



PERSONNEL COMMISSION  
**AGENDA OF SPECIAL MEETING**  
Wednesday, June 29, 2022 – 1:00 P.M.  
37230 37<sup>th</sup> Street East, Room 125  
Palmdale, CA 93550

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Anyone attending the meeting in person (limited capacity) will be required to wear a face covering for the duration of the meeting until otherwise advised.

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

**I. PUBLIC COMMENTS**

A. Comments Concerning Items on the Agenda

**II. NEW BUSINESS**

**ACTION**

A. Approve Job Description Revision  
Early Childhood Education Fiscal Officer

60-21/22

B. Approve Salary Schedule Placement  
Early Childhood Education Nutrition Facilitator

61-21/22

**III. DATE/TIME OF NEXT PERSONNEL COMMISSION REGULAR MEETING: July 13, 2022 at 5:30 P.M.**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	June 29, 2022		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE REVISION TO LEADERSHIP JOB DESCRIPTION: EARLY CHILDHOOD EDUCATION FISCAL OFFICER		

**BACKGROUND**

Recent communication with the Director, Early Childhood Education regarding the accuracy of the existing job description for Early Childhood Education Fiscal Officer indicates a need for a revision prior to posting for the recruitment of qualified applicants.

**STATUS**

The proposed revision to the education requirement supports the federal and state program guidelines (Head Start Program Performance Standard § 1302.91(c). It specifically states that, “a program must ensure a fiscal officer hired after November 7, 2016 is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.”

The salary placement is unaffected.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed revision to the Early Childhood Education Fiscal Officer job description as presented.

# EARLY CHILDHOOD EDUCATION FISCAL OFFICER

Bargaining Unit: Management

## SALARY RANGE

\$83,714.00 - \$106,843.00 Annually

## DEFINITION

Under the direction of the ~~Deputy Superintendent~~ **Chief Business Officer or designee**, plans, organizes, directs, and oversees the operations and functions of the Head Start/State Preschool program. Provides training, supervision, and performance evaluation of assigned personnel in accordance with applicable federal regulations and statutes and District policies.

## MAJOR DUTIES AND RESPONSIBILITIES

1. Development and implementation of adequate systems, account structures, and procedures that allow easy identification and tracking of all costs attributable to the Head Start/State Preschool program, recovery of reimbursable costs, reporting of in-kind costs, and accurate disclosure of the total cost of the Head Start and State Preschool Program on the District's financial statements.
2. Assist assigned personnel in prioritization of work; monitor the performance of contracts to assure compliance with appropriate specifications.
3. Assess Head Start and State Preschool program needs; develop budgets and staffing requests.
4. Project income and earnings by forecasting enrollment and attendance or other income generating data points. Forecasts payments and disbursements in compliance with policy to determine that these expenditures are in balance.
5. Monitor program enrollment to assure optimum participation and use of facilities and staff. Assure that programs or funding sources are fully utilized and that expenditures do not encroach on other funding sources.
6. Plan, organize, coordinate, and direct the Head Start/State Preschool loss prevention and security programs.
7. Communicate with assigned Head Start/State Preschool administrators, staff, vendors, and others to ensure the achievement and/or maintenance of compliance with Education, state and federal codes, statutes, regulations, and District policies and regulations; make recommendations for corrective actions for implementation, when necessary.
8. Attend staff, management, Policy Committee, Personnel Commission, and Board meetings as required; make oral presentations as requested.
9. Provide technical advice and professional fiscal information services to program administrators; interprets accounting reports and government regulations related to reporting requirements, and identifies problem areas.
10. Supervise the preparation of extensive written backup for Board agenda items.
11. Supervise, train, and evaluate Head Start/State Preschool program personnel, as assigned.

12. Review methods and procedures to determine effectiveness and efficiency and make recommendations for improvement, as needed.
13. Prepare required reports and/or direct the preparation of special reports as requested.
14. Keep abreast of new/upcoming legislation affecting the Business Services departmental administrative program and/or services.
15. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of public and business administration, supervision, and training.
2. Budget preparation and control; methods and techniques of cost analysis.
3. Head Start and State Preschool program and District organization, operations, policies and objectives.
4. Oral and written communication skills.
5. Modern office practices, procedures and equipment.
6. Financial and statistical record keeping techniques.
7. Applicable sections of federal regulations regarding Head Start and State Preschool programs, as well as state Education Code and other applicable state, federal and local statutes, regulations and laws.

### **Ability to:**

1. Apply sound management principles in areas of planning, organization, directing, and coordinating Head Start and State Preschool program operational functions.
2. Maintain accurate records; prepare and present clear, concise reports as requested.
3. Read, understand, and interpret contracts, education, government, and public contract codes of California, district policies and directives.
4. Work independently with little direction.
5. Communicate effectively, both orally and in writing.
6. Train, supervise, and evaluate assigned personnel.
7. Meet schedules and timelines.
8. Maintain cooperative and effective working relationships with others.

## **EXPERIENCE AND EDUCATION**

### **Education:**

~~Graduation from an accredited college or university with a bachelor's degree in business, public administration, or related field. An advanced degree is desirable.~~ **Valid California License as a Certified Public Accountant (CPA) or, graduation from an accredited college or university with a bachelor's degree in Accounting, Business, Fiscal Management or a related field.**

### **Experience:**

Strong fiscal background including three (3) years of responsible managerial experience, with two years in a supervisory capacity, preferably in a Head Start or other federally funded program.

**LICENSE AND CERTIFICATIONS:**

Valid California driver's license, with use of automobile.

**WORK ENVIRONMENT**

Typically, a District Office an indoor office environment, with field site visitation.

**PHYSICAL CHARACTERISTICS:**

Vision sufficient to read fine print; hearing and vocal ability to use communication systems and communicate with a wide variety of people; agility and dexterity to visit district sites, climb stairs, when necessary, use equipment, and drive a vehicle.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	June 29, 2022	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE INITIAL SALARY STEP PLACEMENT EARLY CHILDHOOD EDUCATION NUTRITION FACILITATOR	

**BACKGROUND**

In accordance with Personnel Commission Rules and Regulations, Item 7.6, the initial salary placement is the first step of the salary range as approved by the Commission. An accelerated pay rate may be established in classifications where recruitment efforts are difficult. The initial salary placement may be set beyond the first step, but not to exceed the third step, with the recommendation of the Superintendent as well as the approval of the Board and Commission.

**STATUS**

The Early Childhood Education Nutrition Facilitator position can be difficult to fill because of the certification requirement. The classification was posted from November 3 through January 3, 2022. One candidate met minimum qualifications and was selected through the interview process for contingent hire.

As approved by the Superintendent, the initial salary step placement recommendation to employ Applicant #44854908 as Early Childhood Education Nutrition Facilitator is at Step 2 (\$76,422.00) of the Leadership Team Salary Schedule pursuant to Rule 7.6.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the initial salary step placement as recommended.