



Personnel Commission
AGENDA OF SCHEDULED MEETING
Wednesday, October 14, 2015 - 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, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson
Mr. Ronald Williams, Commissioner
Mrs. Vicki Galli, Director, Personnel Commission

- | I. <u>PRELIMINARY BUSINESS</u> | ACTION |
|--|---------------|
| A. Approval of Meeting Minutes – September 9, 2015 | 19-15/16 |
| B. Approval of Minutes of September 21, 2015 Special Meeting | 20-15/16 |

- 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 item's 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) | 21-15/16 |
| B. Extension of Eligibility List(s) | 22-15/16 |
| C. Nullification of Eligibility List(s) | 23-15/16 |
| D. Ratification of Transfers | 24-15/16 |

IV. NEW BUSINESS

- | | |
|---|----------|
| A. Approval of 2014-15 Personnel Commission Annual Report | 25-15/16 |
| B. Approval of ADA Form for Data Processing/Accounting Technician | 26-15/16 |

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: Rescheduled Regular Meeting November 10, 2015 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 September 9, 2015 Scheduled Meeting

CALL TO ORDER

The meeting was called to order by the Chairperson, Mr. Ned Beadel at 5:30 P.M., followed by the Pledge of Allegiance led by Mrs. Duren.

MEMBERS PRESENT

Mr. Ned Beadel, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson
Mr. Ronald Williams, Commissioner

STAFF PRESENT

Mrs. Vicki Galli, Director, Personnel Commission
Ms. Helena de Vos, Administrative Secretary

**PRELIMINARY
BUSINESS**

Meeting Minutes

Mr. Williams motioned to approve the minutes of the regularly scheduled meeting of August 19, 2015. Mrs. Duren seconded the motion, and discussion was called for. Mrs. Duren wanted further clarification of the final process screening for the selection of the joint Commissioner. Upon receiving clarification, vote was called for. Approved unanimously.

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

None

**PUBLIC COMMENTS CONCERNING
NON-AGENDA ITEMS**

Ms. Astrid Cante, President of CSEA Chapter 296, expressed dissatisfaction with the Commission's decision to schedule PC meeting dates that conflicted with CSEA chapter meetings. Ms. Cante stated that she was disturbed about the minutes of the meeting she was not able to attend.

Mrs. Duren responded that the comments she communicated were at the request of CSEA.

Ms. Cante responded that any comments representing CSEA must be a consensus, not just the opinion of one person.

Mrs. Ana Lyon, commented regarding Mr. Beadel's remarks regarding the communication between the Commission and CSEA. Mrs. Lyon felt that the statements made by Commission were vindictive. The comments looked like a reprimand.

CONSENT AGENDA

Mr. Beadel inquired if the Consent Agenda could be considered as one vote. It was agreed to consider all items on the Consent Agenda. Mr. Williams motioned to approve the Consent Agenda. Mrs. Duren seconded the motion and discussion was called for. Hearing no further discussion, vote was called for. Unanimously approved.

NEW BUSINESS

None

OLD BUSINESS

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 presentation on the PSD Employment page addressing the concern expressed in public comment from last month. Mrs. Galli recapped the status of the compensation study. NEOGOV workshops on an "as requested" basis were announced. Work Orders for ADA forms and Eligibility List information have been requested for placement on the Personnel Commission webpage. Per Tech Services, the requested changes may not be available until the new system is rolled out.

Comments from Commissioners

Mrs. Duren requested confirmation that public comments in previous meetings were addressed. After Mrs. Galli confirmed that responses had been provided, Mrs. Duren did not have any further comments.

CLOSED SESSION

None

REPORT OUT

None

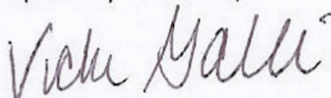
NEXT MEETING

The next regularly scheduled meeting for the Personnel Commission is October 14, 2015 at 5:30 P.M., Site 18, Room 125.

ADJOURNMENT

Mr. Williams moved to adjourn the meeting. Mr. Beadel seconded the motion. Meeting adjourned at 5:46 P.M.

Respectfully submitted,



Vicki Galli

Director, Personnel Commission

APPROVED

Ned Beadel, Chairperson

Kathleen Duren, Vice-Chairperson

Ronald Williams, Commissioner

Classified Update for September 9, 2015

1. Testing Status:

Administrative Clerk I (Promotional)	Performance/written examination to be scheduled
Administrative Secretary	Performance/written exam 9/2, 9/3
Bilingual Admin Secretary	Examination to be scheduled
Bilingual ECE Teacher Asst.	Examination to be scheduled
Child Nutrition Manager (Promotional)	QAIs to be scheduled
Custodian II (Promotional)	Written examination 9/9/15
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled.
Family Health Provider	Examination to be scheduled
Health Technician – LVN	Examination to be scheduled
Instructional Assistant	Examination on 9/22/15
Paraeducator Translator (DHH)	Examination 9/9/15
Student Engagement Advocate	Examination 9/16, 9/17

2. Postings

Assistant Director- Maintenance & Operations	Closes: 09/07/15
Bilingual Family/Community Liaison	Closes: 09/18/15
Director of Accounting	Closes: 09/07/15
Fiscal Services Administrator	Closes: 09/07/15

Classified Update
Page two

Paraeducator Certified Interpreter

Continuous

Occupational Therapist

Continuous

Personnel Commission Meeting
of the
Palmdale School District

Minutes of September 21, 2015 Special Meeting

CALL TO ORDER

The meeting was called to order by the Chairperson, Mr. Ned Beadel at 5:30 P.M., followed by the Pledge of Allegiance led by Mrs. Duren.

MEMBERS PRESENT

Mr. Ned Beadel, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson

MEMBERS NOT PRESENT

Mr. Ronald Williams, Commissioner

STAFF PRESENT

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

QUORUM PRESENT

**PUBLIC COMMENTS
AGENDA ITEMS**

Ms. Astrid Cante, CSEA President - Chapter 296, commented on the variety of applicants in consideration for appointment to Joint Commissioner. Familiarity with the merit system and neutrality are desirable attributes that CSEA would like to see from the potential Commissioner.

NEW BUSINESS

Interview of Candidates for Joint Personnel Commissioner Appointment

Mr. Beadel explained the interview and selection process for the Joint Commissioner. To uphold the integrity of the process, applicants were called for separately and interviewed.

Selection of Joint Personnel Commissioner

Mrs. Duren motioned to select Mrs. Deneese Thompson as Joint Commissioner. Mr. Beadel seconded the motion and discussion ensued. Afterwards, vote was called for: Mrs. Duren – Aye; Mr. Beadel – Aye. **Motion carried.**

The Commissioners expressed thanks to all applicants for their contribution to the process, and interest in providing service to Palmdale School District. Comments from the public regarding the selection will be heard at the rescheduled Personnel Commission meeting in November.

NEXT MEETING

The next meeting for the Personnel Commission is scheduled for October 14, 2015 at 5:30 P.M., Site 18, Room 125.

ADJOURNMENT

Mrs. Duren moved to adjourn the meeting. Mr. Beadel seconded the motion. Meeting adjourned at 6:50 P.M.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Vicki Galli". The signature is fluid and cursive, with the first name "Vicki" and last name "Galli" clearly distinguishable.

Vicki Galli
Director, Personnel Commission

APPROVED

Ned Beadel, Chairperson

Kathleen Duren, Vice-Chairperson

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: October 14, 2015 _____ 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**

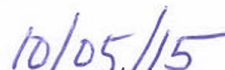
**CLASSIFIED RECRUITMENT SUMMARY REPORT
October 14, 2015**

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	Number of Ranks	Merged Yes/No	Effective Date	Expiration Date
Administrative Secretary	07/27/15	08/14/15	09/02/15	09/23/15	516	75	15	15	15	15	7	No	09/24/15	09/23/16
Assistant Director M&O	08/07/15	09/07/15	NA	09/29/15	22	8	N/A	N/A	8	8	7	No	09/29/15	09/28/16
Child Nutrition Manager	05/27/15	06/16/15	08/18/15	09/23/15	10	9	6	N/A	5	5	5	No	09/25/15	09/24/16
Custodian II	07/27/15	08/14/15	09/09/15	10/01/15	8	6	4	N/A	4	4	4	No	10/01/15	09/30/16
Instructional Assistant I	07/31/15	08/20/15	09/22/15	N/A	213	92	33	N/A	N/A	33	10	Yes	09/23/15	09/22/16
Student Engagement Advocate	07/14/15	08/03/15	09/16/15	09/25/15	180	107	35	N/A	32	32	16	No	09/28/15	09/27/16

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: October 14, 2015 _____ 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 candidates.

Job Classification	Effective Date	Expiration Date	Date Extended
Attendance Clerk	04/17/14	10/16/15	04/16/16
Bilingual Attendance Clerk	11/19/14	11/18/15	05/18/18

RECOMMENDATION

It is recommended that the above named eligibility list(s) be extended for a period of six months.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: October 14, 2015 ___ 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 has/have expired or has/have less than three eligible candidates remaining.

Job Classification	Effective Date	Expiration Date
Administrative Assistant - Confidential	10/08/14	10/07/15
Bilingual Family/Community Liaison	08/26/14	08/25/15
Health Technician – LVN	08/30/13	08/29/15
Instructional Assistant I	07/24/15	07/23/16

RECOMMENDATION

It is recommended that the eligibility list(s) for the above-mentioned classification(s) be nullified.

Transfers and Reassignments

- a. Abrego, Maritza Effective 08/27/15, Bilingual Typist Clerk, from (TW) 3.5 hours/10 months to (SW), 5.75 hours/10 months
Replacement for Rosalinda Bowers
- b. Alvarez, Yaly Effective 09/10/15, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days Reassignment Due to Elimination of Position, Replacement for Celina Guzman
- c. Arrowsmith, Sara Effective 09/14/15, from Child Nutrition Cashier (TA) 3 hours/10 months to Child Nutrition Assistant II (CA) 5.75 hours/10 months, Promotion, Growth
- d. Barry, Merlinda Effective 09/11/15, Bilingual Typist Clerk (DR), from 3.5 hours/10 months to 5.75 hours/10 months, Growth
- e. Choe, Joon II Effective 08/10/15, from Substitute Paraeducator Moderate-Severe to Paraeducator Moderate-Severe (BV), 5.75 hours/182 days, Replacement for Angelica Flores
- f. Cyprian, Amedra Effective 08/10/15, Paraeducator-Certified Interpreter, from (PLP) to (DGM)
- g. Delli Bovi, Esther Effective 08/11/15, Special Education Instructional Assistant I (CA), 5.75 hours/182 days, Modified Assignment per SESS and District
- h. Drake, Kathleen Effective 09/14/15, from Custodian I (SH) to Child Nutrition Assistant I (MQ), 3 hours/10 months Voluntary Demotion, Replacement for Michelle Vincent
- i. Elliott, Stacey Effective 09/22/15, from Accounting Clerk I (HR) to Personnel Analyst (PC), Promotion, Replacement for Debra Coon
- j. Escobar, Loida Effective 08/11/15, from Bilingual Family/Community Liaison (ECE) to Bilingual School Secretary (TW), 8 hours/11 months, Replacement for Patricia Rivera Promotion
- k. Fathy, Alisha Effective 08/10/15, Paraeducator-Certified Interpreter, from (PLP) to (DGM)

Transfers and Reassignments

- l. Gardner, Leah Effective 08/17/15, Paraeducator Moderate-Severe (PDC), from 5.75 hours/182 days to 6.5 hours/182 days Increase in Hours by Seniority, Growth
- m. Green, Jaime Effective 08/20/15, Paraeducator Translator (PLP), from 5.75 hours/182 days to 6.5 hours/182 days, Increase in Hours by Seniority, Growth
- n. Hanan, Maria Effective 08/10/15, Administrative Clerk I, from (DGM) 5.75 hours/10 months to (ECE) 5.75 hours/245 days Increase in Work Year by Seniority, Growth
- o. Hill, Christopher Effective 09/03/15, Paraeducator Moderate-Severe from (PDC), 5.75 hours/182 days to (YN), 6.5 hours/ 182 days, Increase in Hours by Seniority, Replacement for Ronianne Squire
- p. Hart, Brittney Effective 08/10/15, Child Nutrition Assistant I, from Site 18 to (SH), 3 hours/182 days, Reassignment Due to Elimination of Position, Growth
- q. Irons, Elizabeth Effective 08/10/15, Special Education Instructional Assistant I, 5.75 hours/182 days, from (TW) to (DGM) Voluntary Transfer, Growth
- r. Jodice, Dani Effective 08/10/15, Special Education Instructional Assistant I, from (PLP), 5.75 hours/182 days to (SW) 6.5 hours/182 days, Increase in Hours by Seniority Replacement for Gail Rich
- s. Laitinen, Kyle Effective 08/10/15, Paraeducator Translator, from (PLP) to (DGM), Reassignment Due to Elimination of Position Growth
- t. Langford, Christopher Effective 08/25/15, from Custodian I (CH) to Maintenance Worker II (M&O), Promotion, Local Control Accountability Plan (LCAP), Growth
- u. Lindley, Sara Effective 09/16/15, from Child Nutrition Assistant I (MQ), 3 hours/10 months to Child Nutrition Assistant II (CM), 5.75 hours/10 months, Promotion, Replacement for Crystal Byram
- v. Lowry, Sophia Effective 09/08/15, Special Education Instructional Assistant I, from (BS) 5.75 hours/182 days to (CM) 6.5 hours/182 days, Increase in Hours by Seniority Replacement for Patricia Wicks

Transfers and Reassignments

w. Magee, Hope	Effective 09/04/15, Paraeducator Moderate-Severe, from (PDC), 5.75 hours/182 days to (BV), 6.5 hours/182 days, Increase in Hours by Seniority, Replacement for Lisa Barker
x. Miller, Emily	Effective 09/10/15, from Special Education Instructional Assistant I (TA) to Student Interventionist (DR), 5.75 hours/182 days, Promotion, Growth
y. Pereida, Irma	Effective 08/10/15, Child Nutrition Cashier I, from Site 18 to (TW), Reassignment Due to Elimination of Position, Replacement for Catherine Redmond
z. Poe, Charlotte	Effective 08/31/15, Child Nutrition Assistant II, 6 hours/182 days, from (CA) to (MZ), Reassignment Due to Elimination of Position, Growth
aa. Polovina, Tianna	Effective 08/10/15, Paraeducator-Certified Interpreter, from (PLP) to (MZ)
bb. Pomposo, Norma	Effective 08/19/15, Bilingual Typist Clerk, from (MZ) 3.5 hours/10 months to (DGM), 5.75 hours/10 months Reinstatement from Layoff, Growth
cc. Rahman, Jarmina	Effective 09/14/15, Child Nutrition Assistant II, from (PT) to (OT), 5.75 hours/10 months, Voluntary Transfer Growth
dd. Rodriguez, Hilda	Effective 08/10/15, Child Nutrition Assistant I, from (MZ) to (OC), Reassignment Due to Elimination of Position, Growth
ee. Shields, Lakiesha	Effective 09/16/15, from Child Nutrition Assistant I (GCS), 3 hours/10 months to Child Nutrition Assistant II (JH), 5.75 hours/10 months, Promotion, Replacement for Helen Napolitano
ff. Slade, Gregory	Effective 08/10/15, Student Interventionist (TA), from 3.5 hours/182 days to 5.75 hours/182 days, Increase in Hours by Seniority, Growth
gg. Tacanga, Xiomara	Effective 08/03/15, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days, from (MZ) to (MQ), Reassignment Due to Elimination of Position
hh. Tolento, Jessica	Effective 09/16/15, from Child Nutrition Cashier (PT) 3 hours/182 days to Child Nutrition Assistant II (DGM) 5.75 hours/10 months, Promotion, Growth

Transfers and Reassignments

ii. Umana, Jennifer

Effective 08/26/15, Paraeducator Moderate-Severe from (PDC), 5.75 hours/182 days to (YN), 6.5 hours/182 Increase in Hours by Seniority, Replacement for Tracy Sargent

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: October 14, 2015 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: PERSONNEL COMMISSION ANNUAL REPORT FOR 2014 - 2015

BACKGROUND

Each year, an annual report of the Personnel Commission is brought for review subject to approval by November 30th, per Personnel Commission Rules and Regulations, Chapter 2, Item 2.17 and Education Code 45266.

STATUS

Attached is the 2014-2015 Personnel Commission Annual Report.

RECOMMENDATION

It is recommended that the 2014-2015 Personnel Commission Annual Report be approved as presented.

COMMISSIONERS

Ned Beadel – Chairperson

Mr. Beadel has been a member of the Commission since 1997 and a resident of the Antelope Valley for 25 years. He is the appointment of the Board of Trustees. Mr. Beadel is the pastor of Desert Winds Community Church and an active participant in the community through Kiwanis. He was also a public school teacher for many years before committing to church ministry.

Kathleen Duren – Vice Chairperson

Mrs. Kathleen “Kathe” Duren was appointed on September 10, 2014 for the remainder of the CSEA appointment expiring on November 30, 2016. Mrs. Duren retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served on the executive Board and was a Job Steward. She has served the District in many different capacities including the classification committee, insurance committee, and various other committees/foundations. After retirement, Mrs. Duren continued to support the Merit System by serving on Qualifications Appraisal Interview (QAI) panels before being appointed as a Commissioner.

Ronald Williams – Commissioner

Mr. Williams has been a member of the Commission since 1976 and a resident of the Antelope Valley for over 50 years. He is the joint appointment of the two commissioners. Mr. Williams retired from FAA/CAA after 50 years as an air traffic controller, including 13 years as an instructor. He received the Distinguished Service Award from California School Personnel Commissioners Association.

PERSONNEL COMMISSION

MISSION STATEMENT

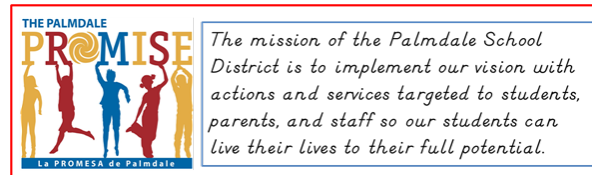
To complement student learning and achievement, the Personnel Commission will...

- Attract, recruit, select, and retain a qualified and talented workforce.
- Adhere to Merit System principles and Personnel Commission Rules and Regulations in alignment with Education Code, Board Policies, contract language, and other pertinent laws.
- Serve and support classified employees.
- Disseminate information and provide resources to employees and community members.

PALMDALE SCHOOL DISTRICT

MISSION STATEMENT

The Palmdale Promise, including a refocused mission statement, strategic goals, and essentials is being implemented.



PERSONNEL COMMISSION STAFF

Vicki Galli, Director
vsgalli@palmdalesd.org

Debbie Coon, Personnel Analyst

Elvira Cova, Personnel Analyst
ecova@palmdalesd.org

Mary Theus, Personnel Analyst
mltheus@palmdalesd.org

Helena de Vos, Administrative Secretary
hcdevos@palmdalesd.org



PERSONNEL COMMISSION ANNUAL REPORT

2014 - 2015



FROM THE PERSONNEL COMMISSION DIRECTOR

In previous years, the challenges of the Personnel Commission were associated with the state-wide fiscal crisis. Last year was the first year of the LCAP funding with the challenge of filling 50 new positions in addition to the normal replacements through attrition and promotion. The second year of LCAP funding is expected to be more than 100 additional positions to support student achievement.

To optimize efficiencies in the competitive examination process, the Personnel Commission continues to utilize the NEOGOV applicant tracking system to manage and document the recruitment process. The integration of testing modules through the OPAC software continues. Testing protocols are evaluated when eligibility lists expire to incorporate the automated testing.

On behalf of the Personnel Commission and staff, I would like to express my appreciation for the continued support of the Merit System principles to provide equity and fairness for the classified service of the Palmdale School District. The Personnel Commission has had some staffing changes. Mrs. Elvira Cova was promoted from Human Resources to the Personnel Commission as a Personnel Analyst. Mrs. Debbie Coon, Personnel Analyst, retired from the District after serving almost 30 years. After serving nearly 40 years as the Joint Personnel Commissioner, Mr. Ronald Williams will not be seeking another three-year appointment. The service provided in support of the Merit System is greatly appreciated.

I am honored to continue to serve the classified service by adhering to Merit System principles. There are always challenges; I am thankful that the challenges this past year have been in obtaining additional classified employees to support student learning and achievement. I am looking forward to participating in the District's vision and mission by embracing The Palmdale Promise.

Vicki Galli

THE MERIT SYSTEM

The Merit System provides the framework for personnel management for classified employees of the school district and fosters the advancement of career service. The Personnel Commission is responsible for administering the Merit System principles in the district within the parameters of the Education Code. The Merit System operates to ensure that employment selections and promotions are on the basis of merit and fitness to minimize preference or prejudice as governed by Education Code 45240 through 45320. Through the competitive examination process, vacancies are filled from established eligibility lists as evidenced by the ranking of qualified candidates. Merit System principles also afford an impartial appeal hearing for disciplinary actions.

MEETINGS

The Personnel Commission ordinarily meets the second Wednesday of each month. If a second meeting is needed, the fourth Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:30 P.M. at 37230 - 37th Street East, Room 125 in Palmdale, CA, unless otherwise notified.

During the 2014 – 15 school year, the Personnel Commission held 12 regular meetings as well as one special meeting.

Personnel Commission
37230 – 37th Street East • Palmdale, CA 93550
661 285 2902

PERSONNEL REQUISITIONS PROCESSED

Employment:	116
Change of Status:	85
Promotions:	24
Transfers:	21
Reassignments:	21
Rehire/Reinstatements:	6

NEW/REVISED CLASSIFICATIONS

Bilingual Attendance Clerk
Technology Support Liaison

EXAMINATIONS

Classified Hits on Website:	132,486
Classified Applications:	10,499
Examinations Administered:	
Written	117
Technical/Skills	80
QAI	52
NCLB	30
Other	44
Substitute Applications:	2,244
Applicants Tested:	4,386
Eligibility Lists Certified:	76
Sub Qualification Referrals:	39
Positions Filled:	273

MEMBERSHIPS/RESOURCES

The Personnel Commission maintained memberships in the following organizations:

ACSA (Association of California School Administrators)
CSPCA (California School Personnel Commissioners Association)
CODESP (Cooperative Organization for the Development of Employee Selection Procedures)
NEGOV applicant tracking system
OPAC (Office Proficiency and Assessment Certification)

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE	October 14, 2015	<u> </u>	REPORT
TO:	Personnel Commission	<u> x </u>	ACTION
FROM:	Vicki Galli Director, Personnel Commission		
RE:	Approval of Americans with Disabilities Act (ADA) Form for Data Processing/Accounting Technician		

BACKGROUND

A primary function of the Personnel Commission is to maintain 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 are indicated on the attached form. 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 for Data Processing/Accounting Technician.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

Data Processing/Accounting Technician

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	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-F
Stooping	I-O	Foot Controls	I	Neck Extension (up)	F
Squatting	I-O	Pushing	O	Neck Flexion (down)	F
Lying Down	N	Pulling	O	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	I	O	Office supplies, files
11-25	O-F	I	I	Boxes of files
26-50	I	N-I	N	Boxes of files
51-75*	N-I	N	N	Case of paper
76-100*	N	N	N	
Over 100*	N	N	N	

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	Office supplies, files
11-25	O-F	50'	Boxes of files
26-50	I-O	<10'	Boxes of files
51-75*	N-I	<10'	Case of paper
76-100*	N	N	
Over 100*	N	N	

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F	Office supplies/equipment
Fine Manipulation	O-F	Keyboard, 10 key
Gross Grasp	N-I	
Gross Manipulation	N-I	
Power Grasp	N-I	

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	
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	
13	Direct or supervise others.	I	
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	Reports, computer screen		
Hearing	F-C	Telephone, webinars		
Speaking	F	Co-workers, telephone		
Reading	F-C	Policies, instructions		
Writing	F-C	Reports, messages, instructions		
Math	F-C	Enrollment counts, reports		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Office setting		
Outdoors	I	Walking between buildings		
Cold	I	Walking between buildings		
Heat	I	Walking between buildings		
Humidity	I	Walking between buildings		
Temperature Swings	I	Walking between buildings		
Dust/ Wind	I	Walking between buildings		
Noise	I	Office equipment		
Vibration	N			
Fumes/ Odors	I			
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	N			
Electrical Hazards	N			
Explosive Hazards	N			
Safety Equipment/Training/Attire: Appropriate office attire per Board Dress Code Policy				

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

WORK SETTING				
Brief Description of Work Site: Office setting				
Breaks: 15 min/4 hours		Overtime: Various, as needed		
Supervised by: SESS Management		Supervises: N/A		
Number of Employees at Work Site:				
Characteristics of Site:	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	70	Team-oriented	30	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
Vicki Galli		Director, Personnel Commission	10/05/15
Joyce Swift		Student Information Systems Supervisor	10/05/15
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview Other			
Written by: <u>Vicki Galli</u> Date: _____			