



Personnel Commission
AGENDA OF SPECIAL MEETING
Thursday, December 15, 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. PUBLIC COMMENTS

A. Comments from General Public concerning Items on the Agenda

II. 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)
B. Nullification of Eligibility List(s)

ACTION
55-16/17
56-16/17

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:	December 15, 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.

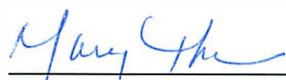
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
December 15, 2016**

CLASSIFIED RECRUITMENT SUMMARY REPORT

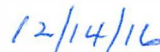
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Bilingual Administrative Clerk II	09/21/16	10/11/16	10/25/16	11/10/16	233	93	8	9	8	8	11/10/16	11/09/16	*Yes	8

*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



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: December 15, 2016 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim 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	03/03/16	03/02/17
Bilingual School Secretary	08/09/16	08/08/17
Bilingual Typist Clerk	01/25/16	01/24/17
Library Aide	02/29/16	02/28/17
School Secretary	08/16/16	08/15/17
Special Education Instructional Assistant	07/15/16	07/14/17

RECOMMENDATION

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

/mt
56-15/16