



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, January 11, 2023 - 5:30 P.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), 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 may for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Dale Speights, Commissioner

I. PRELIMINARY BUSINESS

ACTION

A. Approve Minutes of Regular Meeting – November 9, 2022

31-22/23

II. PUBLIC COMMENTS

- A. Comments Referencing Items on the Agenda
- B. Comments Referencing Non-Agenda Items

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.

III. CONSENT AGENDA

A. Approve Consent Agenda

ACTION

- 1. Ratification of Eligibility Lists
(Substitute, Open, Promotional Recruitments)
- 2. Nullification of Eligibility Lists

32-22/23

IV. NEW BUSINESS

- A. Classified Job Fair

DISCUSSION

33-22/23

V. INFORMATION/COMMENTS

- A. Classified Update
B. Comments from Director
C. Comments from Commissioners

VI. RECESS TO CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
1. Confidential/Personnel Matters

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
1. Confidential/Personnel Matters

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: February 08, 2023 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of December 14, 2022 Regular Meeting

CALL TO ORDER

Due to the Chairperson's laryngitis, Commissioner Duren, Vice Chairperson, called the meeting to order at 5:30 PM, and will administrate the meeting. The Pledge of Allegiance was led by Commissioner Thompson.

MEMBERS PRESENT

Mr. Dale Speights, Chairperson
Mrs. Kathleen Duren, Vice Chairperson
Mrs. Deneese Thompson, Member

STAFF PRESENT

Ms. Mary Theus, Director, Personnel Commission

PRELIMINARY BUSINESS

ORGANIZATIONAL
PROCEDURE

Commissioner Duren was nominated and approved as Chairperson for the 2023 year. Commissioner Thompson motioned with a second by Commissioner Speights. *Duren-aye; Speights-aye; Thompson-aye*

Commissioner Thompson was nominated and approved as Vice-Chairperson for the 2023 year. Commissioner Duren motioned with a second by Commissioner Speights. *Duren-aye; Speights-aye; Thompson-aye.*

APPROVAL OF MEETING
MINUTES

Commissioner Thompson motioned to approve the minutes recorded for the November 09, 2022 Regular Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote.
Duren-aye; Speights-aye; Thompson-aye.

PUBLIC COMMENTS

REFERENCING
AGENDA ITEMS

Mr. Ryan Beardsley, Assistant Superintendent of H.R., thanked the Commission for their consideration of the proposed revision and salary schedule placement for the Risk Manager position. Mr. Beardsley indicated that he will be available to answer questions.

Mrs. Dawn Schmucker, Risk Manager, also thanked the Commission for their consideration of the Risk Manager item and will also be available to respond to concerns or questions.

REFERENCING
NON -AGENDA ITEMS

There was no testimony from the public referencing non-agenda items.

CONSENT AGENDA

Commissioner Thompson motioned to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye.*

NEW BUSINESS

APPROVE REQUEST FOR PROVISIONAL APPOINTMENT

Provisional Appointment – Administrative Assistant-Confidential

Commissioner Thompson motioned to approve a provisional appointment to Administrative Assistant-Confidential due to the long-term absence of the incumbent, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

APPROVE ELIGIBILITY LIST WITH FEWER THAN THREE RANKS

Occupational Therapist

Commissioner Thompson moved to approve the eligibility list with fewer than three ranks for Occupational Therapist, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

APPROVE NEW CLASSIFICATION AND SALARY SCHEDULE PLACEMENT

Personnel Administrative Clerk II

Commissioner Thompson motioned to approve the new classification and salary schedule placement for Personnel Administrative Clerk II, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

APPROVE ADA JOB ANALYSIS

Personnel Administrative Clerk II

Commissioner Thompson motioned to approve the ADA Job Analysis for Personnel Administrative Clerk II, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

APPROVE JOB DESCRIPTION REVISION AND SALARY SCHEDULE PLACEMENT

Risk Manager

Commissioner Thompson motioned to approve the job description and salary schedule placement for Risk Manager, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

APPROVE ADA JOB ANALYSIS

Risk Manager

Commissioner Thompson motioned to approve the ADA Job Analysis for Risk Manager, with Commissioner Speights providing a second. Commissioner Duren asked for clarification of general language referencing the types of protective attire/equipment provided for the position and requested examples of when/where it would be necessary. After brief discussion, an amendment was requested to indicate that protective attire/equipment would be necessary for emergency incidents at the work location. Commissioner Thompson amended the motion to include the recommended language, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

INFORMATION/COMMENTS

CLASSIFIED UPDATE

Ms. Theus distributed the Classified Update and outlined recruitment and testing activities in progress, and reported the new recruitment for Assistant Director of Maintenance and Operations due to a recent resignation.

COMMENTS FROM
DIRECTOR

Ms. Theus informed the Commission of staff vacation for the Winter Break. She hopes everyone has a joyous, safe, and relaxing holiday.

COMMENTS FROM
COMMISSIONERS

Commissioner Thompson shared that school staff are holding it together before the break and doing a great job.

Commissioner Speights asked if there was an update on the joint meeting and Ms. Theus let them know that they are waiting on a future date.

Commissioner Duren congratulated Mrs. Schmucker and thanked Mr. Beardsley for presenting the item to address alignment of compensation for the Risk Manager position. She also wished everyone a joyous holiday.

CLOSED SESSION

The Commission did not recess to a Closed Session, pursuant to Government Code Section 54957.

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled January 11, 2023, at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Thompson and a second by Commissioner Speights, the meeting adjourned at 5:51 PM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Dale Speights, Chairperson

Kathleen Duren, Vice-Chairperson

Deneese Thompson, Commissioner

Classified Update for December 14, 2022

Testing Status:

Benefits/Payroll Clerk	Performance/written exam 11/29, 12/6/2022 QAI 12/9/2022
Bilingual Administrative Clerk II	Performance/written exam 11/30/22; QAI 12/8/2022
Bilingual/ECE Teacher Assistant	Written exam 12/9/2022
Data Processing/Accounting Technician	Performance/written exam pending
District Receptionist	Performance/Written exam 11/15/2022; QAI 11/30/2022
Health Assistant/LVN	Written exam 11/10/2022
Paraeducator-Moderate to Severe	Written exam 12/1/2022, 12/7/2022; QAI 12/14/2022
Paraeducator Translator	Written exam 11/10/2022

Postings:

Assistant Director of M&O	Closes 12/28/2022
Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Assistant III	Continuous
ECE Teacher Assistant	Continuous
Family Health Provider	Closes 12/21/2022
Health Assistant LVN	Continuous

Instructional Assistant I	Closes 1/2/2023
Noon Duty/Campus Assistant	Closes 12/29/2022
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant	Continuous
Student Engagement Advocate	Closes 1/5/2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 11, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF SUBSTITUTE LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Substitute/Casual 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
January 11, 2023**

SUBSTITUTE/CASUAL RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Number on Referral List	Sent Referral List to Human Resources
Substitute Paraeducator. Certified Interpreter (DHH)	05/12/2022	Continuous	N/A	1	0	N/A	N/A	N/A	N/A	N/A	N/A

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Mary Theus
Director, Personnel Commission

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	January 11, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus 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

January 11, 2023

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Benefits/Payroll Clerk	10/18/2022	11/08/2022	11/29/2022	12/09/2022	120	43	21	22	7	7	7	7	12/13/2022	12/12/2023	*Yes	8
Paraeducator Moderate-Severe	07/07/2022	Continuous	12/01/2022 12/07/2022	12/14/2022	27	13	9	4	N/A	7	6	6	12/15/2022	12/14/2023	*Yes	14

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Mary Theus
Director, Personnel Commission

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE January 11, 2023 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
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
Benefits/Payroll Clerk	04/07/2022	04/06/2023
Paraeducator Moderate-Severe	11/09/2022	11/08/2023

RECOMMENDATION

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