

Personnel Commission Office
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Personnel Commission Mission Statement

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

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



CLASSIFIED EMPLOYMENT

COMPETITIVE EXAMINATION PROCESS

The Personnel Commission Office is the starting point in obtaining classified employment with the Palmdale School District.

All jobs are described on a "job announcement," along with the selection procedure. Through the competitive examination process, candidates are tested and ranked on the basis of their overall scores.

The Merit System

The Merit System provides the framework for the personnel management system for classified employees of the school system and for fostering the advancement of career service.

The Personnel Commission is responsible for maintaining the Merit System at the Palmdale School District within the parameters of the Education Code. The Personnel Commission enacts and implements rules and regulations pertinent to job classification, recruitment/selection, and examination as well as appeal procedures for disciplinary/dismissal matters, examination protests, and various other personnel practices.

The Merit System was adopted to protect workers from job loss without just cause, and requires new employees be chosen by an impartial selection system through competitive examination. After all examination components are completed, a ranked eligibility list is established and approved by the Personnel Commission for use in filling vacant positions.

Sections 45240 through 45320 of the California Education Code and appropriate sections of the Government Code provide authority for Personnel Commission functions.

The Merit System is based on competitive examination.

APPLICATION PROCESS

How to Apply

Applications for employment are accepted online only at www.palmdalesd.org. Available classified job opportunities are located on the "Employment" page of the website. You must file a separate online application for each classification or job announcement.

You may apply for jobs only when they are posted for recruitment, and must submit completed application(s) on or before the deadline date specified.

Please check to see if you meet the minimum qualifications stated on the job announcement prior to submitting an online application.

Application Screening

Application Screening is used to qualify individuals based on minimum qualifications such as experience, training and/or education of applicants. Qualifications are stated on the application.

Resumes may be attached, however, it is the applicant's responsibility to show evidence of meeting the minimum qualifications in the work experience section of application.

EXAMINATION PROCESS

Any combination of written, performance, general/technical, and qualification interviews may be used in the examination process. Applicants will be tested for knowledge, skills and abilities directly related to the job.

Written Examination

A written examination may be used to test specific, technical knowledge related to the job. The examination(s) may consist of any combination of multiple choice, true/false, essay, or other exam(s) to determine knowledge, skills, and abilities.

A careful review of the job announcement will provide an overview of the requirements of the job.

Performance/Skills Examinations

Performance/skills exams may be required to demonstrate a skill or ability that is essential for the job. For these types of examinations, training/practice to increase dexterity, strength, skill, or accuracy may be beneficial.

The job announcement provides an indication of the types of performance activities that may be included in these exams.

Qualification Appraisal Interview (QAI)

A panel of subject matter experts evaluate a candidate's knowledge and skills, employment background, and other qualifying factors related to the job. It is important to prepare answers in anticipation of questions likely to be asked in the interview. Remember to dress appropriately for an employment interview.

Seniority Credit

Seniority credit is granted for promotional openings only at a rate of 1/4 point for each completed year of service with the Palmdale School District with a five (5) point maximum. Seniority credit is only added to a successful written exam score – it will not be applied to an unsuccessful score to attain a passing score.

Veteran Points

In the case of a "veteran" or "disabled veteran," additional credit shall be added to passing scores in the examinations. In order to obtain credit, the applicant must furnish satisfactory proof of qualifying military service prior to or at the time of the exam.

Testing Accommodations

If you require reasonable accommodations, due to a legally defined disability, at any point in the examination process, you must notify the Personnel Commission Office at least 48 hours prior to the date of the examination.

Candidates may be required to supply documentation supporting the need for accommodations when the request is made.



The mission of the Palmdale School District is to implement our vision with actions and services targeted to students, parents, and staff so our students can live their lives to their full potential.

AFTER THE EXAMINATION PROCESS

Examination results are sent via e-mail with a scheduled date/time to review the examination. Please be aware that the process from application to hire is comprehensive and somewhat lengthy.

Eligibility List

Eligibility lists are established consisting of names of applicants who successfully complete all examination components, ranked according to scores. The list is valid for one (1) year or until exhausted (fewer than three eligible ranks), whichever comes first, unless extended by the Personnel Commission.

The three (3) highest ranks of candidates are interviewed before the hiring authority for any available position. All candidates remaining on the eligibility list move up on the list whenever someone ranked higher is employed or removed from the eligibility list.

Selection

Upon selection, candidates must show authorization to work in the United States, pass a pre-employment physical examination that may include a drug screening, successfully complete a WorkSTEPS Post Employment Offer Evaluation (if applicable), submit to a tuberculosis (TB) risk assessment, and clear a fingerprint background check.

- **Pre-employment Physical Examination** – will be required prior to employment including testing for illegal substances.
- **Bilingual Ability** – may be required of a position, in which case, certification for appointment may be limited to eligibles with the ability to speak, read, and write the stated language.
- **Citizenship** – evidence of citizenship, or if foreign born, Declaration of Intent or Alien Registration Card must be submitted prior to appointment.
- **Tuberculosis testing** - must submit to a tuberculosis risk assessment within 60 days prior to hire date, and determined to be free of infectious tuberculosis.
- **WorkSTEPS Post Offer Employment Evaluation** – may be required for some positions prior to employment. This is a functional capacity assessment to assure physical fitness for safe performance of essential functions.
- **Fingerprint Background Check** – all candidates selected for employment will be subject to State and Federal records check.
- **Convictions** – violations of law MUST be fully disclosed. Each candidate's record will be evaluated prior to employment. Failure to report convictions may result in ineligibility for hire or dismissal, as applicable.
- **Oath of Allegiance or Affirmation** – must be signed by appointees to any position in the Palmdale School District prior to appointment

AFTER EMPLOYMENT

Probationary Period –130 actual work days must be satisfactorily served in the position to which appointment is made before permanent status is achieved. Leadership Team positions have a one-year probationary period.

Salary Step Increases – given after the completion of the probationary period and annually thereafter until the maximum step is reached. Thereafter, longevity increases may apply.

