



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, February 14, 2024 - 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 for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

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

I. PRELIMINARY BUSINESS

Action

A. Approve Minutes of January 10, 2023, Regular Meeting

38-23/24

II. PUBLIC COMMENTS

A. Comments Referencing Items on the Agenda
B. Comments Referencing 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 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. Extension of Eligibility Lists
3. Nullification of Eligibility Lists
4. Ratification of Transfer

39-23/24

IV. NEW BUSINESS

Action

A. Approve Eligibility List with Fewer Than Three Ranks
Certified Occupational Therapy Assistant

40-23/24

V. INFORMATION/COMMENTS

A. Recruitment/Staffing Updates
B. Commissioner Comments

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: March 13, 2024 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission
Palmdale School District
MINUTES OF JANUARY 10, 2024, REGULAR MEETING

37230 37th Street East, Room 125
Palmdale, CA 93550

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 Duren.

ROLL CALL:

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

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

PRELIMINARY BUSINESS

- A. The Personnel Commission took action to approve the transcribed minutes of the December 13, 2023, regular meeting. The item passed unanimously.

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

PUBLIC COMMENTS

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

CONSENT AGENDA

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

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

NEW BUSINESS

- A. **Approval of Eligibility Lists with Fewer Than Three Ranks**
Bilingual ECE Teacher Assistant and ECE Teacher Assistant
The Personnel Commission took action to approve the eligibility lists with fewer than three ranks. The item passed unanimously.

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

B. Approval to Modify Salary Structure for the Classified Supervisor Leadership Team

The Personnel Commission took action to modify the salary structure for the Classified Supervisor Leadership Team. Following the motion by Commissioner Duren and second by Commissioner Thompson, Ms. Theus reported that the information on agenda item was incorrect; namely, the proposed salary range for the Classified Assistant Director level. She asked that it be corrected for the meeting record to show the accurate salary as \$84,109 to \$107,347 annually. Commissioner Duren amended her motion to approve the agenda item as revised to show a correction of salary from \$96,741.00 to \$123,469 annually to the accurate rate of \$84,109 to \$107,347 annually. Commissioner Speights provided a second, and discussion ensued.

Ms. Theus explained the District's request of the Commission to consider modifying salary on the Leadership Team Salary Schedule for the Classified Supervisor Leadership Team to that of either the Classified Assistant Director level or to the level of Executive Assistant to the Superintendent. Commissioner Duren opined that the supervisory and evaluative responsibilities, and other duties performed by the supervisors are consistent with those of an Assistant Director. Ms. Theus reminded the Commission of past discussions regarding this topic and the Commission's inclination to align the salary with the Executive Assistant to the Superintendent level. She further stated that the Commission has discretion to consider and recommend alternative options.

After brief discussion concluded, it was motioned and seconded to modify the salary range structure of the Classified Supervisor Leadership Team from its current range on the Leadership Team Salary Schedule (\$70,385 to \$89,831 annually) to align with the Assistant Director level (\$84,109 to \$107,347 annually). The item passed unanimously.

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

- i. The Commission took action to establish the effective date of February 1, 2024, for the salary range modification of the Classified Supervisor Leadership Team.

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

- ii. The Commission took action to establish the salary step placement for the Classified Leadership Team to represent at least a five-percent (5%) increase of the new range or the top step of the salary range if less than five-percent (5%).

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

INFORMATION/STAFF COMMENTS

A. RECRUITMENT/STAFFING UPDATES

Ms. Theus outlined recruitment activities. A copy is included as part of the official minutes. She also reported staffing activity details for the period of December 9, 2023, through January 9, 2023, noting the following: 22 new hires; 2 promotions; and 2 substitute employees processed for regular employment.

Ms. Theus ended her comments by providing an update on the forthcoming analysis of the Student Engagement Advocate classification and duties performed by incumbents.

B. COMMISSIONER COMMENTS

Commissioner Duren thanked the audience for attending the meeting. There were no further comments.

RECESS TO CLOSED SESSION

There was no recess to a closed session.

DATE OF NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled February 14, 2023, at 5:30 p.m., Site 18 location; 37230 37th Street East, Room 125, Palmdale CA 93550.

ADJOURNMENT

On a motion by Commissioner Duren and second by Commissioner Speights, the meeting adjourned at 5:46 p.m.

Deneese Thompson
Chairperson

Dale Speights
Vice - Chairperson

Kathleen Duren
Member

Mary Theus
Director, Personnel Commission

REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

RECRUITMENT UPDATE

OPEN RECRUITMENTS

Bilingual ECE Teacher Assistant	Continuous
Certified Occupational Therapy Assistant	Continuous
ECE Teacher Assistant	Continuous
Health Assistant/LVN	1/24/2024
Instructional Assistant I	Continuous
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
Warehouse/Purchasing Supervisor	2/1/2024

EXAMINATION

Benefits/Payroll Clerk	1/16-18 (performance), 1/30/24 (written)
ECE/Bilingual Teacher Assistant	12/20/23, 1/10/24
Family Services Advocate	1/12/24 (oral)
Instructional Assistant I	12/20/23, 1/18/24
Inventory/Procurement Specialist	1/08/24 (oral)
Paraeducator Moderate to Severe	1/11/24, 1/19/24
Personnel Administrative Clerk II	1/17/24 (oral)
Special Education Instructional Assistant	1/11/24, 1/19/24
Specialty Trip Driver	12/12/23
Student Interventionist	12/18/23 (oral)

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 14, 2024	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
February 14, 2024**

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 Custodian	12/22/2023	12/31/2023	01/12/2024	50	22	9	13	N/A	8	8	01/16/2024
Substitute ECE Teacher Assistant	11/16/2023	Cont.	01/10/2024	4	1	1	0	N/A	1	1	01/11/2024
Substitute ECE Teacher Assistant	11/16/2023	Cont.	01/25/2024	9	6	5	1	N/A	2	2	01/29/2024
Substitute Instructional Assistant	12/22/2023	01/16/2024	01/25/2024	24	22	8	14	N/A	6	6	01/29/2024

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

Director, Personnel Commission
February 14, 2024

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 14, 2024	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

February 14, 2024

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Performance/ Written Exam Date(s)	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
Bilingual ECE Teacher Assistant	07/05/2023	Cont.	01/25/2024	N/A	22	1	1	0	N/A	1	N/A	1	01/25/2024	01/24/2025	*Yes	3
Credentials Analyst	11/07/2023	11/28/2024	01/15/24 (P) 01/24/24 (W)	02/02/2024	30	20	17	3	9	8	8	8	02/05/2024	02/04/2025	No	8
ECE Teacher Assistant	07/05/2023	Cont.	01/10/2024	N/A	7	1	0	1	N/A	0	N/A	0				
ECE Teacher Assistant	07/05/2023	Cont.	01/25/2024	N/A	27	2	2	0	N/A	2	N/A	2	01/25/2024	01/24/2025	*Yes	3
Family Services Advocate	11/07/2023	11/29/2023	12/04/2024 12/12/2023	01/12/2024	29	11	9	2	4	3	3	3	01/16/2024	01/15/2025	*Yes	5
Instructional Assistant I	11/16/2023	Cont.	1/18/2024	N/A	36	30	9	21	N/A	8	N/A	8	01/18/2024	01/17/2025	*Yes	11
Inventory/Procurement Specialist	10/19/2023	11/08/2023	11/30/2023	01/08/2024	53	33	26	7	N/A	24	18	18	01/08/2024	01/07/2025	No	13
Occupational Therapist	07/18/2022	Continuous	N/A	02/01/2024	4	1	0	1	N/A	N/A	N/A	0				
Paraeducator Moderate-Severe	05/17/2023	Continuous	01/11/2024 01/19/2024 01/22/2024	01/30/2024	52	15	10	5	N/A	9	8	8	01/31/2024	01/30/2025	*Yes	6
Personnel Administrative Clerk II	10/09/2023	10/27/2023	11/29/23 (P) 12/11/23 (W)	01/17/2024	106	38	29	9	14	13	9	9	01/19/2024	01/18/2025	*Yes	10
Special Education Instructional Asst.	05/22/2023	Continuous	01/11/2024 01/19/2024 01/22/2024	01/30/2024	36	35	16	19	N/A	10	6	6	01/31/2024	01/30/2025	*Yes	16
Specialty Trip Driver	11/07/2023	11/28/2023	12/12/2023	01/26/2024	11	5	5	0	N/A	3	3	3	01/26/2024	01/25/2025	No	3
Student Interventionist	10/16/2023	11/03/2023	11/13/2023	12/18/2023	35	4	3	1	N/A	3	3	3	01/08/2024	01/07/2025	*Yes	6

*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.

Director, Personnel Commission
February 14, 2024

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE February 14, 2024 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
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 ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Attendance Clerk	08/01/2022	01/31/2024	07/31/2024
Custodian II	02/24/2023	02/23/2024	08/23/2024

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE February 14, 2024 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
Bilingual ECE Teacher Assistant	12/21/2023	12/20/2024
ECE Teacher Assistant	12/21/2023	12/20/2024
Family Services Advocate	10/11/2023	10/10/2024
Instructional Assistant I	12/21/2023	12/20/2024
Paraeducator Moderate – Severe	12/14/2023	12/13/2024
Personnel Administrative Clerk II	04/17/2023	04/16/2024
Special Education Instructional Assistant	12/14/2023	12/13/2024
Student Interventionist	10/09/2023	10/08/2024

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 14, 2024	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

2/14/2024

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Adcock, Angel-Lieann H.	01/19/2024	From Crossing Guard (Transp) 2.0 hrs/182 days, to Special Ed. Instructional Assistant I (PLP) 5.75 hrs/182 days	Promotion Replacement
b. Aguilar, Pedro A.	01/17/2024	Paraeducator Moderate to Severe, from (BV) 5.75 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement
c. Aguirre, Adriana	01/03/2024	From Administrative Clerk II (ECE), to Bilingual Administrative Secretary (Ed Svc) 8.0 hrs/12 mo.	Promotion Replacement
d. Berumen, Kristin J.	01/19/2024	From Bilingual Administrative Clerk II (ECE) to Administrative Secretary (Ed Svcs) 8.0 hrs/12 mo.	Promotion Replacement
e. Blosser, Terri	01/16/2024	Paraeducator Moderate to Severe, from (BV) to (BV)	Reassignment Elimination of position
f. Espinoza, Darinca	12/08/2023	Child Nutrition Assistant I, from (PT) to (CA)	Voluntary transfer Replacement
g. Johnson, Desiree M.	01/16/2024	Paraeducator Moderate to Severe, from (CM) 6.5 hrs/182 days, to (YN) 7.0 hrs/182 days	Increase by seniority Replacement
h. Lopez Jr., Ruben	12/11/2023	Paraeducator Moderate to Severe, (PDC) to (PDC)	Reassignment Elimination of position
i. Mendoza, Erika J.	12/12/2023	Paraeducator Moderate to Severe, from (BV) to (BV)	Reassignment Elimination of position
j. Mora, Stephanie	12/08/2023	From Child Nutrition Assistant II (OC), to Child Nutrition Manager (PT) 8.0 hrs/10 mo.	Promotion Replacement
k. Ramirez, Breeanna L.	01/16/2024	Child Nutrition Assistant II, from (YN) to (BS) 5.75 hrs/182 days	Voluntary Transfer Replacement
l. Rodelo, Corina I.	01/16/2024	Paraeducator Moderate to Severe, from (DW) 5.75 hrs/182 days, to (DW) 6.5 hrs/182 days	Increase by seniority Replacement
m. Salazar, Maria C.	12/01/2023	Sp. Ed. Instructional Assistant I, from (SH) to (OT)	Reassignment Elimination of position
n. Tapia, Lejon L.	01/17/2024	From Special Ed. Instructional Assistant I (GP) 6.5 hrs/182 days, to Paraeducator Moderate to Severe (YN) 7.0 hrs/182 days	Promotion Growth

Transfers and Reassignments**2/14/2024**

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
o. Thomas, Dajah I.	12/18/2023	From Accounting Clerk II (Health Svc) to Accounting/Data Processing Technician (Fiscal) 8.0 hrs/12 mo.	Promotion Replacement
p. Williams, Cassandra D.	01/08/2024	Sp. Ed. Instructional Assistant I, from (DC) to (QV)	Voluntary Transfer Growth
q. Zermeno, Zulema M.	01/08/2024	Sp. Ed. Instructional Assistant I, from (FS) to (PT)	Voluntary Transfer Replacement

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	February 14, 2024		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	CONSIDER AND/OR APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT		

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

Staffing efforts for the Certified Occupational Therapy Assistant classification are ongoing and challenging. The job announcement was posted January 2023 for continuous recruitment with insufficient response from applicants with appropriate certification. We currently have one eligible candidate who has 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 for Certified Occupational Therapy Assistant as presented.

Palmdale School District
Personnel Commission

February 14, 2024

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Performance/ Written Exam Date(s)	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
Certified Occupational Therapy Asst.	01/10/2023	Continuous	N/A	02/09/2024	5	1	1	0	N/A	N/A	1	1	02/09/2024	02/08/2025	No	1

*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.

Director, Personnel Commission
February 14, 2024