.
2. Under direction of certificated personnel, provides individualized instruction by matching instruction to needs of each student.
3. Assesses students in collaboration with the credentialed school nurse for acute and chronic health problems.
4. Assists with supervision of classroom, outdoor playground, and field trip activities to direct students into safe activities and relationships.
5. Works with students individually or in small groups to tutor, reinforce, or follow-up learning activities.
6. Implements assigned sections of student behavior management plans, which may involve use of approved behavior modification, physical management techniques, or other skills or knowledge to establish and maintain appropriate behavior.
7. May pick up breakfasts/lunches from the school lunchroom and or prepare lunch trays. Under direction of certificated personnel, assists in individual/group feeding program, including specialized feeding.
8. May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans.
9. Accompanies or assists students to/from school bus or other transportation and in moving to/from activities on school site or campus; rides with students on bus which transports students to/from school, as appropriate, and may provide needed health care or specialized health care procedures during transport.
10. Accompanies and assists certificated personnel during the transporting and instruction of student in off-campus or community-based settings.

11. Gives guidance and provides an example for students in various areas such as academic learning, communication, vocational skills, social and leisure skills, physical development/fitness, and personal hygiene.
12. Confers on a regular basis with teacher in regard to planning and scheduling activities, instructional goals and objectives, student progress, and pertinent health or behavior problems.
13. Assists teacher in establishing and maintaining a clean, safe, and pleasant classroom and learning environment; assists teacher with implementation of students' Individualized Education Program (IEP) through instruction in a variety of activities, such as nature study, singing, dancing, and sports;
14. Administers first aid, including administering emergency medications, including but not limited to, epinephrine autoinjectors and anti-seizure medication/Diastat; establish and maintain daily documentation of specialized physical health care services and procedures which may include administration of medication.
15. Operates a variety of medical equipment, including but not limited to, electronic thermometer, stethoscope, pulse oximeter, suction machine, ventilator, catheterization and gastrostomy feeding equipment, nebulizer, and other medical equipment.
16. Updates and maintains medical records; initiates and completes reports and records, such as accident and incident reports.
17. Maintains confidentiality of student records in accordance with legal requirements and policies.
18. Attends inservice and staff meetings as required.
19. Assists lifting of students in/out of wheelchairs, braces and other orthopedic equipment.
20. Assists students with various forms of personal hygiene care such as toileting and diapering; assists students in dressing, undressing, bathing, grooming, eating and feeding.
21. Administers medication to students by mouth, G-tube, rectally, or subcutaneous/intramuscular injections, in accordance with standards of practice.
22. Performs routine clerical tasks; operates duplicating machines; assembles material for classroom projects; prepares material and masters; answers telephone; may perform incidental typing tasks.
23. Perform related duties as assigned.

Knowledge of:

1. Elementary concepts of child development and behavior.
2. Behavior modification techniques and strategies.
3. Basic characteristics of human behavior and the unique needs of exceptional children.
4. Proper health care techniques, including physical assessment skills, modern medical terminology and operation of specialized medical equipment.
5. Acute and chronic health conditions and medications commonly used for these conditions in the pediatric population.
6. Clean, sterile treatment techniques; cardiopulmonary resuscitation and first aid techniques;
7. Basic health record keeping techniques and word processing applications.
8. Personal hygiene practices.
9. Basic communication skills.
10. Correct English grammar, spelling, punctuation, and vocabulary.

Ability to:

1. Communicate with students and staff and motivate students to participate in learning activities;
2. Maintain emotional control under difficult situations and effectively react to emergencies;
3. Learn and adapt to new procedures and conditions, and learn to tutor students in any subject matter or to work with students who have special learning needs;
4. Recognize and report safety hazards;
5. Learn laws, rules, practices, and procedures related to public education for students and related to the program to which assigned, in addition to maintaining current knowledge of technological advances and laws in the field;
6. Assist in the supervision of students in the classroom and out of doors;
7. Encourage positive learning patterns and behavior;
8. Assist teachers and administrators in dealing with behavior disorders;
9. Perform a wide variety of nursing duties, including administration of injectable and other medications;
10. Safely and skillfully perform the specialized health care services according to established procedures and protocol;
11. Recognize and effectively respond to emergency and/or hazardous conditions;
12. Assist with maintaining, on district-approved form(s), accurate daily written documentation of specific services performed;
13. Recognize the need to provide for personal privacy and dignity of the student;
14. Demonstrate competence in basic cardiopulmonary resuscitation;
15. Perform routine clerical work such as incidental typing, sorting, measuring, cutting, filing, and duplicating;
16. Establish positive communication with students, and motivate them to participate in learning activities; maintain patience and tact in working with children with physical/emotional needs;
17. Communicate effectively, both orally and in writing, with proper English usage, spelling, grammar and punctuation.
18. Establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

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

Education:

High school diploma or GED, and one of the following:

- Completion of two years of higher education study
- Possession of an Associate's or higher level degree
- Successful completion of an assessment that demonstrates knowledge of, and the ability to, assist in teaching reading, writing, and mathematics or mathematics readiness.

Experience:

Six months experience working as a Licensed Vocational Nurse (LVN) is desirable; experience working with school-aged children highly desirable.

Training:

Completion of formal or informal education sufficient to possess the skills, knowledge and abilities established for the position; completion of a training program in Vocational Nursing.

LICENSE AND CERTIFICATIONS:

Current license as a Vocational Nurse in California. License must remain current.

Possession of a valid First Aid and CPR (Cardio Pulmonary Resuscitation) Certification.

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.

WORK ENVIRONMENT:

Some assignments require constant attention to protecting physical safety in a classroom where students, because of the nature and severity of their disabilities, are accident prone, or because of assaultive or self-abusive tendencies could cause serious injury to themselves or others.

Must be in general good health as job may require physical strength, stamina, agility, dexterity, good hearing, good central and peripheral vision. Some positions may require the ability to lift or move students who weigh up to 50 pounds. The incumbent may be required to use a multi-person lift or learn the use of mechanical lifting equipment to lift or move students who weight in excess of 50 pounds or a student of any weight who may present other lifting problems. May assist in transporting student from home to school and return. Some positions in this classification may require the availability of private transportation.

OTHER:

Optional Second Language Requirement: Some positions in this classification may require the ability to speak, read and write a second language in addition to English.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: December 14, 2016 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORMS
Substitute Health Assistant-LVN and Substitute Paraeducator/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) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in recommended format.

STATUS

The physical/mental requirements for Substitute Health Assistant-LVN and Substitute Paraeducator/LVN are presented in the ADA Compliant Job Analysis forms as attached. The substitute classifications physical requirements would mirror the classifications of the same title; Paraeducator/LVN and Health Assistant-LVN.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis forms as presented.

/mt
54-16/17

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

Substitute 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 (cumes), office supplies
26-50	O	O	O	Medical records (cumes), assisting into wheelchair, student transfers
51-75*	I-O	I-O	I-O	Medical records (cumes), assisting into wheelchair, student transfers
76-100*	I-O	I-O	I-O	Medical records (cumes), 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

Substitute Health Assistant-LVN

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:

Substitute Health Assistant-LVN

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%

Substitute Health Assistant-LVN

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Mary Theus		Interim Director, Personnel Commission	
Sandra McCoy		Assistant Director, Human Resources	
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions Interview Other			
Written by: <u>Mary Theus</u> Date: _____			

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

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

Comments:

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-F	F-C	O-F	Paper, supplies, books, instructional materials, equipment
11-25	O-F	O-F	O-F	Medical/academic supplies/equipment, books, instructional materials
26-50	I-O	I-O	I-O	Medical/academic supplies/equipment, books, students
51-75*	I-O	I-O	I-O	Medical supplies/equipment, students
76-100*	I-O	I-O	I-O	Medical equipment, students
Over 100*	I-O	I-O	I-O	Students

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-C	1-100'	Paper, supplies, books, instructional materials, equipment	
11-25	F	1-50'	Medical/academic supplies/equipment, books, instructional materials	
26-50	O	1-25'	Medical/academic supplies/equipment, instructional materials, students	
51-75*	I-O	<10'	Medical/academic supplies/equipment, students	
76-100*	I-O	<10'	Students	
Over 100*	I-O	<10'	Students	

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F-C	Medical equipment, supplies
Fine Manipulation	F-C	Medical equipment, supplies
Gross Grasp	F-C	Medical equipment, supplies, instructional materials
Gross Manipulation	F-C	Medical equipment, students
Power Grasp	O-F	Medical equipment, students

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	
5	Respond appropriately to changes in the work setting.	F	
Attention to Task/ Details:			
6	Perform simple/ repetitive tasks.	C	
7	Perform complex/varied tasks.	C	
8	Organize tasks and set priorities.	C	
9	Manage multiple tasks simultaneously.	C	
Interaction with Others:			
10	Work cooperatively with coworkers.	F-C	
11	Interact with customers or the public.	F-C	
12	Give training/ instruction.	F-C	
13	Direct or supervise others. (students)	F	
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.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	1-22		
Hearing	C	1-15, 18-22		
Speaking	F-C	1-15, 18-22		
Reading	F-C	1-19, 21-22		
Writing	F-C	1-3,5,7-16,18,20-22		
Math	F-C	1-3,5,9-16,18,20-22		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	O-F			
Outdoors	F-C			
Cold	O-F			
Heat	O-F			
Humidity	O-F			
Temperature Swings	O-F			
Dust/ Wind	O-F			
Noise	O-F			
Vibration	O			
Fumes/ Odors	O-F			
Toxic Substances	I-O			
Radiation	I			
Mechanical Hazards	O-F			
Electrical Hazards	O			
Explosive Hazards	I-O	Oxygen tanks, chemicals		
Safety Equipment/Training/Attire: Personal Protective Equipment as appropriate to situation.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Computer, copier, office equipment	O-F		
Automobile	O-F		
Medical Equipment	F-C		

WORK SETTING				
Brief Description of Work Site: Classroom/school campus, itinerant for various site locations or District Office.				
Breaks: two 15-minute breaks, 30 min. lunch		Overtime: Variable, occasionally as offered or assigned		
Supervised by: Director, Health Services		Supervises: N/A		
Number of Employees at Work Site: Variable				
<u>Characteristics of Site:</u>	%		%	
Informal	50	Formal	50	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
Mary Theus		Interim Director, Personnel Commission	
Sandra McCoy		Assistant Director, Human Resources	
Other Sources of Information:			
<input checked="" type="checkbox"/> Referral to company job descriptions <input type="checkbox"/> Interview <input type="checkbox"/> Other			
Written by: <u>Mary Theus</u> Date: _____			