



Personnel Commission  
AGENDA OF SCHEDULED MEETING  
Wednesday, December 9, 2015 - 5:30 P.M.  
Site 18, Room 125  
37230 – 37<sup>th</sup> 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

- | <b>I. <u>PRELIMINARY BUSINESS</u></b>                                  | <b>ACTION</b> |
|------------------------------------------------------------------------|---------------|
| A. Approval of Special Joint Meeting Minutes – November 6, 2015        | 34-15/16      |
| B. Approval of Rescheduled Regular Meeting Minutes – November 10, 2015 | 35-15/16      |
- 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.

- |                                         | <b>ACTION</b> |
|-----------------------------------------|---------------|
| A. Ratification of Eligibility List(s)  | 36-15/16      |
| B. Nullification of Eligibility List(s) | 37-15/16      |
| C. Ratification of Transfers            | 38-15/16      |
- IV. NEW BUSINESS**
- A. Public Hearing Appointment of Personnel Commissioner – Joint Nominee
  - B. Appointment to the Personnel Commission – Joint Nominee

**V. ORGANIZATIONAL PROCEDURE**

- |                                                                     |                           |
|---------------------------------------------------------------------|---------------------------|
| A. Consider Nominations for Personnel Commission Chairperson        | Mrs. Galli                |
| B. Approval of Nomination for Personnel Commission Chairperson      | <b>ACTION</b><br>40-15/16 |
|                                                                     |                           |
| C. Consider Nominations for Personnel Commission Vice Chairperson   | Mrs. Galli                |
| D. Approval of Nomination for Personnel Commission Vice Chairperson | <b>ACTION</b><br>41-15/16 |

**VI. OLD BUSINESS**

- |                                                                                                        |          |
|--------------------------------------------------------------------------------------------------------|----------|
| A. Approval of New Classification – Paraeducator-Certified Interpreter II                              | 32-15/16 |
| B. Approval of Americans with Disabilities Act (ADA) Form for<br>Paraeducator-Certified Interpreter II | 33-15/16 |

**VII. INFORMATION/REPORTS**

Classified Update  
Information from the Director, Personnel Commission  
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.

**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.

**X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: January 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 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 6, 2015 Special Joint Meeting  
of the Palmdale School District Board of Trustees  
and Personnel Commission**

**CALL TO ORDER**

The meeting was called to order by the Chairperson, Mr. Ned Beadel at 10:02 A.M., followed by the Pledge of Allegiance led by Mr. Juan Carrillo, Clerk of the Board.

**MEMBERS PRESENT**

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

**STAFF PRESENT**

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

**PRELIMINARY  
BUSINESS**

**Approval of Joint Special Meeting Agenda**

Mrs. Duren motioned to approve the Agenda of Friday, November 6, 2015 Special Joint Meeting as presented. Mr. Beadel seconded the motion. Hearing no further discussion, vote was called for. Approved unanimously.

**PUBLIC INPUT REFERENCE AGENDA  
ITEMS**

None

**OPEN SESSION**

Providing the joint presentation on the California Merit System: District and Personnel Commission Roles & Responsibilities were, Mr. Bonifacio Garcia, Legal Counsel for the District and Mr. Jay Fernow, Legal Counsel for Personnel Commission.

Mr. Garcia, Legal Counsel for the District, requested each Board Member, Personnel Commissioner and those in attendance to express their expectations, concerns, what they want to know and hope to learn from the presentation.

- Clarification of roles
- How to get around hurdles
- Interpretation – not going back and forth
- Who's responsible for what

Over the course of the presentation, various topics were discussed and questions/concerns were communicated. Legal Counsel responded to each concern that was presented.

**NEXT MEETING**

Meeting was adjourned at 11:40 A.M. for lunch and would resume in 30 minutes.

Meeting reconvened at 12:10 P.M. and the presentation continued with all parties present.

**ADJOURNMENT**

Mrs. Duren moved to adjourn the meeting. Mr. Beadel seconded the motion. Meeting adjourned at 1:01 P.M.

The next rescheduled regular meeting for the Personnel Commission is November 10, 2015 at 5:30 P.M., Site 18, Room 125.

Respectfully submitted,



Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Ned Beadel, Chairperson

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Kathleen Duren, Vice-Chairperson

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of November 10, 2015 Rescheduled 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. Mary Theus, Personnel Analyst

**PUBLIC COMMENTS  
AGENDA ITEMS**

None.

**PUBLIC COMMENTS  
NON AGENDA ITEMS**

Ernest Bridges, Maintenance Worker, commented on the addition of seniority credit points for promotional examinations. Presently one point for each year of service, not to exceed a total five (5) points, is added to final passing scores of candidates taking promotional examinations. The Personnel Commission Rules & Regulations state one-fourth (1/4) of one point for each year of service is added to final passing scores. Mr. Bridges questioned when the Commission will change its process to adhere to the policy.

Lisa Farina, Paraeducator-Moderate to Severe, commented on the current job posting for her classification. She questioned if the current eligibility list will be exhausted prior to testing and establishing a new list.

Astrid Cante, CSEA President, expressed her appreciation for the Special Joint Meeting of the Board of Trustees and the Personnel Commission. She stated it was very informative and shed light on the Commission's responsibilities and procedures. Yet, it also triggered questions regarding processes. Ms. Cante articulated that CSEA has a fresh perspective and wishes to build a collaborative relationship with the Personnel Commission.

Ana Lyon, Bilingual Administrative Clerk II and CSEA Representative, expressed the same sentiments as the CSEA President.

MaryBeth Hines, Transportation Technician, reported a forthcoming management vacancy in her department and potential temporary replacement. She inquired when recruitment will be opened to fill the vacancy.

## **CONSENT AGENDA**

Mr. Beadel recommended that one action be taken on the three Consent Agenda items presented. Commissioners Duren and Williams agreed.

Mr. Williams motioned to approve the Ratification and Nullification of Eligibility Lists, and Ratification of Transfers. Mrs. Duren seconded the motion, and discussion was called for.

Mrs. Duren stated that she is approving the nullification of the Bilingual Instructional Assistant eligibility list due to the insufficient number of ranks remaining on the list.

Hearing no further discussion, vote was called for. Approved unanimously.

## **NEW BUSINESS**

### **Public Hearing – Joint Commissioner Selection**

The Public Hearing was opened at 5:36 p.m. to hear public comment on the selection of the Joint Commissioner, Mrs. Deneese Thompson.

Astrid Cante, CSEA President, stated that she has heard positive comments regarding Mrs. Thompson, and is looking forward to cooperative interaction. On behalf of CSEA, Ms. Cante welcomed Mrs. Thompson.

Hearing no further comments, the Public Hearing was closed at 5:37 p.m.

### **New Classification – Paraeducator Certified Interpreter II and ADA Form**

Mr. Beadel announced that at the request of Human Resources on behalf of the District, items B and C will be retracted from the agenda at this time.

## **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 an update on the Classification/Total Compensation Study. Educational Management Solutions (EMS) is reviewing information regarding classifications, number of incumbents, and proposed focus group participants. EMS proposed tentative dates during the week of December 7 for meetings with focus groups. In response to Commissioner inquiry, it was confirmed that all classified positions will be included in the study.

A brief synopsis on the Special Joint Meeting of the Board of Trustees and the Personnel Commission was given.

Mrs. Galli reported that NEOGOV training sessions are continuously advertised internally via PSD News.

**Comments from Commissioners**

Mr. Beadel commented that the November 6, 2015 Special Joint Meeting was a good first step. There was good interaction with a great exchange of questions and responses.

Mrs. Duren introduced Mrs. Deneese Thompson as the incoming Joint Commissioner.

**CLOSED SESSION**

None.

**REPORT OUT**

None.

**NEXT MEETING**

The next meeting for the Personnel Commission is scheduled for December 9, 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 5:45 p.m.

Respectfully submitted,



Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Ned Beadel, Chairperson

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Kathleen Duren, Vice-Chairperson

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Ronald Williams, Commissioner



## **Classified Update for November 10, 2015**

### **1. Testing Status:**

Administrative Clerk I	QAs to be scheduled
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual ECE Teacher Asst.	QAs scheduled 11/06/15
Bilingual Family/Community Liaison	QAs scheduled 11/06/15
Bilingual Typist Clerk	Performance/written examination to be scheduled
District Receptionist-Bilingual Preferred	Performance/written examination to be scheduled
Executive Assistant Non-Confidential	Performance/written examination 11/10/15
Family Health Provider	Examination to be scheduled
Fingerprint Technician	QAs scheduled 11/13/15
Health Assistant	QAs to be scheduled
Health Technician – LVN	QAs scheduled 11/18/15
Instructional Assistant	Examination 11/4 & 11/5/15
Parent/Community Liaison	Examination to be scheduled

### **2. Postings**

Occupational Therapist	Continuous
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Paraeducator Certified Interpreter

Continuous

Paraeducator Moderate-Severe

Closes on 11/16/15

Special Education Instructional Asst.

Closes on 11/16/15

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: December 9, 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  
December 9, 2015**

**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
Assistant Director M&O (revised)	08/07/15	09/07/15	NA	09/29/15	22	15	8	NA	8	8	09/29/15	09/28/16	NO	7
Bilingual ECE Teacher Assistant	06/08/15	07/24/15	10/20/15	11/06/15	30	12	2	NA	2	2	11/09/15	11/08/16	YES*	4
Bilingual Family/Community Liaison	08/31/15	09/18/15	10/20/15	11/06/15	54	15	4	NA	4	4	11/09/15	11/08/16	YES*	5
Executive Assistant Non-Confidential	08/21/15	09/09/15	11/10/15	11/17/15	181	27	4	4	4	4	11/17/15	11/16/16	NO	3
Fingerprint Technician	09/26/15	10/14/15	10/23/15	11/13/15	30	20	16	NA	14	14	11/13/15	11/12/16	NO	9
Health Technician LVN	05/27/15	06/16/15	10/14/15	11/18/15	94	82	31	NA	26	26	11/18/15	11/17/16	NO	12
Instructional Assistant I	09/29/15	10/19/15	11/4/15	NA	209	140	50	NA	NA	50	11/09/15	11/08/16	YES*	11

\*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

12/02/15  
Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: December 9, 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 Clerk I	04/02/14	10/01/15
Bilingual ECE Teacher Assistant	05/06/15	05/05/16
Health Assistant	11/18/13	11/17/15
Instructional Assistant I	09/23/15	09/22/16

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE December 9, 2015 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ x 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. Barron-Zarraga, Nayeli      Effective 10/19/15, Custodian I, from (JH)/(PT) split to (JH), Reassignment due to Elimination of Position, Local Control Accountability Plan (LCAP), Growth
- b. Benitez, Alma      Effective 10/15/15, from Bilingual Head Start Enrollment Assistant to Accounting Clerk I (HR) Promotion, Replacement for Stacey Elliott
- c. Daily, Thomas      Effective 10/19/15, Custodian I, from (BS)/(CM) split to (CM), Reassignment due to Elimination of Position Local Control Accountability Plan (LCAP), Growth
- d. Inong, Marcelina      Effective 11/05/15, Special Education Instructional Assistant II from 5.75 hours/182 days (CH) to 6.5 hours/182 days (OC), Increase in Hours by Seniority, Growth
- e. Martinez-Parker, Krista      Effective 10/28/15, from Campus Security Assistant (OT), 8 hours/182 days to Student Engagement Advocate (SESS), 8 hours/11 months, Local Control Accountability Plan (LCAP), Promotion, Growth
- f. Ortiz, Nelson      Effective 10/19/15, Custodian I, from (MQ)/(QV) Split to (MQ), Reassignment due to Elimination of Position, Local Control Accountability Plan (LCAP) Growth
- g. Stone, Morgan      Effective 10/28/15, from Special Education Instructional Assistant II (DW), 6.5 hours/182 days to Student Engagement Advocate (SESS), 8 hours/11 months Local Control Accountability Plan (LCAP), Promotion Growth

**PALMDALE SCHOOL DISTRICT**

## PERSONNEL COMMISSION

## AGENDA ITEM

DATE November 10, 2015 \_\_\_\_\_ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki Galli  
Director, Personnel Commission

RE: Approval of New Classification – Paraeducator – Certified Interpreter II

## BACKGROUND

The District has requested a new classification titled Paraeducator – Certified Interpreter II. The District's Deaf and Hard of Hearing program needs interpreters with both manual and voicing skills as evidenced by certifications.

STATUS

This proposed classification is the second level of the Paraeducator – Certified Interpreter with differentiation in minimum requirements for education and a higher level of certification to include voicing as well as manual interpretation.

## RECOMMENDATION

It is recommended that the Paraeducator – Certified Interpreter II job description be approved as presented. The proposed salary range is range 37 on the classified schematic, ranked from the Paraeducator – Certified Interpreter being at range 35.



# **PARAEDUCATOR-CERTIFIED INTERPRETER II**

## **(Deaf and Hard of Hearing)**

Bargaining Unit: Classified

### **SALARY RANGE**

Range 37

\$22.86 – \$27.80

### **DEFINITION:**

Under the general supervision of a certificated administrator and direction of a teacher, to act as the communicator between pupil/teacher/parent when pupil/teacher uses manual communication; to assist teacher in determining where special education pupils in integrated classes need help; to provide assistance through tutoring, guidance or arranging for other resources; to assist the teacher in determining the needs of hearing impaired pupils; to interpret test responses; to recite and report into or from manual communications; to act as a paraprofessional assistant to a teacher in performing assigned tasks.

### **DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the class of Paraeducator-Translator by the responsibility for interpreting subject matter and education concepts to hearing impaired pupils, and in turn, interpreting to the teacher and the pupil's understanding of educational concepts and primary information for one pupil or for a small group of pupils in a regular or mixed classroom setting. This class is distinguished from the class of Paraeducator – Certified Interpreter (Deaf and Hard of Hearing) by the responsibility for providing interpretation services where Registry of Interpreters for the Deaf (RID) and Educational Interpreter Performance Assessment (EIPA) certification is required.

### **EXAMPLE OF DUTIES:**

May include, but are not limited to, the following:

1. Provides interpreter services for adults and/or pupils in integrated classes.
2. Interprets to adults and students with written and verbal educational materials through sign language.
3. Interprets between adults, pupils and/or teachers to compensate for differences in communication abilities.
4. Interprets from sign to voice (reverse interpretation) manual language so it is comprehensible to others in the classroom and other settings (i.e. professional development, Professional Learning Communities, etc.).
5. Tutors pupils in academic and elective subjects.

6. Assists teacher in arranging and conducting special activities.
7. Assists teacher with classroom activities for pupils.
8. Attends in-service and staff meetings as required; provides interpretation services at meetings where needed.
9. Assists with lifting pupils in and out of wheelchairs.
10. Assists teacher in establishing and maintaining a clean, safe, and pleasant classroom and learning environment.
11. Assists teacher in implementing the course of study through individual and group instruction.
12. Assists with supervision of classroom and outdoor playground to direct pupils with safe activities and relationships.
13. Performs routine clerical tasks, operates duplicating machines, assembles materials for classroom projects, prepares material and master, and performs incidental typing tasks.
14. Confers on a regular basis with a teacher in regard to planning and scheduling activities, instructional goals and objectives, student progress and pertinent health or behavior problems.
15. May participate as a member of the appropriate team or committee to assist staff with developing and implementing individual or site crisis management plans.
16. Assists teachers with implementation of pupil's Individualized Education Program (IEP) through instruction in a wide variety of activities, such as nature study, playing games, singing, dancing and sports.
17. May administer first aid; under the direction of the school administrator and procedure observed by a certificated school staff member, assists pupils with taking medication.
18. Maintains confidentiality of pupil records in accordance with legal requirements and policies.
19. Acts as communicator between adults (including staff) and teacher when necessary and between pupil and peers as appropriate.
20. Consults with integrated class teachers to determine where pupils need special help and provide the help through tutoring.
21. Acts as liaison between administration, staff of the Hearing Impaired Program and the regular classroom teachers.
22. Performs related duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

1. Concepts and practices of American Sign Language;
2. Basic characteristics of human behavior;
3. Basic communication skills;
4. Personal hygiene practices;
5. Practical learning patterns and behavior;
6. Reading, speaking and writing English;
7. Elementary concepts of child development and behavior;
8. Basic math skills;
9. English grammar and composition.

### Ability to:

1. Maintain emotional control under difficult situations.
2. Interpret to adults and students with written and verbal educational materials through sign language.
3. Interpret manual communication into oral English for adults and students.
4. Recognize and report safety hazards.
5. Develop or modify instruction and instructional materials to meet needs of special needs pupils.
6. Instruct pupils by observing and using the methods of teachers and resource persons.
7. Learn laws, rules, practices and procedures related to the education program to be assigned;
8. Perform routine clerical work such as incidental typing, sorting, measuring, cutting, filing and duplicating.
9. Communicate with pupils and staff and motivate pupils to participate in learning activities.
10. Learn to operate teaching and office machines, computers, and other devices which aid the pupil or the instructional program.
11. Establish and maintain an effective working relationship with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION:**

Any combination of education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Two years of paid experience working with people who can communicate or be communicated with only by manual communication.

#### Education:

Graduation from high school or equivalent. Two years college coursework required. Associate's Degree preferred. Sufficient college coursework to become proficient enough in manual communications to possess the Registry of Interpreters for the Deaf (RID) certification or Educational Interpreter Performance Assessment (EIPA) certification.

As outlined in the No Child Left Behind Act, in addition to the above requirement, applicants must meet one of the following:

- a. Completed at least two years of study at an institution of higher education (48 units from an accredited college or university) or;
- b. Obtained an associate's or higher degree; or
- c. Met a rigorous standard of qualify and be able to demonstrate, through a formal state or local academic assessment, knowledge of, and the ability to assist in instructing reading, writing and mathematics.

**LICENSE AND CERTIFICATIONS:**

Must possess Registry of Interpreters for the Deaf (RID) certification or Educational Interpreter Performance Assessment (EIPA) certification to provide manual communication interpreter services.

**OTHER:****Special Information:**

Some positions in this classification may require the availability of private transportation. Some positions may require the ability to lift or move pupils who weigh up to 50 pounds. The employee may be required to use a multi-person lift or learn to use mechanical lifting equipment to lift or move pupils who weigh in excess of 50 pounds, or a pupil of any weight who may present other lifting problems. Positions in this classification may occasionally be assigned any duties normally assigned from the classification of Paraeducator – Certified Interpreter.

**PALMDALE SCHOOL DISTRICT**

## PERSONNEL COMMISSION

## AGENDA ITEM

DATE	November 10, 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 Paraeducator Certified Interpreter II	

## 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 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 as indicated on the existing Paraeducator – Certified Interpreter.

## RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the new classification of Paraeducator – Certified Interpreter II as presented.

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**Paraeducator – Certified Interpreter II (Deaf and Hard of Hearing)**

**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	I-O	Kneeling	I	Twisting at Waist	F-C
Standing	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I	Above Shoulders	O
Bending	O-F	Balancing	I	At/Below Shoulders	O-F
Stooping	O-F	Foot Controls	I-O	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	F-C	O	Paper, instructional item, supplies, equipment, toys
11-25	O-F	O-F	O	Papers, instructional items, supplies, equipment, toys
26-50	I-O	I-O	N-I	Papers, instructional items, supplies, equipment
51-75*	I-O	I-O	N	Students
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	Up to 150 yards	Paper, instructional materials, etc. from classroom to school office or cafeteria
11-25	O-F	Up to 150 yards	Paper, instructional materials, etc. from classroom to school office or cafeteria
26-50	O		Student (ill, injured, etc.)
51-75*	I		Student (ill, injured, etc.)
76-100*	I		Student (ill, injured, etc.)
Over 100*	I		Student (ill, injured, etc.)

Comments: \*Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-F	Papers, instructional material, supplies, toys, student needs
Fine Manipulation	F-C	Papers, instructional material, signing, student needs
Gross Grasp	O-F	Papers, instructional material, supplies, toys, student needs
Gross Manipulation	O-F	Papers, instructional material, supplies, toys, student needs
Power Grasp	O	Student (ill, injured, etc.)

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.	F-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.	F-C	
Attention to Task/ Details:			
6	Perform simple/ repetitive tasks.	F	
7	Perform complex/varied tasks.	O	
8	Organize tasks and set priorities.	O-F	
9	Manage multiple tasks simultaneously.	O-F	
Interaction with Others:			
10	Work cooperatively with coworkers.	C	
11	Interact with customers or the public.	F-C	
12	Give training/ instruction.	F-C	
13	Direct or supervise others. (students)	F-C	
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.	O-F	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	Computer, reports, students, parents, staff		
Hearing	C	Computer, reports, students, parents, staff		
Speaking	F-C	Community, staff, phone, parents, students		
Reading	O-F	Reports, records, computer, memos, taking notes, instructional materials		
Writing	O-F	Reports, records, computer, memos, taking notes, instructional materials		
Math	F-C	Instructional materials		

Comments:



ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	School site		
Outdoors	F-C	School site, student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Cold	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Heat	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Humidity	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Temperature Swings	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Dust/ Wind	I-O	Student transition (pick-up and drop-off), recess, visit to adjacent buildings		
Noise	I-O	Transportation noise during student transition, student noise		
Vibration	N	N/A		
Fumes/ Odors	I-O	Cleaning supplies, white-out, art and craft supplies		
Toxic Substances	N	N/A		
Radiation	N	N/A		
Mechanical Hazards	N	N/A		
Electrical Hazards	N	N/A		
Explosive Hazards	N	N/A		
<b>Safety Equipment/Training/Attire:</b> Appropriate attire per Board Dress Code Policy.				

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

WORK SETTING	
<b>Brief Description of Work Site:</b> School sites.	
<b>Breaks:</b> 15-minute/4 hours, 30 min. lunch	<b>Overtime:</b> Variable, occasionally as offered or assigned
<b>Supervised by:</b> Administration, Principal, Classroom teacher	<b>Supervises:</b> N/A

<b>Number of Employees at Work Site:</b> Varies				
<b><u>Characteristics of Site:</u></b>	<b>%</b>		<b>%</b>	
Informal	<b>10</b>	Formal	<b>90</b>	Formal + Informal = 100 %
Autonomy-oriented	<b>60</b>	Team-oriented	<b>40</b>	Autonomy + Team = 100%
Routine Tasks	<b>70</b>	Variable Tasks	<b>30</b>	Routine + Variable = 100 %
Slow Paced	<b>50</b>	Fast Paced	<b>50</b>	Slow + Fast Paced = 100%
Low Pressure	<b>50</b>	High Pressure	<b>50</b>	Low + High Pressure = 100%

**JOB ANALYSIS PARTICIPANTS**

Name	Signature	Job Title	Date

**Other Sources of Information:**

X Referral to company job descriptions    Interview    X Other (ADA form level I)

Written by: Vicki Galli Date: \_\_\_\_\_