

The Merit System

The Merit System provides the framework for personnel management for classified employees of the school district and fosters the advancement of career service. The Personnel Commission is responsible for administering the Merit System principles in the district within the parameters of the California Education Code. The Merit System operates to ensure that employment selections and promotions are on the basis of merit and fitness to minimize preference or prejudice as governed by Education Code sections 45240 through 45320. Through the competitive examination process, vacancies are filled from established eligibility lists as evidenced by the ranking of qualified candidates. Merit System principles also afford an impartial appeal hearing for disciplinary actions.

The Personnel Commission

The Personnel Commission is an independent body authorized by the state to be responsible for certain personnel matters affecting classified school employees. It is composed of three members who must be registered voters, reside within the Palmdale School District boundaries, and are known adherents of the Merit System and the principles on which the system is based. Each member is appointed for three-year staggered terms. One commissioner is appointed by the Board of Education, one is appointed by the classified employee service, and the third commissioner is jointly appointed by the other two commissioners. A Personnel Commissioner may not be an employee of the same district or a board member of the same school district or the same county board of education.

The Personnel Commission has three core responsibilities as defined by the California Education Code:

- ❖ Oversee a personnel management program based on merit principles that ensure the selection and promotion of employees is based solely on qualifications through competitive examination.
- ❖ Develop and administer policies governing employment matters to ensure the fair and equitable treatment of employees within the classified service.
- ❖ Conduct appeal hearings on matters involving employee disciplinary action, employment examinations, and personnel policies and procedures.

The Personnel Commission Rules and Regulations

The Personnel Commission adopts rules and procedures to be followed concerning such employment subjects as applications, examinations, employment eligibility, hiring, promotions, discipline and other rules necessary to carry out classified personnel administration. These procedures apply to all classified personnel; those represented by the California School Employees Association ("CSEA") Chapter 296, confidential, supervisory, and management.

Our Mission

The mission of the Palmdale School District Personnel Commission and its staff is to complement student learning and achievement through its endeavors to, 1) attract, recruit, select, and retain a qualified talented workforce, 2) employ and promote based on the basis of merit and fitness, 3) adhere to Merit System principles and the Personnel Commission Rules and Regulations in alignment with the California Education Code, the Board of Education's policies and strategic plans, bargaining contracts, and other pertinent laws, 4) serve and support the classified service as well as effectively collaborate with the Board, Administration, and classified school employee representatives, and 5) disseminate information and provide resources to our employees and the community.

Personnel Commission Responsibilities

The Education Code sections 45220 through 45320 and pertinent sections of the Government Code stipulate authority for functions of the Personnel Commission.

- ❖ Ensure equal pay for work of equal value.
- ❖ Prescribe, amend, and interpret, rules to ensure the efficiency of the classified service and the selection and retention of employees on the basis of merit and fitness.
- ❖ Classify positions by allocating to appropriate classes and arranging classes into occupational hierarchies (job categories) on the basis of assigned duties and responsibilities.
- ❖ Establish and certify eligibility lists for appointment or promotion.
- ❖ Recommend salaries for the classified service to the governing board.
- ❖ Conduct investigations and hearings on appeals of disciplinary actions and other matters against any permanent employee within the classified service and within the Commission's authority. The Commission may elect to appoint a hearing officer to conduct the proceedings. A probationary employee does not have the right of appeal.
- ❖ Budget and disburse funds for the orientation, training, retraining, and development of its staff.

Personnel Commissioners



Kathleen Duren - Board Appointee

Commissioner Duren was appointed by the Board in November 2019 to fill a three-year term vacated by Mr. Don Wilson. Mrs. Duren previously served from 2016 to 2019 as the CSEA appointed member. She retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served as a member of CSEA's Executive Board and was a job steward. She has served the District in many different capacities including the classification committee, benefits committee, and various other committees/foundations. As a retiree of the district with more than 20 years of service, her days are spent supporting the Merit System and serving as a member of other governing boards.



Dale Speights - CSEA Appointee

Commissioner Speights was appointed by CSEA in December 2019. Mr. Speights served the district for many years as a classified employee. He also dedicated time to CSEA Chapter 296 as a member of the Executive Board serving in several capacities. Mr. Speights retired from the district in 2015 with more than 20 years of service. He enjoys traveling, spending time with his children and grandchildren, and his role as a Personnel Commissioner.



Deneese Thompson - Commission Appointee

Commissioner Thompson was appointed to the Personnel Commission in December 2015. She is the joint appointee of the two Commissioners. Mrs. Thompson was a volunteer in the Palmdale School District for many years. She gained employment with the District and served as an Instructional Assistant and Media Center Clerk, and retired from the District as a School Secretary. Her retirement days are spent volunteering in a middle school and high school attended by her grandson. She served as the Area Director for Special Olympics Antelope Valley and supervised the athletic training of 300 athletes with intellectual disabilities.

Meetings Held: 12 Regular and 2 Special Meetings

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Recruitment and Selection

Recruitment, assessment, and selection activities are in accordance with provisions of the Education Code and other applicable laws, as well as our Rules and Regulations. 106 eligibility lists were certified during the 2022-2023 year. There were 86 promotions, and 281 new employees that joined the PSD team.

Standard Recruitment			
CATEGORIES	2020-2021	2021-2022	2022-2023
Recruitment Postings*	47	47	107
Posting Hits (public views)	83,926	160,065	211,292
Applications Submitted	2,802	5,805	8,107
Examinations Conducted			
Written	50	182	219
Performance	19	60	57
Proficiency (Basic Skills)	16	49	68
Oral (QAI)	46	58	90
Eligibility Lists Certified*	52	68	106
Candidates on Eligibility Lists	404	524	1,003

*Includes continuous recruitments

Substitute/Casual Recruitment			
CATEGORIES	2020-2021	2021-2022	2022-2023
Substitute/Casual Recruitments *	28	32	11
Job Posting Hits (public views)	23,459	44,451	13,800
Applications Submitted **	796	1,309	271
Examinations Conducted	34	93	23
Candidates Qualified/Referred **	175	256	136
(standard recruitment referrals)	n/a	322	252

*Includes continuous recruitments

** Substitutes are primarily referred from standard recruitments

Employee Appointments			
CATEGORIES	2020-2021	2021-2022	2022-2023
New Employees	70	148	281
Substitute/Casual to Regular	32	55	41
Promotions	39	67	86
Transfers	28	67	58
Reassignments	24	40	33
Lateral Appointments	4	2	2
Reemployment/Reinstatements	7	19	34
Seniority Offers for Increased Work Hours and/or Work Year	13	55	41
Voluntary/Involuntary Demotions	4	9	7
Provisional Appointments	0	0	4

Revised Class Descriptions	New Class Descriptions
Certified Occupational Therapy Assistant Risk Manager	Personnel Administrative Clerk II Purchasing Technician

Reclassifications
<i>The basis for reclassification of a position must be the gradual accretion of duties and not a sudden change occasioned by a reorganization or the assignment of completely new duties and responsibilities. The Personnel Commission has final approval authority and prescribes the effective date for the reclassification. There were no reclassifications processed for the 2022-2023 year.</i>

Disciplinary Appeals
<i>A permanent employee has the right to appeal disciplinary action taken against him/her by the Board of Trustees, if such action is believed to be unjustified. The Personnel Commission may sustain, reject, or modify the disciplinary action invoked against the employee, but cannot provide for discipline more stringent than that invoked by the Board. The Commission conducted one disciplinary hearing of appeal for the 2022-2023 year.</i>



Hires by Divisions and School Sites			
DIVISIONS	2020 - 2021	2021 - 2022	2022-2023
Business Services	28	51	112
Early Childhood	25	16	28
Educ. Services	1	1	4
HR. / Pers. Comm.	5	8	4
School Sites	156	275	211
Sp Ed/Student Svcs	6	7	93

Data for divisions and school site appointments represent new hires, promotions, rehires/reinstatements, transfers, and substitutes hired for regular employment.

Applicant Responses to Advertising Sources			
SOURCES	2020 - 2021	2021 - 2022	2022-2023
Billboard/Radio	-	3%	4%
District Employee	15%	14%	13%
District Web/ Bulletin	33%	32%	34%
EDD Office	0%	1%	1%
Internet Sites	27%	24%	22%
Prof'l Publications	4%	7%	7%
Other	20%	18%	18%
Walk-In	1%	1%	1%

New Employee Appointments by Class		
Accounting Clerk II (2)	Administrative Clerk I (1)	Administrative Clerk II (1)
Assistant Director Maintenance and Operations (1)	Benefits/Payroll Clerk (1)	Bilingual Administrative Clerk II (1)
Bilingual Early Childhood Educ. Teacher Assistant (3)	Bilingual Instructional Assistant (1)	Bilingual Typist Clerk (8)
Campus Security Assistant (2)	Certified Occupational Therapy Assistant (1)	Child Nutrition Assistant I (22)
Child Nutrition Assistant III (7)	Crossing Guard (32)	Custodian I (7)
Early Childhood Education Nutrition Facilitator (1)	Early Childhood Education Teacher Assistant (3)	Family Health Provider (2)
Family Services Advocate (1)	Grounds/Utility Maintenance Worker II (3)	Health Assistant LVN (2)
Instructional Assistant (47)	Library Aide (4)	Maintenance Worker II (3)
Noon Duty/Campus Assistant (38)	Paraeducator LVN (3)	Paraeducator Moderate to Severe (27)
Parent/Community Liaison (9)	Social Emotional Learning Specialist (4)	Special Education Instructional Assistant (38)
Student Interventionist (5)	Warehouse Worker/Delivery Driver (1)	



Barrel Springs Elementary Patricia Fehribach School Secretary	Cactus Magnet Academy Rosa Prado Noon Duty/Campus Assistant	Chaparral Elementary Melina McMahon Library Aide	Cimarron Elementary Johann Duda Noon Duty/Campus Assistant
David G. Millen Magnet Academy Monica Victoria Campus Security Assistant	Desert Rose Elementary Kathy Seraile Custodian II	Desert Willow Magnet Academy Vanessa Ibarra Bilingual School Secretary	Dos Caminos Dual Immersion Zoila Merino Bilingual Typist Clerk
First Steps Special Ed. Preschool Shamecca Carter Special Ed. Instructional Assistant	Golden Poppy Elementary Mark Eggert Technology Support Liaison	Health Services Amanda Alvarado Administrative Secretary	Innovations Academy Janet Carcamo Custodian II
Joshua Hills Elementary Carresquell Johnson Special Ed. Instructional Assistant	Los Amigos Dual Immersion Lester Kelley Special Ed. Instructional Assistant	Manzanita Elementary Brett Tackett Technology Support Liaison	Mesquite Elementary Priscilla Kraft Instructional Assistant
Ocotillo Elementary Brendan Vila Technology Support Liaison	Palmdale Discovery Center Sarah Krekemeyer Paraeducator Moderate to Severe	Palmdale Learning Plaza Miriam Coipel Health Assistant LVN	Payroll Services Elizabeth De La Cruz Benefits/Payroll Clerk
Quail Valley Elementary Denise Hughes Health Assistant	S.A.G.E. Magnet Academy Eric Ware Custodian I	Shadow Hills Magnet Academy Lewis Wright Campus Security Assistant	Summerwind Elementary Lizbeth Bunch Noon Duty/Campus Assistant
Tumbleweed Elementary Travis Loria Custodian I	Yellen Learning Academy LaQuinta Mitchell Paraeducator Moderate to Severe	Yucca Elementary Cynthia Daggon Health Assistant LVN	
	<u>CLASSIFIED DISTRICT EMPLOYEE OF THE YEAR</u> Sarah Krekemeyer Paraeducator Moderate to Severe		

★ Acknowledgments

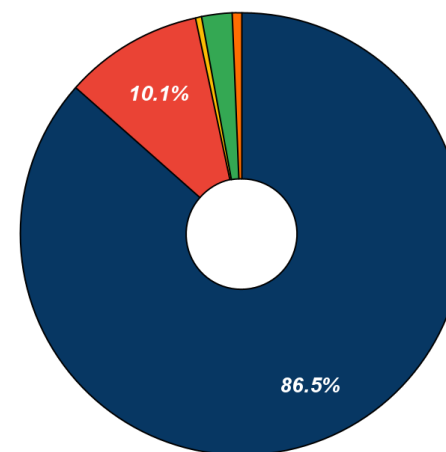
The Personnel Commission of the Palmdale School District has been able to perform its activities and responsibilities in an effective manner and would like to extend our gratitude to the classified employees, the Board of Trustees, CSEA, and District administration for their cooperation and support.

Our sincere appreciation to individuals from other school districts, retired management personnel, Early Childhood Education parent representatives, and employees of the District who graciously gave their time to serve as subject matter experts and/or raters on our virtual screening and interview panels. Your willingness to serve and share your expertise amidst your own busy schedules is invaluable to our operations.

- ★ Antelope Valley Union High School District
- ★ Burbank Unified School District
- ★ Saugus Unified School District

Classified Workforce

The classified workforce for 2022-2023 consists of approximately 1,341 employees that include CSEA bargaining unit members, Noon Duty, Support Services, Confidential, and Management/Supervisory personnel.



● Bargaining Unit Members: 1296 ● Noon Duty: 136 ● Confidential Team: 6
● Support Services Team: 9 ● Support Services Team: 9



PERSONNEL COMMISSION STAFF	
Mary Theus Director	Elvira Cova Personnel Analyst
Esthefany Iraheta Administrative Secretary	Stacey Elliott Personnel Analyst
	Ashley Hoffman Personnel Analyst



The Palmdale PROMISE, including a refocused mission statement, strategic goals, and essentials is foundational in all Palmdale School District Operations.

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.