



PERSONNEL COMMISSION  
**AGENDA OF REGULAR MEETING**  
Wednesday, December 13, 2023 - 5:30 P.M.  
37230 37<sup>th</sup> 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 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. PRESENTATION/TRAINING**

**Information/Discussion**

- A. Electronic Time and Attendance Collection (ETAC)  
Presenter: Ms. Cassie McCraw, Assistant Director Payroll/Accounting

**II. PRELIMINARY BUSINESS**

**Action**

- A. Reappoint Mrs. Kathleen Duren to the Personnel Commission as the Board Appointee for a three-year term, commencing December 13, 2023 to December 1, 2026.

- B. Oath of Office Administered to Mrs. Kathleen Duren

- C. Organizational Procedure

**Action**

1. Nominate and elect Chairperson for 2024
2. Nominate and elect Vice-Chairperson 2024

- D. Approve Minutes of November 8, 2023, Regular Meeting

**Action**

**28-23/24**

**III. PUBLIC COMMENTS**

- A. Comments Referencing Items on the Agenda
- B. Comments Referencing 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. Approve Consent Agenda

**Action**

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

**29-23/24**

- V. NEW BUSINESS** **Action**
- A. Approve Revision of Leadership Job Description Warehouse/Purchasing Supervisor 30-23/24
  - B. Approval ADA Compliant Job Analysis Warehouse/Purchasing Supervisor 31-23/24
  - C. Approve Provisional Appointment Warehouse/Purchasing Supervisor 32-23/24
  - D. Approve Eligibility List with Fewer Than Three Ranks Paraeducator/LVN 33-23/24
- VI. INFORMATION/COMMENTS**
- A. Recruitment/Staffing Updates
  - B. Commissioner Comments
- VII. 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
- VIII. RECONVENE TO OPEN SESSION**
- IX. 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
- X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: January 10, 2024 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M

Personnel Commission  
Palmdale School District  
**MINUTES OF NOVEMBER 8, 2023, REGULAR MEETING**  
37230 37<sup>th</sup> Street East, Room 125  
Palmdale, CA 93550

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The Personnel Commission Chairperson called the meeting of the Personnel Commission to order at 5:30 P.M., followed by the Pledge of Allegiance led by Commissioner Speights.

**ROLL CALL:**

Member(s) Present: Mrs. Deneese Thompson, Vice Chairperson  
Mr. Dale Speights, Member

Member(s) Absent: Mrs. Kathleen Duren, Chairperson

Staff Present: Ms. Mary Theus, Director, Personnel Commission  
Mrs. Esthefany Iraheta, Administrative Secretary

**PRELIMINARY BUSINESS**

- A. The Personnel Commission took action to approve the minutes recorded at the October 11, 2023, regular meeting. The item passed unanimously.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

- B. The Personnel Commission took action to approve the minutes recorded at the October 24, 2023, special meeting. The item passed unanimously.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

**PUBLIC COMMENTS**

- A. **Referencing Agenda Items**  
There were no comments.

- B. **Referencing Non-Agenda Items**  
Jessica Bell, Student Engagement Advocate, addressed the Personnel Commission regarding duties assigned for her position. She mentioned that she is performing administrative duties that are not appropriate for her classification. She spoke to the union regarding her concerns and was referred to the Commission. Ms. Bell asked the Commission to review her job description to compare it with what the employees are asked to do, as she believes the duties have significantly changed and are outside the scope of her description. Commissioner Thompson asked Ms. Theus to follow-up with Ms. Bell and report back to the Commission.

**CONSENT AGENDA**

- A. The Personnel Commission took action to approve the Consent Agenda to ratify, extend, and nullify eligibility lists, and ratify transfers. The item passed unanimously.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

## **NEW BUSINESS**

### **A. Approval of the 2022/2023 Personnel Commission Annual Report**

The Personnel Commission took action to approve the Personnel Commission Annual Report. The item passed unanimously.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

### **B. Approval of Provisional Appointment - Risk Manager**

The Personnel Commission took action to approve the appointment of Debra Ramirez to serve provisionally as Risk Manager commencing November 9, 2023 through December 22, 2023. The item passed unanimously.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

### **C. Approval of the Eligibility List with Fewer Than Three Ranks- Paraeducator/LVN**

The Personnel Commission took action to approve the eligibility list with fewer than three ranks for Paraeducator/LVN. The item passed unanimously.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

## **INFORMATION/STAFF COMMENTS**

### **A. RECRUITMENT/STAFFING UPDATES**

Ms. Theus outlined staff recruitment and testing activities. A copy is included as part of the official minutes. She shared staffing details for the period of October 11 through November 8, 2023, noting the following: 24 new hires; 2 promotions; 13 substitutes processed for regular employment.

### **B. COMMISSIONER COMMENTS**

Commissioner Speights acknowledged the Tamarisk principal, Dr. Tillman, for her wonderful Veteran's Day school event to celebrate veterans. He said it was well-attended, and students and staff did an awesome job showing their appreciation to all veterans. He congratulated Dr. Tillman for another well-planned event.

## **RECESS TO CLOSED SESSION**

The Commission did not recess to a Closed Session.

## **DATE OF NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled December 13, 2023, at 5:30 p.m., Site 18 location; 37230 37<sup>th</sup> Street East, Room 125, Palmdale CA 93550.

## **ADJOURNMENT**

On a motion by Commissioner Speights and second by Commissioner Duren, the meeting adjourned at 5:51 p.m.

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Deneese Thompson  
Vice-Chairperson

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Dale Speights  
Member

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Mary Theus  
Director, Personnel Commission

# REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

## RECRUITMENT UPDATE

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### OPEN RECRUITMENTS

Bilingual ECE Teacher Assistant	Continuous
Campus Security Assistant	11/15/2023
Certified Occupational Therapy Assistant	Continuous
Credentials Analyst	11/28/2023
ECE Teacher Assistant	Continuous
Family Health Provider	11/15/2023
Family Services Advocate	11/29/2023
Health Assistant/LVN	12/1/2023
Inventory/Procurement Specialist	11/8/2023
Mental Health Intensive Case Manager	Continuous
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 I	Continuous
Specialty Trip Driver	11/28/2023

### EXAMINATION

Assistant Director Fiscal Services	11/6/2023 (oral)
Assistant Director Payroll/Accounting	11/6/2023 (oral)
ECE Teacher Assistant/Bilingual	10/25/2023
Family Health Provider	11/20/2023
Family Services Advocate	12/5/2023
Instructional Assistant I	11/21/2023
Inventory/Procurement Specialist	11/16/2023
Paraeducator/LVN	11/3/2023 (oral); 11/15/2023
Paraeducator Moderate to Severe	10/27, 11/9/2023; 11/3/2023 (oral)
Special Education Instructional Assistant	10/27, 11/9/2023; 11/3/2023 (oral)
Student Interventionist	11/13/2023

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 13, 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**

**December 13, 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 Moderate-Severe	08/08/2023	10/20/2023	11/08/2023	15	13	4	9	N/A	3	3	11/09/2023
Substitute Special Ed. Instructional Asst.	08/08/2023	10/20/2023	11/08/2023	12	12	2	10	N/A	2	2	11/09/2023

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

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Director, Personnel Commission  
December 13, 2023

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 13, 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

December 13, 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
Accounting Clerk II	9/13/2023	10/03/2023	11/6/2023 12/01/2023	12/06/2023	47	26	10	7	9	8	8	8	12/8/2023	12/7/2024	*Yes	6
Asst Director, Fiscal Services	08/29/2023	09/28/2023	10/18/2023	11/06/2023	8	4	4	0	N/A	4	3	3	11/06/2023	11/05/2024	No	3
Asst Director, Payroll/Accounting	08/29/2023	09/28/2023	10/18/2023	11/06/2023	14	7	7	0	N/A	6	5	5	11/06/2023	11/05/2024	No	5
Family Health Provider	10/25/2023	11/15/2023	11/20/2023	12/8/2023	9	3	2	1	N/A	2	2	2	12/8/2023	12/7/2024	*Yes	3
Paraeducator Moderate-Severe	05/17/2023	Continuous	10/18/2023 10/27/2023	11/03/2023	39	16	7	9	N/A	3	3	3	11/07/2023	11/06/2024	*Yes	9
Paraeducator Moderate-Severe	05/17/2023	Continuous	11/09/2023	11/15/2023	12	5	2	3	N/A	1	1	1	11/16/2023	11/15/2024	*Yes	7
School Secretary	06/05/2023	06/26/2023	10/03/2023	10/17/2023	44	17	6	11	4	4	4	4	11/01/2023	10/31/2024	No	3
Special Education Instructional Asst.	05/22/2023	Continuous	10/27/2023	11/03/2023	19	18	10	8	N/A	7	7	7	11/07/2023	11/06/2024	*Yes	16
Special Education Instructional Asst.	05/22/2023	Continuous	11/09/2023	11/15/2023	20	19	10	9	N/A	6	6	6	11/16/2023	11/15/2024	*Yes	21

\*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.

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Director, Personnel Commission  
December 13, 2023

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE December 13, 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
Accounting Clerk II	04/27/2023	04/26/2024
Family Health Provider	03/15/2023	03/14/2024
Paraeducator/LVN	11/03/2023	11/02/2024
Paraeducator Moderate to Severe	10/11/2023	10/10/2024
Special Education Instructional Assistant	10/11/2023	10/10/2024

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 13, 2023	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

**STATUS**

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, 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**
**12/13/2023**

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Alvarado, Melissa	11/06/2023	Special Ed. Instructional Assistant I, from (OC) to (PT) 5.75 hrs/182 days	Reassignment; elimination of position Replacement for Faith Morales
b. Arana, Arely	11/7/2023	Child Nutrition Assistant I, from (JH) to (CA) 3.0 hrs/182 days	Voluntary transfer Replacement for Christina Banks
c. Arceneaux, Neilla	12/4/2023	Instructional Assistant I, from (DR) 5.75 hrs/182 days, to (SW) 7.0 hrs/182 days	Increase by seniority Replacement for Alyssa Brandt
d. Bates, LaKinya M.	11/27/2023	Paraeducator Moderate to Severe, from (First Steps) to (PDC) 7.0 hrs/182 days	Administrative transfer Replacement for Saint Razo-Ruiz
e. Gaspar Rojo, Pedro	11/7/2023	Special Ed. Instructional Assistant I, from (MQ) to (DGM) 6.5 hrs/182 days	Voluntary transfer Growth
f. Kelly, Sally	11/07/2023	Special Ed. Instructional Assistant I, from (OT) to (OC) 6.5 hrs/182 days	Voluntary transfer Growth
g. Lopez Ramos, Michelle	11/03/2023	Bilingual Typist Clerk, from (DGM) to (BV) 5.75 hrs/10 mo.	Voluntary transfer
h. Martinez, Teresita	11/27/2023	Special Ed. Instructional Assistant I, from (BV) to (DR) 6.5 hrs/182 days	Reassignment; elimination of position Growth
i. McCraw, Cassie P.	11/27/2023	From Benefits/Payroll Clerk (Payroll), to Assistant Director, Accounting/Payroll (Bus. Svcs) 8.0 hrs/12 mo.	Promotion Growth
j. Osorio-Rivas, Maria C.	11/09/2023	From School Secretary (SW) 8.0 hrs/11 mo., to Administrative Secretary (Hlth Svcs) 8.0 hrs/12 mo.	Lateral appointment Replacement for Amanda Alvarado
k. Prado, Rosa	11/07/2023	From Noon Duty/Campus Assistant (CA) 5.75 hrs/182 days, to Campus Security Assistant (PACS) 8.0 hrs/182 days	Promotion Growth
l. Ramos Jr., Felix	11/13/2023	Technology Support Liaison, from (Innov Acad) to (PT) 8.0 hrs/11 mo.	Administrative transfer
m. Tucker, Lesley S.	11/29/2023	From Accounting Data/Processing Technician (Fiscal) 8.0 hrs/12 mo., to Assistant Director, Fiscal Services (Fiscal) 8.0 hrs/12 mo.	Promotion Growth
n. Williams, Katherine L.	11/27/2023	Instructional Assistant I, from (GP) 5.75 hrs/182 days, to (QV) 7.0 hrs/182 days	Increase by seniority Replacement for Shaharah Henry

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: December 13, 2023 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE REVISION TO LEADERSHIP JOB DESCRIPTION:  
WAREHOUSE/PURCHASING SUPERVISOR

**BACKGROUND**

A job description for Warehouse/Purchasing Supervisor is currently in place to organize and manage the daily workflow of activities in the District's centralized warehouse under the direction of the Maintenance and Operations Administrator.

**STATUS**

The District proposes a revision of the job description for Warehouse/Purchasing Supervisor in order to modernize the description to better define the scope of duties and responsibilities required of the position. There is no change to the salary schedule placement.

If the proposed revision is approved, the existing description will be annulled.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed job description revision as presented.

## **WAREHOUSE/PURCHASING SUPERVISOR**

Bargaining Unit: Management

### **SALARY RANGE**

\$84,109.00 - \$107,347.00 Annually

### **SUMMARY**

Under the direction of the Maintenance and Operations Administrator or designee, the job of Warehouse/Purchasing Supervisor is done for the purpose/s of planning, organizing, leading and supervising the daily workflow of activities in the District's centralized warehouse including the warehousing and distribution of materials, equipment, food products, and supplies to schools and various department/work sites; performing a variety of responsible duties and responsibilities involved in the purchase of non-stock supplies, materials and equipment; providing information and serving as a resource to others.

### **REPRESENTATIVE DUTIES**

- Initiates purchasing process for securing stock and non-stock items including equipment, furniture, materials, supplies and portable classrooms (e.g. prepare specifications, evaluate bids, interview and recommend vendors, etc.) for determining vendor capability to meet public purchasing requirements. Negotiates with vendors and suppliers for the best price on quality products.
- Maintains documents, files, reports and records (e.g. equipment maintenance agreements, warehouse records, purchase orders, vendor files, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Manages department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. establishing assignments, pre-bid conferences, overseeing purchasing functions, vendor presentations, storekeeping activities, allocation of storage space, analysis of vendor quotations, receiving stock items, delivery schedules, etc.) with the aim of ensuring best practices in procurement, and providing warehouse storage and delivery services within established timeframes and in compliance with related requirements.
- Develops specifications for supplies and equipment bids, Requests for Proposals (RFP) and Requests for Quotations (RFQ); reviews all bids, RFPs and RFQs to determine appropriate recommendations for purchase.
- Performs personnel functions (e.g. assigning, inspecting and evaluating work performance of assigned personnel, etc.) in order to maintain adequate staffing, enhance productivity of personnel, and achieve objectives within budget.
- Researches changes in the industry for recommending new methods, products and technologies, which may improve the quality of service and efficiency of the purchasing and warehouse operation.
- Coordinates and manages storekeeping activities in order to meet inspection, delivery and work schedules; determines allocation of storage space and that materials are stored in a safe, practical manner.
- Analyze and review budgetary and financial data; assist with budget development and projections.
- Supervises the observance of general safety regulations and rules pertaining to the use of warehouse equipment.
- Conducts physical inventories to verify stock of equipment, dry storage products and supplies, and reconciling physical counts in accordance with established procedures.

- Facilitates meetings, workshops, seminars, etc. (e.g. arranging piggy back purchases, bid openings, scheduling moves, personnel training on safety, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Confers with school officials, department heads and technical personnel for the purpose of implementing and/or maintaining services concerning quality and utility requirements of supplies, equipment and modification of technical specifications; respond to inquiries and provide information to District staff regarding warehouse/ purchasing policies and procedures.
- Utilizes the computer system to maintain accurate inventory levels and costs; maintains inventory systems to ensure assets are protected and controlled.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge:**

- Governmental purchasing principles, practices, and requirements of the California Education Code, Public Contract and Government Codes related to purchasing.
- Knowledge is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others, and analyze situations to define issues and draw conclusions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: warehouse techniques and strategies; inventory control methods and techniques; value analysis; quantity buying techniques; accounting/bookkeeping principles; products and materials used in a school setting; and pertinent codes, policies, regulations and/or laws.

#### **Skills:**

- SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying federal, state and District policies and regulations; operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

#### **Abilities:**

- ABILITY is required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data.
- Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods.
- Problem solving is required to evaluate situations, resolve client and vendor concerns, and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to State and Federal purchasing guidelines; maintaining confidentiality; and working with detailed information/data; accuracy and attention to detail; analyzing issues and determining appropriate course of action; meeting deadlines and schedules; organizing tasks; setting priorities; working as part of a team.

## **RESPONSIBILITIES**

- Collaborate with management personnel in the formation of District policies and their implementation;
- Work under limited supervision using standardized practices and/or methods;
- Supervise other persons within a small work unit;
- Monitor warehouse/purchasing department activities and expenditures (utilization of resources from other work units may be required to perform the job's functions).

## **EMPLOYMENT STANDARDS**

### **Education**

- High School Diploma or equivalent, supplemented by college-level coursework in accounting, purchasing, business administration or related field.
- Associate's degree with major coursework in accounting, purchasing, or business administration is preferred.

### **Experience**

- Minimum of five (5) years of experience involving purchasing, inventory control, fixed assets, warehousing and contracting, including two (2) years in a supervisory capacity, preferably in a California public school environment.

### **Licenses/Certificates**

- Valid California Driver's License and evidence of insurability. Use of a private automobile is required.
- Possession of or ability to obtain one or more of the following certificates: Certified Purchasing Manager, Certified Professional Public Buyer, or Certified Public Purchasing Officer.
- All licenses and/or certificates must remain current and maintained during the course of employment.

# **WAREHOUSE/PURCHASING SUPERVISOR**

Bargaining Unit: Management

## **SALARY RANGE**

\$84,109.00 — \$107,347.00 Annually

## **BASIC FUNCTION:**

Under direction of the Deputy Superintendent, or designee, to plan, organize and supervise the daily workflow of activities in the District's centralized warehouse including the warehousing and distribution of materials, equipment, food products, and supplies to schools and various departments/work sites; to perform a variety of responsible duties and responsibilities involved in the purchase of non-stock supplies, materials and equipment.

## **SUPERVISION EXERCISED:**

Provides supervision to assigned staff.

## **EXAMPLE OF DUTIES:**

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Plan, organize, and supervise a variety of programs, projects and activities related to the purchasing functions of the District, including the procurement of supplies, materials, equipment and services.
2. Participate in the review, revision and origination of specifications; prepare, advertise and conduct bid openings for non-stock items including equipment, furniture, and portable classrooms.
3. Interview vendors for sources of supply, prices, product information, new products, standards and follow-up.
4. Investigate complaints regarding receipt of incorrect or damaged materials, supplies and equipment; secure adjustments; send follow-up letters to vendors regarding overdue materials; resolve pricing discrepancies.
5. Confer with school officials, department heads and technical personnel concerning quality and utility requirements of supplies and equipment and modification of technical specifications; answer questions and provide information to District staff regarding warehouse/purchasing policies and procedures.
6. Compare and analyze quotations; recommend awards on bids; provide bid recommendation to Board of Trustees for approval; check product compliance with legal requirements.
7. Plan and maintain an efficient warehouse operation and assign, inspect and evaluate the work performance of personnel assigned to the warehouse.
8. Coordinate and manage storekeeping activities in order to meet inspection, delivery and work schedules; determines allocation of storage space and that materials are stored in a safe, practical manner.
9. Analyze and review budgetary and financial data; assist with budget development and projections.

- ~~10. Supervises maintenance of warehouse records; conducts the taking of a physical inventory and reconciles physical counts to book counts in accordance with established procedures.~~
- ~~11. Supervises the observance of general safety regulations and rules pertaining to the use of warehouse equipment.~~
- ~~12. Coordinate and monitor equipment maintenance agreements; maintain computerized records and files in support of purchasing duties; prepare, process and maintain a wide variety of records, reports and files.~~
- ~~13. Stay abreast of changes in the industry which might affect the efficiency of the purchasing and warehouse operation and make recommendations for new methods, products, and technologies which may improve the quality of service.~~

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- ~~1. School district purchasing practices; inventory control methods and techniques.~~
- ~~2. Principles and procedures of record keeping.~~
- ~~3. Marketing practices and pricing methods.~~
- ~~4. Public agency policies, procedures and equipment.~~
- ~~5. Proper and effective methods and procedures used in the storage and warehousing of supplies, materials, equipment, and furniture.~~
- ~~6. Storage planning and space utilization related to warehouse operations.~~
- ~~7. Appropriate distribution techniques for all types of supplies and materials.~~
- ~~8. Management, training and supervisory principles.~~

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### **Ability to:**

- ~~1. Learn and interpret laws, rules and regulations affecting District purchasing operations.~~
- ~~2. Prepare clear and concise specifications and reports.~~
- ~~3. Maintain detailed and accurate records.~~
- ~~4. Purchase services, supplies, materials and equipment for the District in a cost effective manner.~~
- ~~5. Work cooperatively; communicate effectively, both orally and in writing.~~

## **TRAINING AND EXPERIENCE:**

### **Education:**

~~Equivalent to completion of the 12th grade, preferably supplemented by college level coursework in accounting, purchasing, business administration or related field.~~

-

### **Experience:**

~~Five (5) years increasingly responsible experience involving purchasing, warehousing and contracting, including two (2) years in a supervisory capacity.~~

## **LICENSE AND CERTIFICATION:**

### **License or Certificate:**

- ~~A valid California Driver's License and proof of insurance. Use of a private automobile is required.~~
- ~~Possession of or ability to obtain one or more of the following certificates: Certified Purchasing Manager, Certified Professional Public Buyer, or Certified Public Purchasing Officer.~~

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	December 13, 2023	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM WAREHOUSE/PURCHASING SUPERVISOR	

**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 Warehouse/Purchasing Supervisor are presented for approval in the currently utilized ADA Compliant Job Analysis abbreviated format as attached

**RECOMMENDATION**

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

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**WAREHOUSE/PURCHASING SUPERVISOR**

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

Comments: \* Using gas and brake pedals while driving.

\*\* Snow chains; tie downs; proficiency training

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-C	O-F	O-F	Paper, supplies, hand tools, equipment
11-25	O-F	O-F	O-F	Paper, materials and supplies, tools, equipment
26-50	O	O	O	Materials, supplies, tools, equipment
51-75*	O	I*	I*	Tools, cement, equipment
76-100*	N	N	N	N/A
Over 100*	N	N	N	N/A

Comments: \* Overweight items require breaking down or assistance

Carrying: During ESSENTIAL Functions				* Indicates with assistance
Pounds	Frequency	Distance	Examples of Objects Carried	
Up to 10	O-C	Up to 100 ft.	Papers, materials and equipment, tools	
11-25	O-F	Up to 100 ft.	Papers, materials and equipment, tools	
26-50	O	Up to 20 ft.	Materials and supplies, tools, equipment	
51-75*	F-O	Up to 20 ft.	Tools, equipment, cement	
76-100*	N	N/A	N/A	
Over 100*	N	N/A	N/A	

Comments: \*Overweight items require breaking down or assistance

OBJECT MANIPULATION		
Activity	Frequency	Tools & materials handled during Essential Functions:
Fine/Simple Grasp	O-C	Tools and equipment, writing instruments
Fine/Simple Manipulation	O-F	Writing
Gross Grasp	O-C	Tools and equipment, materials and supplies
Gross Manipulation	O-C	Tools and equipment, materials and supplies
Power Grasp	O	Tools and equipment, materials and supplies

MENTAL AND PSYCHOLOGICAL DEMANDS		
UNDERSTAND AND FOLLOW DIRECTIONS - with little or no direction	Essential	Functions
Ability to understand written or oral instructions and follow directions with little or no additional directive or supervision. Ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.	Yes	1-13
REGULAR AND RELIABLE ATTENDANCE		
Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and/or work week and perform at a consistent pace to meet productivity expectations.	Yes	1-13
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS		
Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism.	Yes	1-13
PROBLEM SOLVING		
Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information.	Yes	1-13
ABILITY TO PERFORM COMPLEX AND VARIED TASKS		
Ability to synthesize, coordinate and analyze data; ability to perform jobs requiring precise attainment of set limits, tolerances or standards; ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure	Yes	1-13
SUPERVISE/LEAD AND INFLUENCE OTHERS		
Ability to negotiate with, instruct or supervise people; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading.	Yes	1-13
MEMORY		
Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions.	Yes	1-13

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	F-C	1-13		
Hearing	F-C	1-13		
Speaking	F-C	1,3,4,5,7,8,9,10,11,12		
Reading	F-C	1-13		
Writing	F-C	1,2,3,4,5,7,8,10,13		
Math	F-C	1,2,3,4,5,6,8,10,11,12,13		

Comments:

ENVIRONMENTAL CONDITIONS		
	Freq.	Example of Environment / Exposure
Indoors	O-C	Office within warehouse
Outdoors	O-C	Open warehouse doors; visits at school sites/departments
Cold	O-F	Seasonal weather conditions; open warehouse doors; visits at school sites/departments
Heat	O-F	Seasonal weather conditions; open warehouse doors; visits at school sites/departments
Humidity	I-O	Seasonal weather, rainy conditions
Temperature Swings	O-F	Seasonal weather conditions; open warehouse doors; visits at school sites/departments
Dust / Wind	O-F	Seasonal weather conditions; open warehouse doors; visits at school sites/departments
Noise	O-F	Delivery vehicles, office/warehouse equipment, cars/buses at sites during visitations, delivery personnel, employees, students
Vibration	O	Delivery vehicles, road conditions; traffic; equipment
Fumes/ Odors	O-F	Exhaust from vehicles, equipment, site visitations
Toxic Substances	O	Fuel; oil; cleaning and sanitizing agents; site visitations
Radiation	N	N/A
Mechanical Hazards	I-O	Equipment, tools
Electrical Hazards	O-F	Electrical equipment, projects, tools
Explosive Hazards	I	Combustible materials, gas lines

#### Protective/Safety Equipment and Training/Attire:

Hard hat, gloves, emergency equipment (i.e. extinguishers, first aid kit, reflectors, body kit, etc.). Dress code in accordance with Board policy. Incumbents participate in all legally required trainings for position, as well as any elective or District-provided training as assigned.

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY	
Essential Functions	Frequency
Automobile	O-C
Tools and equipment	O-C
Desktop or laptop computer; tablet; standard office equipment	O-C
Cement, paint, and other materials and supplies	O-C

WORK SETTING				
<b>Brief Description of Work Site:</b> District Office Central Warehouse; frequent site/dept. visitations				
<b>Breaks:</b> Two 15-min. rest breaks One 30-min. lunch		<b>Overtime:</b> Exempt		
<b>Supervised by:</b> Maintenance & Operations Administrator, or designee		<b>Supervises:</b> Assigned personnel; approximately 4		
<b>Number of Employees at Work Site:</b> Up to five, including supervisor position.				
<b>Characteristics of Site:</b>	<b>%</b>		<b>%</b>	
Informal	60	Formal	40	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	40	Variable Tasks	60	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
Randie Almonte		Warehouse/Purchasing Supervisor	12/6/2023
Mary Theus		Director, Personnel Commission	12/6/2023
<b>Other Sources of Information:</b>			
<input checked="" type="checkbox"/> Referral to company job description <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Other			
Written by: <u>Mary Theus</u> Date: <u>12/6/2023</u>			

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: December 13, 2023 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE REQUEST FOR PROVISIONAL APPOINTMENT  
WAREHOUSE/PURCHASING SUPERVISOR

**BACKGROUND**

The Maintenance and Operations Administrator with support of the Chief Business Officer, requested consideration of a provisional appointee to temporarily serve as the Warehouse/Purchasing Supervisor until a qualified candidate is appointed to fill the vacant position. Pursuant to Personnel Commission rules, the appointing authority may request a provisional appointment when no eligibility list exists for the class or there are an insufficient number of available eligibles (i.e. less than three) on a list for appointment.

**STATUS**

Paul Herrera, Purchasing Technician, has been recommended for the provisional appointment. The Personnel Commission Director verified his eligibility in accordance with the current minimum qualifications for the higher class. Mr. Herrera has the required experience and knowledge to temporarily oversee warehousing activities in the District's centralized warehouse. The appointment will commence on or about December 14, 2023, pending approval.

Pursuant to the Personnel Commission Rules and Regulations, the services of an appointee shall not exceed ninety (90) days or more than one hundred twenty-six (126) working days in a fiscal year if an extension of the provisional assignment becomes necessary. Moreover, the services of an appointee can be terminated when a qualified candidate is appointed or at any time, at the discretion of the appointing power.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the provisional appointment and appointee as requested and presented.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	December 13, 2023		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR/LVN		

**BACKGROUND**

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

**STATUS**

Recruitment efforts for the Paraeducator/LVN classification is challenging. The classification is posted continuously throughout the 2023-2024 year, with positions difficult to fill because of the licensing requirement. There is one rank containing one eligible presented for approval consideration, that met all minimum qualifications and successfully completed the competitive examination process.

To support the health services needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the eligibility list with fewer than three ranks for Paraeducator/LVN as presented.

Palmdale School District  
Personnel Commission

December 13, 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
Paraeducator/LVN	09/15/2022	Continuous	11/15/2023	11/28/2023	5	1	1	0	N/A	1	1	1	11/29/2023	11/28/2024	*Yes	2

\*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.

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Director, Personnel Commission  
December 13, 2023