



PERSONNEL COMMISSION  
**AGENDA OF REGULAR MEETING**  
Wednesday, August 10, 2022 - 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 may for review at the Personnel Commission Office.*

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

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

**I. STUDY SESSION**

A. Oral Examination (Qualification Appraisal Interview)

**II. PRELIMINARY BUSINESS**

A. Approve Minutes of Regular Meeting – July 13, 2022

**ACTION**

5-22/23

**III. PUBLIC COMMENTS**

A. Comments Referencing Items on the Agenda  
B. Comments Referencing Non-Agenda Items

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.

**IV. CONSENT AGENDA**

A. Approve Consent Agenda

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

**ACTION**

6-22/23

- |              |   |                      |
|--------------|---|----------------------|
| <b>V.</b>    | <b>NEW BUSINESS</b>   | <b><u>ACTION</u></b> |
|              | A. Approve Essential Functions Position Analysis<br>Grounds/Utility Maintenance Worker II                                   | 7-22/23              |
|              | B. Approve Initial Salary Placement<br>Social Emotional Learning Specialist   | 8-22/23              |
|              | C. Approve Eligibility List with Fewer Than Three Ranks<br>Bilingual Early Childhood Education Teacher Assistant            | 9-22/23              |
| <b>VI.</b>   | <b>INFORMATION/COMMENTS</b>   |                      |
|              | A. Classified Update  |                      |
|              | B. Comments from Director   |                      |
|              | C. Comments from Commissioners  |                      |
| <b>VII.</b>  | <b>RECESS TO CLOSED SESSION</b>   |                      |
|              | A. With respect to every item of business to be discussed in closed session, pursuant to<br>Government Code, Section 54957. |                      |
|              | 1. Confidential/Personnel Matters   |                      |
| <b>VIII.</b> | <b>RECONVENE TO OPEN SESSION</b>  |                      |
| <b>IX.</b>   | <b>REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION</b>   |                      |
|              | A. With respect to every item of business to be discussed in closed session, pursuant to<br>Government Code, Section 54957. |                      |
|              | 1. Confidential/Personnel Matters   |                      |
| <b>X.</b>    | <b>DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: September 14, 2022 at 5:30 P.M.</b>                                      |                      |

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

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of July 13, 2022 Regular Meeting**

**CALL TO ORDER** Commissioner Speights, Chairperson, called the meeting to order at 5:31 PM, followed by the Pledge of Allegiance led by Commissioner Thompson.

**MEMBERS PRESENT** Mr. Dale Speights, Chairperson  
Mrs. Deneese Thompson, Member

**ABSENT MEMBERS** Mrs. Kathleen Duren, Vice Chairperson

**STAFF PRESENT** Ms. Mary Theus, Director, Personnel Commission

**STUDY SESSION** On a motion by Commissioner Speights and second by Commission Thompson, the Study Session referencing Oral Examination (QAI) is postponed to the next regular meeting. The motion carried by unanimous vote.  
*Speights-aye; Thompson-aye.*

**PRELIMINARY BUSINESS**

**APPROVAL OF MEETING MINUTES** Commissioner Thompson motioned to approve the minutes recorded for the June 14, 2022 Regular Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

Commissioner Thompson motioned to approve the minutes recorded for the June 29, 2022 Special Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

**PUBLIC COMMENTS** There was no testimony from the public referencing agenda or non-agenda items.

**CONSENT AGENDA** Commissioner Thompson motioned to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

**NEW BUSINESS**

**APPROVE ESSENTIAL  
FUNCTIONS POSITION  
ANALYSIS**

**Benefits/Payroll Clerk**

Commissioner Thompson moved to approve the Essential Functions Position Analysis for Benefits/Payroll Clerk, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye.*

**INFORMATION/COMMENTS**

**CLASSIFIED UPDATE**

Ms. Theus distributed the Classified Update and outlined current recruitments while also explaining the challenges of obtaining raters for Qualification Appraisal Interview exams.

**RECESS TO CLOSED SESSION**

The Commission did not recess to a Closed Session, pursuant to Government Code Section 54957.

**NEXT MEETING and ADJOURNMENT**

The next regular meeting of the Personnel Commission is scheduled August 10, 2022 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Thompson and a second by Commissioner Speights, the meeting adjourned at 5:45 PM.

Respectfully submitted,

Mary Theus  
Director, Personnel Commission

**APPROVED:**

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Dale Speights, Chairperson

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Deneese Thompson, Commissioner



## **Classified Update for July 13, 2022**

### **Testing Status:**

Attendance Clerk	Performance/written exams 7/5, 7/6, 7/7/2022; QAI date pending
Bilingual Administrative Secretary	Performance/written exam 7/26/2022
Bilingual/ECE Teacher Assistant	Written exam 7/18/2022; QAI date pending
Bilingual Instructional Assistant	Written exam 6/9/2022; QAI 7/20/2022
Bilingual Typist Clerk	Performance/written exam 6/29/2022; QAI 7/21/2022
Campus Security Assistant	Written exam 7/12/2022; Tentative QAI 7/20/2022
Child Nutrition Assistant I	Written exam 7/12/2022
Crossing Guard	Written exam 7/25/2022
Custodian II	Written exam 7/22/2022; QAI 7/29/2022
Instructional Assistant I	Written exam 7/14, 7/15, 7/18/2022
Library Aide	Performance/written exam 7/7, 7/8/2022; QAI 7/22/2022
Paraeducator Moderate to Severe	Written exam 7/13/2022
Reprographics Technician	QAI 7/22/2022
Social Emotional Learning Specialist	QAI 7/8/2022
Special Education Instructional Assistant I	Written exam 7/13, 7/14/2022
Technology Support Liaison	Practical/written exam 6/30/2022; QAI 7/20/2022

**Postings:**

AVID Tutor	Continuous
Bilingual ECE Teacher Assistant	Continuous
ECE Fiscal Officer	Closes 7/27/2022
ECE Teacher Assistant	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	August 10, 2022	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  
August 10, 2022**

**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 Early Childhood Education Teacher Assistant	04/25/2022	07/07/2022	07/19/2022	22	11	7	4	N/A	7	7	07/27/2022

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  
August 8, 2022

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	August 10, 2022	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

August 10, 2022

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
Attendance Clerk	04/21/2022	05/12/2022	07/05/2022 07/06/2022 07/07/2022	07/28/2022	246	145	65	80	28	27	24	24	08/01/2022	07/31/2022	No	18
Bilingual Instructional Assistant	05/19/2022	06/02/2022	06/09/2022	07/21/2022	46	18	8	10	NA	8	6	6	07/27/2022	07/26/2023	*Yes	7
Bilingual Typist Clerk	04/18/2022	05/06/2022	06/29/2022	07/21/2022	56	34	15	19	8	8	6	6	07/21/2022	07/20/2023	*Yes	6
Campus Security Assistant	06/09/2022	06/30/2022	07/12/2022	07/20/2022	132	11	7	4	NA	6	4	4	07/20/2022	07/19/2023	*Yes	8
Child Nutrition Assistant I	06/10/2022	06/30/2022	07/12/2022	NA	74	49	35	14	NA	30	NA	30	07/19/2022	07/18/2023	*Yes	13
Crossing Guard	11/23/2021	06/30/2022	07/25/2022	NA	48	39	10	29	NA	7	NA	7	07/28/2022	07/27/2023	*Yes	10
Custodian II	06/02/2022	06/16/2022	07/22/2022	07/29/2022	11	4	4	0	NA	4	4	4	08/01/2022	07/31/2022	*Yes	6
ECE Teacher Assistant	07/08/2021	07/07/2022	07/18/2022	07/29/2022	48	4	4	1	NA	3	3	3	08/01/2022	07/31/2022	*Yes	6
Instructional Assistant	06/17/2022	07/08/2022	07/14/2022 07/15/2022 07/18/2022	NA	109	94	45	49	NA	39	NA	39	07/27/2022	07/26/2023	*Yes	16
Library Aide	06/06/2022	06/24/2022	07/07/2022 07/08/2022	07/22/2022	79	41	22	19	19	15	13	13	07/25/2022	07/24/2023	*Yes	13
Paraeducator Moderate to Severe	07/14/2021	06/30/2022	07/13/2022 07/27/2022	08/02/2022	93	25	12	13	NA	8	7	7	08/2/2022	08/1/2023	*Yes	12
Paraeducator Moderate to Severe	07/07/2022	Continuous	07/27/2022	08/02/2022	47	3	2	1	NA	1	1	1				
Reprographics Technician	05/03/2022	05/24/2022	06/01/2022	07/22/2022	39	24	19	5	NA	16	14	14	07/27/2022	07/26/2022	No	12
Social Emotional Learning Specialist	04/29/2022	05/20/2022	NA	07/08/2022	5	4	4	0	NA	NA	3	3	07/11/2022	07/10/2023	*Yes	4
Special Education Instructional Assistant I	07/17/2021	06/30/2022	07/13/22 07/14/22 07/27/2022	08/02/2022	91	52	21	31	NA	17	16	16	08/03/2022	08/02/2023	*Yes	12
Technology Support Liaison	04/20/2022	05/10/2022	06/30/2022	07/20/2022	25	18	12	6	6	4	4	4	07/27/2022	07/26/2022	*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.

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Director, Personnel Commission  
August 8, 2022

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE August 10, 2022 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
Administrative Secretary	08/17/2021	08/16/2022	02/16/2023
Family Services Advocate	03/05/2021	09/04/2022	03/04/2023

**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 August 10, 2022 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	05/20/2022	05/19/2023
Bilingual Instructional Assistant	04/25/2022	04/24/2023
Bilingual Typist Clerk	03/30/2022	03/29/2023
Campus Security Assistant	10/05/2021	10/04/2022
Child Nutrition Assistant I	09/23/2021	09/22/2022
Crossing Guard	06/23/2022	06/22/2023
Custodian II	05/11/2021	05/10/2022
ECE Teacher Assistant	05/20/2022	05/19/2023
Instructional Assistant	05/20/2022	05/19/2023
Library Aide	11/02/2021	11/01/2022
Paraeducator Moderate to Severe	05/18/2022	05/17/2023
Social Emotional Learning Specialist	04/20/2022	04/19/2023
Special Ed Instructional Assistant I	05/18/2022	05/17/2023
Technology Support Liaison	03/23/2022	03/22/2023

**RECOMMENDATION**

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

MT:eai  
6-22/23

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	August 10, 2022	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

8/10/2022

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Colbenson, Samantha A.	07/27/2022	From Special Education Instructional Assistant I (First Steps) 5.75 hrs/182 days, to Administrative Clerk I (SH) 5.75 hrs/10 mo.	Promotion Replacement for Jareli Colin
b.	De La Torre, Amber D.	08/04/2022	Instructional Assistant I, from (DC) 5.75 hrs/182 days, to (YU) 7.0 hrs/182 days	Increase by seniority Growth position
c.	Galvez, Blanca	08/04/2022	From Child Nutrition Assistant I (CH) 3.0 hrs/182 days, to Child Nutrition Assistant II (S18) 5.75 hrs/182 days	Promotion Replacement for Marla Morales
d.	Garcia, Rocio	8/4/2022	From Child Nutrition Assistant I (SAGE) 3.0 hrs/182 days, Child Nutrition Assistant II (GP) 5.75 hrs/182 days	Promotion Replacement for Alicia Benjamin
e.	Lavender, Terrie C.	08/04/2022	Instructional Assistant I, from (SW) 5.75 hrs/182 days, to (PT) 7.0 hrs/182 days	Increase by seniority Growth position
f.	MacLaughlan, Anna M.	08/04/2022	Special Education Instructional Assistant II, from (PDC) to (First Steps) 5.75 hrs/182 days	Voluntary transfer Replacement for Oliver Jordan
g.	Mitchell, Kawan C.	08/04/2022	Child Nutrition Assistant I, from (PLP) to (SAGE) 3.0 hrs/182 days	Involuntary transfer Replacement for Rocio Garcia
h.	Thomas, NeAsha	08/04/2022	Special Education Instructional Assistant I, from (CM) to (OT) 6.5 hrs/182 days	Reassignment, elimination of position Growth position
i.	Villatoro, Samuel	8/4/2022	Instructional Assistant I, from (JH) 5.75 hrs/182 days, to (TA) 7.0 hrs/182 days	Increase by Seniority Growth position
j.	Zambrano, Jeanette	08/04/2022	From Child Nutrition Assistant I (SW) 3.0 hrs/182 days, to Child Nutrition Assistant II (TA) 5.75 hrs/182 days	Promotion Replacement for Amanda Benjamin

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	August 10, 2022	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE ESSENTIAL FUNCTIONS POSITION ANALYSIS GROUNDS UTILITY/MAINTENANCE WORKER II	

**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 a recommended format.

**STATUS**

Shaw HR Consulting, an independent contractor providing services to the District, developed an Essential Functions Job Analysis ("EFPA") for the Grounds/Utility Maintenance Worker II classification.

EFJAs are developed to assist the District with disability interactive process management and reasonable accommodation facilitation as well as to support classified employees. As the current ADA Compliant Job Analysis document on record for the classification is outdated, the comprehensive version created by Shaw HR Consulting will replace the existing version.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the Essential Functions Position Analysis as presented.

**PALMDALE SCHOOL DISTRICT**  
**39139 NORTH 10<sup>TH</sup> STREET EAST, PALMDALE, CALIFORNIA 93550**  
**ESSENTIAL FUNCTIONS POSITION ANALYSIS®**

## Introduction

*An Essential Functions Position Analysis (EFPA®) describes the classification/position and not the work of an individual employee. It is a critical tool to use when determining if or how a candidate's or employee's work restrictions may impact the traditional physical/mental/emotional demands of the position. The EFPA assists the parties to determine where discussions relating to reasonable accommodation need to begin. It is intended to be a straightforward document providing the reader with the following: 1) core purpose for the position, 2) essential functions which are critical or fundamental to the successful performance of the position, 3) work environment and conditions where the essential functions are performed, 4) listing of skills and abilities that an individual must possess to perform the essential functions, and 5) the mental and emotional demands required to successfully perform the essential functions. EFPA's are also key documents to provide to physicians to ensure that they understand the position and can identify specific work restrictions or activities that may not be safe for an individual to perform.*

POSITION TITLE	DEPARTMENT / DIVISION
Grounds – Utility Maintenance Worker - II	Facilities and Maintenance

## I. Classification/Position Summary:

To perform a variety of duties and responsibilities involved in the installation and maintenance of District landscaping and grounds; and to perform a variety of utility duties and responsibilities.

<b>Position Details</b>	Full time; hourly
<b>Work Hours / Hours per Week</b>	Shifts are typically from 6:00 a.m. to 2:30 p.m., 8 Hours per day; 40 hours per week.
<b>Days of the Week</b>	Monday through Friday (5 days a week); may work weekend days for projects and special events.
<b>Overtime /Holidays Required</b>	Yes, as assigned and preapproved.
<b>Paid / Unpaid Breaks</b>	Two 15-minute paid breaks and one 30-minute unpaid meal break taken at assigned times, although times may vary based on workload and staffing levels.
<b>Position represented by a Collective Bargaining Agreement?</b>	Yes, California School Employees Association (CSEA)

**NOTES:** This is the full journey level class in the Grounds and Utility Maintenance Worker series. Employees within this class are distinguished from the Grounds and Utility Maintenance Worker I by the performance of the full range of duties as assigned including the operation of more equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise; and are fully aware of the operating procedures and policies of the work unit. Positions in the class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside prior related work experience.

**Frequency Definitions:** **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

**PALMDALE SCHOOL DISTRICT**  
**39139 NORTH 10<sup>TH</sup> STREET EAST, PALMDALE, CALIFORNIA 93550**  
**ESSENTIAL FUNCTIONS POSITION ANALYSIS®**

**II. Essential Functions of Classification/Position:**

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The following functions have been determined to be essential only after carefully evaluating them and determining: the function is the primary reason for which the position was established; removing the function would fundamentally change the position, or eliminate the need for the position; there is a lack of qualified employees available to perform such a function; and for some functions, there are severe consequences if the position is not required to perform the function and the function requires specialized expertise. Essential Functions will be reviewed for each incumbent and the above criteria will be evaluated to ensure that a particular function remains essential for a particular candidate or employee in need of accommodation.*

**Essential Functions**

Actual assignment hours may vary. This document is based on an 8-hour day and 40 hour per week schedule.

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
1	<p><b>GROUNDKEEPING WORK:</b> Prepare ground for planting; plant, replant, fertilize, water, trim, and prune shrubs, trees, flowers, and lawns; rake leaves from planter areas; cut fallen trees and limbs; mow, aerate, and water lawn areas; edge sidewalk areas; mow lawns using motorized mower; transport mower and other equipment to and from school sites; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent is responsible for groundskeeping work at assigned district locations; follows a weekly site schedule in prepping areas to provide an aesthetically pleasing site for district events; addresses special requests from Supervisor; mows grass areas with push and riding mowers; performs full list of groundskeeping activities including but not limited to weeding, weed eating, tree and hedge trimming, pruning, planting of shrubs, plants and trees, edging, mulching, pruning, seeding, fertilizing, core aerating, over seeding, top dressing laying sod, etc.; ensures landscaped areas are kept clean and orderly; ensures proper removal of leaves, limbs and other debris; grounds around site; rakes and manicures flower beds; participates in larger site clean-up activities; disposes of trash and debris in dumpster as necessary; separates garbage from green waste (tree limbs, leaves, etc.) utilizes garbage bags / cans / burlap sacks to dispose of debris in appropriate waste receptacle.</p> <p>It was further clarified that incumbent prepares areas for planting trees, plants up to 24" box trees; digs holes for planting; picking up piles of debris performs backfilling and watering; stakes trees if needed.</p>	Up to 93% of the shift, concurrent with essential functions #2,3,4,5,6,7,10,11
2	<p><b>IRRIGATION SYSTEM REPAIRS &amp; ADJUSTMENTS:</b> Install, repair and maintain District sprinkler systems; inspect and adjust sprinkler systems; check water volume and pressure in sprinkler systems; repair minor sprinkler problems such as replacing sprinkler heads and repairing broken water lines and valves; repair asphalt and concrete; mix, apply, and cut cement as needed; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent conducts irrigation repairs and maintenance independently or may assist other district staff; determines plan to address issues; obtains required supplies from truck and / or maintenance shop; consults blueprints to determine sprinkler line locations; maintains existing sprinklers heads; repairs / replaces broken sprinkler heads; conducts lateral line repairs; adjusts and performs minor repairs on control clocks, sprinkler heads and pipe; cuts, primes and glues PVC pipe; performs electrical troubleshooting to trace and</p>	Up to 29% of shift, concurrent with essential functions #1,5,6,7,10,11

**Frequency Definitions:** **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

**PALMDALE SCHOOL DISTRICT**  
**39139 NORTH 10<sup>TH</sup> STREET EAST, PALMDALE, CALIFORNIA 93550**  
**ESSENTIAL FUNCTIONS POSITION ANALYSIS®**

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
	<p>locate damaged valve control wires; reprograms controllers based on water needs; performs visual inspection of fields, small turf areas, planters, blacktop and sidewalks to ensure system is functionally operating; digs holes / trenches by hand to access pipes / lines; backfills holes when completed; may perform small batch concrete and asphalt (cold patch) repairs if irrigation repair is under hard surfaces.</p> <p>It was further clarified in interview that incumbent may utilize appropriate equipment (i.e., trenchers, concrete saws, etc.) to break down concrete and grass in order to conduct repairs; digs trenches by hand to access pipes / lines and avoid breakage up to 4 feet in depth; runs lines back to timer controls; backfills dirt around trench lines; mixes and installs cement for small batch repairs and installation of base of controller, support of irrigation direction changes and valve boxes.</p>	
3	<p><b>WEED ABATEMENT / PEST CONTROL:</b> Mix and apply herbicides, pesticides, and sprays over planted areas in accordance with state law; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent performs weed abatement at District sites; applies herbicides and pesticides from a hand, backpack sprayer or truck / trailer mounted sprayer; sprays landscaped areas with weed herbicides; performs regular weed eating; pulls and hula-hoes weeds in planted areas.</p> <p>It was further clarified that incumbent assists in minor pest control activities; posts required signage before pesticide application; caution tapes and / or cones off area; prepares sites for spray days; may sets traps for gophers and ground squirrels; sprays for ants and other insects as needed; checks traps and transports carcasses and / or live animals for proper handling / disposal; informs Supervisor of pests needing eradication (i.e.; bees, insects, rodents, cats, etc.).</p>	Up to 29% of the shift, concurrent with essential functions #1,3,5,7,10,11
4	<p><b>SITE SUPPORT / MAINTENANCE / CUSTODIAL DUTIES:</b> Clean and maintain grounds; pick up trash on school campus; pick up broken glass and debris around campus; act as a substitute custodian and crossing guard as needed on an emergency basis; load and unload trucks with school furniture, cafeteria food and supplies, and other equipment and materials; move, assemble and clean furniture as needed; repair fences and backstops; repair playground equipment; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent unlocks gates and buildings at start of the shift; inspects areas of campus to collect trash and debris; sweeps walkways; blows grounds, sporting courts and parking lots; cleans out storm drains and gutters; ensures equipment in proper working order; evaluates school curb appeal; may make minor repairs to fences, backstops and playground equipment; takes notes on groundskeeping needs (i.e. trimming, irrigation issues, pest issues, etc.); cleans up any identified safety issues (i.e. broken glass, items protruding from ground, etc.); will immediately notify Supervisor of any imminent safety issues; acts as a day custodian as needed; participates in full range of custodial cleaning duties as assigned; assists with and is responsible for cleaning a variety of locations at assigned sites such as but not limited to classrooms, offices, libraries, store rooms, restrooms, computer labs, multi-purpose rooms, teacher lounge, gymnasiums, locker rooms, labs and public entry as well as use areas such as stairwells, quad areas, lunch shelters, pathways between buildings; adjusts run depending on after</p>	Up to 93% of the shift, concurrent with essential functions #1,4,5,10,11

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	<p>school activities; wipes whiteboards; performs high and low dusting; cleans cob webs; cleans desks, chairs, doors, windowsills, etc.; empties and discards trash; dust mop / wet mop floors, clean sinks, etc.; cleans drinking fountains and hydration stations, stainless steel, entrance doors and handles; picks up trash outdoors across school grounds; may clean kitchen walls, floors and mats.</p> <p>It was further clarified that when incumbent is assigned to custodial duties cleans restrooms, replaces toilet paper dispensers, paper towels and hand soap; unclogs sinks and toilets, minor maintenance repairs, sweeps, scrubs, mops; vacuums rugs and carpets; empties and cleans waste receptacles; collect recyclables and places in recycle bins; washes windows, white boards, and walls; takes care of equipment and materials; cleans or assists other employees in mopping kitchens; walks site looking for safety issues, generates maintenance work orders, removes cobwebs.</p> <p>It was also clarified in interview that incumbent may assist with set ups and take downs for special events (i.e. festivals, concerts, graduation, etc.); maintains awareness of details for event readiness; inspects for cleanliness of event area; picks up grounds of trash and debris; sets out additional trash cans if needed; assists with traffic calming and control by placing traffic cones, ropes, barriers according to event parking plans; ensures proper signage is posted (i.e. restrooms, exits, etc.); may set up tables, chairs, pop up tents (10'x10') if needed; takes notes on groundskeeping needs (i.e. trimming, irrigation issues, pest issues, etc.) in event area.</p> <p>It was also clarified in interview that incumbent does not currently function as crossing guard as needed on an emergency basis or load and unload trucks with school furniture, cafeteria food and supplies, and other equipment and materials and move, assemble and clean furniture as needed as is indicated in the current job description; although needs of the District may necessitate the need for this type of work in the future.</p>	
5	<p><b>EQUIPMENT OPERATION AND MAINTENANCE:</b> Operate a variety of machinery and power equipment including tractors, mowers, edgers, weed trimmers, trenching machines, back hoes, blower aerator, dump truck and dethatchers as required; maintain all tools and equipment; clean, grease, and adjust equipment as needed; dismantle and sharpen reels and blades as needed; perform related duties as assigned.</p> <p>It was clarified in interview that incumbent will operate, utilize and maintain a wide variety of vehicles, groundskeeping equipment including but not limited to: <b>groundskeeping equipment</b>, walk behind mowers, riding mowers (zero turn), backhoe, front loader, tractor, genie lift, edger, weed eaters, spreaders, sprayers (up to 300 gallon), hand pruners, pole pruners, backpack blowers, shovels, rakes, hula hoes, brooms, and similar tools; <b>custodial equipment</b> including but not limited to: backpack and upright vacuums, upright automatic buffer/scrubber, carpet shampooer, carpet extractor, floor strippers, wet-dry vacuum, pressure washer, mops, brooms, doodlebug, dusters, scrapers, Billy Goat sweeper; may utilize steps stools, extension and A-frame ladders; utilizes small hand tools (i.e. wrenches, screwdriver, etc.), power tools (i.e. drills, saws, hedging saws, chainsaws, pole saws, etc.), athletic field paint / chalk supplies and equipment and irrigation equipment; utilizes hand trucks, pallet jacks, carts, etc. Incumbent also operates district owned trucks, golf cart, scissor lift, boom truck, etc.; utilizes various attachments (i.e., aerator,</p>	Up to 93% of the shift, concurrent with all other essential functions

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	<p>spreader, bunker rake, drag net, water tank, etc.).</p> <p>It was further clarified that incumbent performs daily visual safety checks on all equipment; completes daily visual checks on all vehicles used during workday; performs maintenance of equipment such as replacing string in weed eaters, replacing pull start strings, minor carburetor tune-ups, changes sparkplugs, filters, etc.; mixing 2-stroke fuel at the right ratio; greasing and lubricating equipment; replacing or sharpening blades; cleaning equipment at the end of the shift; notifies Supervisor of any equipment malfunctions or replacement needs.</p>	
6	<p><b>EMERGENCY RESPONSE:</b> It was clarified in interview that incumbent may be called to respond to any district site for emergency related situations (i.e., storm clean up, downed trees, broken irrigation, rain event, etc.) during regular work hours or afterhours; may remain beyond normal work hours until completed; collaborates and coordinates with other district employees; receives assignment from Supervisor; assists with completing work; assists with securing areas to ensure public safety; incumbent participates in district emergency drills (i.e. lockdown, fire, earthquake, etc.).</p> <p>It was further clarified that incumbent may assist in performing sandbagging or other emergency related tasks for the district in the event of rain storms and other emergency situations.</p>	As needed
7	<p><b>ATHLETIC FIELD MAINTENANCE:</b> It was clarified in interview that incumbent participates in ensuring athletic field grounds are prepared on a regularly established schedule; receives schedule of events for stadiums and fields; mixes paint and applies to fields utilizing motorized or battery powered sprayers; creates painted / chalked lines for soccer fields; identifies tripping hazards and fills in holes; applies fertilizers, pre-emergent; vertacuts turf and may blow or vacuum turf to clean up; blows tennis courts; maneuvers and sets up soccer goals; set up for any game day tasks of any athletic event; picks up trash.</p>	Up to 93% of the shift, concurrent with essential functions #1,2,3,4,5,6,11
8	<p><b>SUPPLY REQUISITIONING / RECORDS / REPORTS / PLANS:</b> It was clarified in interview that incumbent may procure supplies from district warehouse / storage facilities or approved off-site vendors; completes visual inventory and notifies Supervisor of equipment or supply needs; may procure supplies at approved vendors; completes paperwork as necessary; completing vehicle inspection checklist; posts field closed signs; informs and completes the Supervisor of all incidents and / or accident reports; writes notes for future maintenance work; utilizes district email.</p>	Up to 14% of the shift, concurrent with essential functions #1,2,3,4,5,6,7,10,11
9	<p><b>DRIVING:</b> Possession of an appropriate, valid driver's license.</p> <p>It was clarified in interview that incumbent drives district-owned vehicles (i.e., trucks, gator utility vehicle, golf cart, mowers, etc.); makes trailer connection as needed for specific job; may tow larger trailers loaded with riding mower or other equipment; ability to drive and back up trailer as needed; tows attachments behind equipment (i.e. spreader, drag net, sprayer, etc.); lifts gate and ramp to load and unload trailered equipment; may procure supplies as required at warehouse or vendor; drives to meetings or trainings as assigned.</p> <p>Clarification was provided that incumbent must exhibit solid judgment, regularly and reliably follow all traffic and safety rules, remain nimble and prepared, exhibit good reaction skills and be</p>	Up to 88% of the shift, concurrent with essential functions #1,5,6,7,10,11

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	able to safely and professionally maneuver vehicles within a busy environment filled with pedestrians, skateboarders, bicyclists, students, etc.	
10	<b>COMMUNICATION / COLLABORATION:</b> It was clarified in interview that incumbent may respond to frequent interruptions from the campus community with questions or refer to the Supervisor to address and handle issues, complaints and / or concerns; may collaborate cross functionally with maintenance workers, department personnel, school site administration, etc.; communicate about work being conducted; communicates project punch lists and work to be completed; collaborate with public safety (i.e. Police, Fire, security, etc.) in emergent situations and in regards to vandalism and incidences; facilitates a team approach; maintain positive public relations for the district; appropriately represent the district at all times through words, actions and appearance.	100% of the shift, concurrent with all other essential functions
11	<b>SAFETY COMPLIANCE / POLICIES &amp; PROCEDURES:</b> It was clarified in interview that incumbent ensures compliance and adherence to all safety rules and regulations; observes all legal and defensive driving practices; is responsible to follow all traffic safety rules and procedures; may set up cones, caution tape and / or signs as required to delineate foot traffic around a work site or for a safety buffer zone; follows all applicable health and safety rules and regulations; maintains awareness of pedestrians, drivers, coworkers and others in work areas; ensures proper maintenance and usage of power equipment and tools.	100% of the shift, concurrent with all other essential functions
12	<b>MEETINGS / TRAININGS / MENTORING / CONTRACTOR OVERSIGHT:</b> It was clarified in interview that incumbent attends daily tailgate meetings to discuss assignments, upcoming events, safety concerns for the day's work; participates in site staff meetings; meets informally with coworkers to discuss work progress and needs; attends online or in person trainings on any other trainings required by the district (i.e. SDS ( Safety Data Sheets), proper lifting, safe ladder usage, child abuse, sexual harassment, fire extinguisher, asbestos, boom / scissor lifts, etc.); attends Department Safety meetings as required; attends any OSHA-mandated trainings.  It was further clarified in interview that incumbent provides coordination and guidance contracted workers; explains issues and guides contractors to work site; communicates regularly with staff where project is taking place; may assist in performing inspections of contractor work throughout project to ensure security, safety and District standards are being met; makes recommendations as necessary; brings major issues to attention of Supervisor; inspects completion of contracted work.	2-8 hours monthly

### III. No Non-Essential Functions:

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**IV. Physical Requirements:**

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
<b>Weight Bearing Activities</b>				
<b>Weight Bearing</b> <i>(standing &amp; walking)</i>	Frequent to Continuous	2 Hours	1,2,3,4,5,6,7,8 10,11	Fueling and cleaning vehicle and equipment; loading and unloading equipment; picking up trash and debris; preparing athletic fields; irrigation maintenance and repair; painting / chalking field lines; performing custodial duties; operating backpack blower; operating edger, trimmer, mower and other equipment; raking and shoveling; performing equipment maintenance; maintaining planter boxes; walking around site; special event setup; pruning; tree trimming and hedging; unlocking doors and gates; picking up trash with trash grabbers or similar item; clearing parking lot gutters / drains.
<b>Standing</b>	Occasional to Frequent	20 minutes	1,2,3,4,5,6,7,8 10,11	Fueling and cleaning vehicle and equipment; operating mower equipped with a chariot; loading and unloading equipment; raking and shoveling; picking up trash and debris; preparing athletic fields; irrigation maintenance and repair; painting / chalking field lines; performing custodial duties; tree trimming and hedging; unlocking doors and gates; picking up trash with trash grabbers or similar item; pruning.
<b>Walking</b>	Occasional to Continuous	60 minutes	1,2,3,4,5,6,7,8 10,11	Operating backpack blower; picking up trash; operating edger, trimmer, mower and other equipment; raking and shoveling; performing equipment maintenance; maintaining planter boxes; sweeping sidewalks; preparing athletic fields; irrigation maintenance and repair; painting / chalking field lines; performing custodial duties; retrieving items from storage; walking around site; special event set up; weed eating.
<b>Walking</b> <i>on uneven terrain</i>	Occasional to Continuous	60 minutes	1,2,3,4,5,6,7,8 10,11	Operating backpack blower; picking up trash; operating edger, trimmer, mower and other equipment; raking and shoveling; performing equipment maintenance; maintaining planter boxes; sweeping sidewalks; retrieving items from storage; performing grounds inspections; walking to and from truck; special event set up; weed eating. Outdoor surfaces could include sloping hills, uneven grass, tree roots, trench lines, wood chips, gravel, asphalt, etc.
<b>Running</b>	Never*	N/A	N/A	*Emergencies only in situations such as fire, earthquake, unexpected brake released on the equipment.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
<b>Jumping</b>	Never	N/A	N/A	N/A
<b>Climbing</b> <i>ladder, stairs, stools</i>	Seldom to Frequent	2 Minutes	1,2,3,4,5,6,7,8 10,11	Utilizing A-frame and extension ladders to perform work; tree trimming; retrieving items from roof; climbing stairs and slope; climbing bleachers or stadium seating; accessing roof to clean roof deck or gutters; high cleaning duties.
<b>Balancing</b> <i>above ground</i>	Seldom to Occasional	20 Minutes	1,2,3,4,5,6,7,8 10,11	Utilizing A-frame and extension ladders to perform work; operating mower with chariot attachment; tree trimming; retrieving items from roof; climbing stairs and slope; cleaning stadium areas; cleaning roof gutters.
<b>Bending</b> <i>at the waist</i>	Occasional to Frequent	10 Minutes Repetitively	1,2,3,4,5,6,7,8 9,10,11,12	Operating backpack blower; operating edger, trimmer, mower and other equipment; raking and shoveling; planting; picking up piles of debris; performing equipment maintenance; maintaining planter boxes; picking up branches and plant debris; lifting a bag of material; picking up trash; fueling equipment; performing custodial duties; loading and unloading equipment; irrigation maintenance and repair; weed eating; hedge trimming; collecting trash and replacing liners; preparing athletic fields; lifting trailer ramp; operating trash compactor; pulling weeds. It was clarified in interview that incumbents will bend at the waist through their workday but will not typically hold a sustained bend for over 10 minutes.
<b>Twisting at waist</b> <i>side to side</i>	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7,8 10,11	Operating backpack blower; operating edger, trimmer, mower and other equipment; raking and shoveling; weed eating; getting in and out of vehicle; driving; planting; picking up piles of debris; performing equipment maintenance; maintaining planter boxes; picking up branches and plant debris; lifting a bag of material off the truck; collecting trash and replacing liners; preparing athletic fields; irrigation maintenance and repair; painting / chalking field lines.
<b>Stooping</b> <i>slight bend at knees</i>	Seldom to Occasional	2 Minutes	1,2,3,4,5,6,7,8 10,11	Performing maintenance and repair duties (i.e., changing weed eater lines); laying sod; planting, weeding and other ground-level work; lifting equipment or bags into truck; hedging; trimming; maintaining planter boxes; planting; picking up piles of debris; cleaning under bleachers; custodial duties; preparing athletic fields; irrigation maintenance and repair; pruning; trailering duties.

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<b>Squatting</b>	Seldom to Occasional	5 Minutes	1,2,3,4,5,6,7,8 10,11	Performing maintenance and repair duties (i.e., changing weed eater lines); picking up trash and debris; laying sod; planting, weeding and other ground-level work; lifting equipment or bags into truck; hedging; trimming; custodial duties; maintaining planter boxes; planting; picking up piles of debris maintaining landscape areas; irrigation maintenance and repair.
<b>Other / Sedentary / Non-Weight Bearing</b>				
<b>Sitting</b>	Occasional to Continuous	2 Hours	1,2,3,4,5,6,7,8 9,10,11,12	Performing maintenance and repair duties (i.e., changing weed whip lines, blades, tuning equipment); operating mower and heavy equipment; planting, weeding and other ground-level work; driving district vehicles or utility cart; completing paperwork; attending meetings and trainings.
<b>Driving</b>	Occasional to Continuous	2 Hours	5,9	Driving district-owned vehicles or utility cart to perform duties and / or travel around campus; operating ride on mowers; attending training or procuring needed supplies.
<b>Kneeling</b> <i>one or both knees</i>	Seldom to Frequent	30 Minutes	1,2,3,4,5,6,7,8 10,11	Performing maintenance and repair duties (i.e., changing weed whip lines, blades, tuning equipment); laying sod; planting, weeding and other ground-level work; trimming; planting; picking up piles of debris maintaining landscape areas; setting and checking gopher traps; irrigation repairs, manual weeding.
<b>Crawling</b> <i>on hands and knees</i>	Infrequent to Seldom	Seconds	1,2,3,4	Weeding; retrieving items and tools from kneeling position; performing irrigation work; setting gopher traps; cleaning out drains.
<b>Lying Down</b> <i>back, side or stomach</i>	Infrequent to Seldom	5 Minutes	1,2,3,4,5,6,7,8 10,11	Performing maintenance and repair duties (i.e., checking mower deck, removing mower blades, replacing belts, lubrication, etc.); inspecting underside of vehicles and equipment; irrigation repairs.
<b>Upper Extremity / Arm Movement</b>				
<b>Pushing</b>	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7,8 10,11	Opening / closing vehicle and on-site doors; using wheelbarrow to move supplies or debris; custodial duties; moving supplies around in pick-up truck bed; moving ladders; using push mowers; use of certain hand tools; utilizing hand trucks and dollies; shoveling, raking and sweeping; maneuvering boxes; irrigation installation; installing tree stakes; operating edger, weed eater and blower; planting trees; emptying trash and replacing liners; field striping and preparation; operating power blower.

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<b>Pulling</b>	Seldom to Occasional	5 Minutes	1,2,3,4,5,6,7,8 10,11	Opening / closing vehicle and on site doors; using wheelbarrow to move supplies or debris; moving supplies around in pick-up truck bed; moving ladders; using mowers; custodial duties; use of certain hand tools; utilizing hand trucks and dollies; manipulating garden tools; weeding; pulling ropes to start motors on equipment; shoveling, raking and sweeping; pulling hose and wire; irrigation installation; removing tree stakes; operating edger, weed eater and blower; planting trees; emptying trash and replacing liners.
<b>Reaching – above shoulder level</b>	Seldom to Frequent	2 Minutes Repetitively	1,2,3,4,5,6,7,8 10,11,12	Tree / shrub trimming or hedging; filling trucks with branches and debris; pruning; cleaning vehicle and mowers; climbing ladder; accessing storage bins; lifting debris into trailer; high cleaning duties.
<b>Reaching – at shoulder level</b>	Occasional to Continuous	2 Hours	1,2,3,4,5,6,7,8 9,10,11,12	Driving vehicles, carts and mowers; tree / shrub trimming or hedging; filling trucks with branches and debris; loading trash into truck / dumpster; manipulating equipment; using pruners; using radio; climbing up and down ladder; loading supplies into pick-up truck; signaling to coworkers; emptying trash and replacing liners.
<b>Reaching – below shoulder level</b>	Frequent to Continuous	2 Hours	1,2,3,4,5,6,7,8 9,10,11,12	Operating backpack blower; operating landscape equipment (i.e., edger, weed eater, mower and other equipment); picking up trash; planting; picking up piles of debris; weeding; laying sod; cleaning equipment; custodial duties; completing paperwork; raking; irrigation installation; emptying trash and replacing liners; utilizing computer; putting away stock / supplies; performing special event set up / take down; setting up athletic fields; cleaning stadiums; power washing bleachers / seats; filling sandbags; clearing storm drains.
<b>Steering</b>	Occasional to Continuous	2 Hours	1,2,3,5,6,7,9	Driving vehicles and utility carts; maneuvering hand mowers, wheelbarrows, field striper and other equipment; using hand carts, pallet jack and dollies.
<b>Cervical Spine / Neck Movement</b>				
<b>Extension of the neck looking upward</b>	Seldom to Frequent	2 Minutes	1,2,3,4,5,6,7,8 10,11,12	Tree trimming or hedging higher foliage; pruning; monitoring work area and heavy equipment (i.e., tractors, loaders, boom truck, etc.) for safety; conversing while in a seated position; climbing ladder; cleaning vehicle; performing vehicle inspections; climbing stadium seating; inspecting grounds and facilities; inspecting and clearing gutters.

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<b>Flexion of the neck</b> <i>looking downward</i>	Occasional to Continuous	30 Minutes Repetitively	1,2,3,4,5,6,7,8 10,11,12	Operating backpack blower; moving items in wheelbarrow; custodial duties; operating edger, trimmer, weed eater, mower and other equipment; planting; picking up trash of debris; emptying trash and replacing liners; weeding; laying sod; completing paperwork; clearing storm drains; irrigation installation; performing special event set up / take down; squirrel / gopher control.
<b>Twisting of the neck</b> <i>side to side</i>	Occasional to Frequent	Seconds repetitively	1,2,3,4,5,6,7,8 9,10,11,12	Operating backpack blower; operating edger, trimmer, weed eater, mower and other equipment; driving; custodial duties; planting; picking up piles of debris weeding; spreading fertilizer; watching for students / pedestrians while conducting work; tree trimming and hedging; irrigation installation; performing special event set up / take down; pressure washing bleachers / seating.

**Upper Extremity / Hand Activities**

Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
<b>Fine Manipulation</b>	Occasional to Frequent	Seldom to Occasional	30 Minutes Repetitively	1,2,3,4,5,6,7,8 9,10,11,12	Radio use; pruning plants / trees; planting; weeding; replacing equipment parts (i.e., weed eater string, blades); writing on paperwork and checklists; landscape area maintenance; cleaning equipment; filling gas cans; operating trash grabber; handwriting; equipment control levers; turning valves; using small hand tools; mower touch controls; irrigation repair; custodial duties; sharpening blades; lubricating equipment.
<b>Keyboarding / Typing</b>	Infrequent to Seldom	Infrequent to Seldom	2 Minutes	8,10,12	Utilizing email; accessing work orders; online trainings; completing vehicle inspection checklist.

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Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Simple Grasp	Frequent to Continuous	Occasional to Continuous	2 Hours	1,2,3,4,5,6,7,8 9,10,11,12	Using small hand tools, equipment and performing most grounds work; hand pruner on delicate garden work; driving; filling gas cans; handwriting; carrying notepad; pulling weeds; planting; picking up piles of debris holding inspection paperwork; emptying trash and replacing liners; irrigation installation; equipment triggers; using gopher traps; unlocking doors and gates; pressure washer wand use.
Up & Down Flexion of Wrist	Seldom to Frequent	Seldom to Frequent	30 Minutes	1,2,3,4,5,6,7,8 9,10,11,12	Using small hand tools, equipment (i.e., trash grabber, shoveling, raking, etc.) and performing grounds work; shoveling; hand safety signaling to coworkers; planting; picking up piles of debris pulling weeds; clearing storm drains and gutters; irrigation installation; custodial duties; emptying trash and replacing liners; using equipment such as weed eater, blower and hedger; setting gopher traps; unlocking doors and gates.
Side to Side Motion of Wrist	Seldom to Frequent	Seldom to Frequent	30 Minutes	1,2,3,4,5,6,7,8 9,10,11,12	Using small hand tools, sweeping; using equipment such as weed eater and hedger; hand safety signaling to coworkers; operating backpack blower; custodial duties; cleaning duties; using shovels; clearing storm drains and gutters; irrigation installation; emptying trash and replacing liners; unlocking doors and gates.
Turning / Rotation of Wrist or Hand	Seldom to Frequent	Seldom	Seconds	1,2,3,4,5,6,7,8 9,10,11	Using hand tools and equipment; starting vehicles and equipment ignitions; performing grounds work; replacing sprinkler heads; using keys to open doors and gates; operating valves; irrigation installation.

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Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
<b>Gross Manipulation</b>	Occasional to Frequent	Occasional to Frequent	30 Minutes	1,2,3,4,5,6,7,8 10,11	Operating landscape equipment (i.e., edger, weed eater, mower and other equipment); chainsaw, pole saw, push blower, etc.; turning and moving equipment; loading and unloading bags of materials and other supplies and equipment; using wheelbarrow; moving tables and benches and setting up for special events; shoveling dirt and debris; opening truck bed; opening / closing stuck gates; carrying irrigation pipe and ladders; attaching trailers and other items to truck or heavy equipment (i.e. ride mowers, tractors, loaders, etc.); moving indoor furniture; carrying gas cans; moving fertilizer bags; planting trees up to 24" box; bags of concrete; filling sandbags; moving pressure washer.
<b>Powerful Grasp/ Tight Grasp</b>	Occasional to Frequent	Occasional to Frequent	30 Minutes	1,2,3,4,5,6,7,8 10,11	Operating landscape equipment (i.e., edger, weed eater, mower and other equipment); using jackhammer, chainsaw, pole saw, etc.; moving equipment and heavy supplies; operating mower; gripping shovel / rake; loading and unloading supplies and equipment; using wheelbarrow to transport supplies and debris; opening and closing truck bed; irrigation installation; pressure washing; moving indoor furniture; carrying gas cans.

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**V. Lift/Carry Weight Requirements:**

Weight Lifted / Carried (lbs.)	Frequency	Max. Height Lifted	Distance Carried	Examples of How Activity is Performed	Occurs in Essential Function(s)
<b>1 to 10</b>	Occasional to Continuous	Above Shoulder	300 Yards	Cleaning supplies; small hand tools; trash; brooms; keys; 2-way radio / cell phone; spray bottles with solution; dust pans; classroom items; empty mop buckets; toilet paper and supplies broken out of a box; gallon of cleaner (8#); small equipment and supplies; paperwork; keys; plant materials; garden hose; pruners; broom; rakes; small hand tools (i.e., screwdriver, wrench, pliers, snips, etc.); empty mowing basket; small ladder; cones (10#) and tape, scoop shovel (10#); small chainsaw; irrigation pipe and supplies; valves; control boxes; various plants; gopher traps	1,2,3,4,5,6,7,8 10,11,12
<b>11 to 25</b>	Occasional to Frequent	Above Shoulder	100 Yards	Buckets of chemicals; mop buckets (25# partially filled); vacuum and other custodial equipment; trash bags and recycle bins; smaller furniture; empty custodial cart (16#); backpack vacuum (17#); box of trash can liners (10#); box of folded paper towels (21#); empty mop bucket (22#); trash; tables, chairs and furniture; hedge trimmer (12#), hedge shears; weed eater; large hoses; shovels of sand; ladders; partially full wheelbarrow; benches; chainsaws; multiple safety cones; irrigation pipe; 2.5-gallon gas can; wire locator; powered pole saw (19#)	1,2,3,4,5,6,7,8 11
<b>26 to 50</b>	Seldom to Occasional	Above Shoulder	10 Yards	Food trash bags; furniture; full mop buckets; standard bottle of chemicals (individual 8#, case 32#); box of bath tissue (33#); box of toilet seat covers (27#); extension ladder (35#); mop bucket with mop and ½ full of water (39#); buffer (40#); box of large trash can liners (49#); floor fan / dryer (32#); 5 gallon boxes of chemicals or floor wax (50#); empty wet / dry vacuum; box of textbooks; box of paper (30#); building stages / risers; converting tables to benches; boxes of one gallon containers (48#); bags of seed, fertilizer, concrete, etc. (50#); gas-powered backpack blower (Stihl BR 700 26#); generator; planting materials; trash bags; partially full wheelbarrow; sandbags (35#); tables and stacks of chairs; 5-gallon gas can; rolls of sod; 5-gallon sprayer; 5-gallon plants	1,2,3,4,5,6,7,8
<b>51 to 75</b>	Infrequent to Occasional	To Waist	3 Yards	Concrete bags (60#); edger; plant / tree debris; full wheelbarrow; 15-gallon trees; full trash bags; full burlap sacks; assisting with lifting items in maintenance department; trash barrels; full bags of meal period trash	1,3,7
<b>75 plus</b>	Infrequent to Seldom	To Waist	1 Yard	Pushing / pulling 24-inch box tree into place; large trash cans; buffer and extractor (88#); extractor (full of water/shampoo can weigh upwards of 100#)	1,3,7

**NOTES:** The maximum amount lifted without assistance is 50 pounds. It was clarified in interview that incumbent items weighing heavier than 50 pounds as listed above are typically team lifted.

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**VI. Operational Requirements:**

Description of Equipment/ Machinery/Vehicle	Typical Work Day Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Work Day Usage/Operation
Push mowers	Infrequent to Continuous	Field Striper	Infrequent to Occasional
District-owned vehicles (trucks, utility carts, forklift, etc.)	Infrequent to Continuous	Power tools (i.e., drills, saws, hedging saws, chainsaws, pole saws, etc.)	Frequent to Continuous
Heavy equipment (i.e., skid steer, backhoe, tractors, etc.)	Infrequent to Continuous	Ride mower	Infrequent to Continuous
Hand tools (wrenches, screwdriver, pruners, etc.)	Seldom to Frequent	Gopher traps	Infrequent to Seldom
Rakes / Shovels / Hula Hoe / brooms	Seldom to Frequent	Irrigation tools	Infrequent to Continuous
Backpack blowers	Infrequent to Continuous	A-frame / extension ladders	Infrequent to Occasional
Hand truck / pallet jack / carts	Infrequent to Occasional	Spreader / sprayer	Infrequent to Continuous
Edgers and weed eaters	Infrequent to Continuous	Various attachments (i.e., aerator, spreader, drag net, etc.).	Infrequent to Frequent
Custodial Cart	Occasional to Frequent	Floor stripper, scrubber, buffer, wet/dry vacuum, carpet extractor, etc.	Infrequent to Frequent
Billy Goat	Infrequent to Seldom	Mops / brooms / doodlebug	Occasional to Frequent
Upright / backpack vacuum	Occasional to Frequent	N/A	N/A

**VII. Work Environment:**

**Summary / Overview of Environmental Conditions:** Work is performed in and around school campus. Work can be performed outdoors on campus grounds, quad areas, entryway, fields, playgrounds, etc. Incumbent will be exposed to outdoor weather conditions and will work in inclement weather. Outdoor surfaces may include gravel, asphalt, dirt, grass and cement, uneven pavement, slippery ground, tree roots, etc. Indoor flooring may consist of linoleum, carpet or tile; incumbent encounters regular noise from custodial and groundskeeping equipment.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Seldom to Continuous	Offices; meeting rooms; maintenance shops; vehicles; tool / equipment sheds; campus buildings; cleaning activities may be performed within classrooms, administrative offices, cafeterias, labs, restrooms, offices, libraries etc.; stock rooms; teacher lounge

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<b>Outdoors</b>	Seldom to Continuous	Walking around campus; trash pick-up; security inspections; sweeping / blowing walkways; cleaning windows; dumping trash; removal of trash / debris; power washing; meal period duties; working special events; campus grounds; athletic fields; parking lots; streets; stadiums; maintenance yard.
<b>Customer / Public Contact</b>	Occasional to Continuous	Crew members; co-workers; general public; students; administrators; teachers; maintenance workers; Police and Fire personnel.
<b>Fragrances / Scents / Odors</b>	Frequent to Continuous	Green waste; plant materials; trash; exhaust; restroom odors; oils; fuels; solvents and other cleaners; bodily odors; perfume / cologne; food odors; grass clippings; smoke; primer and glue; organic material; mulch.
<b>Traffic</b>	Seldom to Frequent	Campus foot traffic; blowing parking lots; working near / on campus sidewalks and streets; driving to procure supplies.
<b>Humid / Wet / Extreme Heat</b>	Infrequent to Continuous	Constant outdoor work; temperatures can change significantly from start to end of day; seasonal weather conditions; temperatures can reach in excess of 100 degrees at certain times of year or below 40 degrees.
<b>Chemicals / Cleaners / Fumes / Vapors</b>	Occasional to Frequent	Mowers and other grounds equipment; vehicle exhaust; gas blowers, weed eaters and edgers; fertilizer; pesticides; PVC primer and glue; dust and odors; disinfectants and cleaning agents; car / bus exhaust; solvents; floor stripper
<b>Excessive Noise / Decibels</b>	Frequent to Continuous	Mowers and large heavy equipment (i.e., ride mowers, tractors, skid steer, etc.); blowers, edgers, weed eaters and other mechanical equipment; special events; crowds; alarms; custodial equipment such as vacuums, buffer, auto scrubber, extractor, fans, etc.; pressure washer; carpet shampooer
<b>Working Above Ground</b>	Infrequent to Frequent	Using ladders for tree trimming; scissor lift and boom truck use; balancing on truck bed; high cleaning duties; using stairs around campus and stadiums.
<b>Lighting / Lumen</b>	Continuous	Direct and indirect sunlight outdoors; fluorescent / LED lighting indoors; athletic field lights; campus lights.
<b>Bloodborne Pathogen Exposure / Working with Biohazards</b>	Infrequent to Occasional	Bodily fluids from students and others; cleaning restrooms and other site locations; potential exposure to blood, vomit, urine, feces and other bodily fluids; animal feces; dead animals; vomit clean up in right of ways; homeless encampments.
<b>Dust, Fine Particles, Allergens</b>	Occasional to Continuous	Regular outdoor work; exposed to seasonal outdoor conditions, wind, dust.
<b>Vibration</b>	Occasional to Continuous	Use of a variety of power tools; mowers; blowers; edgers; weed eaters; saws; using hand truck, carts and wheelbarrow.
<b>Corrosives / Toxic Substances</b>	Seldom to Occasional	Incumbent will be exposed to the following non-toxic but abrasive substances: gasoline, cleaners, solvents, and oils; primer and glue; herbicides; pesticides; rodenticides.
<b>Low / High Voltage</b>	Infrequent to Occasional	Charging equipment; using extension cords.
<b>Dangerous / Explosive Hazards</b>	Infrequent to Seldom	Propane powered forklift
<b>Confined Spaces</b>	Never	N/A
<b>Machinery</b>	Seldom to Frequent	Exposure to power equipment such as weed eaters, edgers, power mowers, chainsaws, pole saws, rototiller, trencher, etc.; assisting maintenance personnel
<b>Exposure to / Operation of Heavy Machinery</b>	Infrequent to Frequent	Exposure to ride mowers; heavy equipment (i.e., loaders, backhoe, tractors, forklift, etc.)
<b>Other</b>	N/A	N/A

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**VIII. Communication Abilities / Sensory Functioning:**

<b>Sensory Demand / Method</b>	<b>Frequency</b>	<b>Performed in Functions</b>	<b>Notes / Examples</b>
<b>Smell:</b> <i>Distinguish odors, able to smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals, etc.</i>	Seldom to Occasional	1,2,3,4,5,6,7,8,9,11,12	Emergency situations; to be able to smell fire or foreign substance to alert other personnel; gas leaks in work area; using power tools safely; electrical burn; sewage odors; standing / stagnant water
<b>Sight:</b> <i>Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.</i>	Continuous	1,2,3,4,5,6,7,8,9,10,11,12	See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; operating equipment safely; conducting inspections; reading warning / product labels; completing paperwork; grounds keeping maintenance; project / special event work; athletic field prep; watching for students
<b>Hearing:</b> <i>Comprehend oral language and sounds and react appropriately.</i>	Frequent to Continuous	1,2,3,4,5,6,7,8,9,11,12	Hear in the normal audio range with or without correction; exposure to noise; assessing proper functioning of equipment; responding to radio calls; conversing with others; maintaining safety at work sites; speaking with coworkers
<b>Speaking:</b> <i>Orally communicate information and ideas with comprehension</i>	Occasional to Frequent	1,2,3,4,5,6,7,8,12	Responding to phone calls and radio; clearly communicate task status; actively engage with coworkers and team members; clearly give instructions; speaking with coworkers
<b>Reading:</b> <i>Comprehend the written word</i>	Seldom to Occasional	1,2,3,4,5,6,7,8,9,10,11,12	Printed material; computer data; handwritten notes and messages; ability to read written directions, instructions and assignments; reading traffic signs; reading product labels / directions and warnings; reading manuals with policies and procedures; event schedules; work order status
<b>Writing:</b> <i>Composing communications in writing</i>	Seldom	1,7,8,10,11,12	Handwriting, memorandums; note taking; completing work order; notes to Supervisor; to do lists; list of supplies
<b>Math:</b> <i>Compute a series of numeric variables, measurements,</i>	Seldom to Occasional	1,2,3,4,5,6,7,8,10,11,12	Simple calculation checks on data entry; supply estimates; proper chemical dilution (SDS); time calculations; 2-stroke fuel mixing; job time estimation; percentages; PSI; square footage; using measuring devices

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**IX. Personal Protective Equipment / Safety Training and Devices:**

**Personal Protective Equipment and Safety Training and Devices:** It was clarified in interview that the following safety equipment is provided to incumbent: safety glasses; hearing protection (buds or muffs by choice of incumbent); leather or nitrile gloves; steel toed boots; rain gear / boots; dust / particle masks; face shields / helmet; chaps; knee pads; Tyvek suit; safety cones and tape; fluorescent vests; UV protection; hard hats. It was also clarified in interview that the incumbent has access to first aid kits and fire extinguishers are readily available at sites and in vehicles. Incumbent participates in all legally required trainings for position, as well as any elective or district-provided training as assigned by Supervisor.

**X. Position Qualifications:**

<b>Education/Training/Experience:</b>	Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: One year of professional/institutional grounds maintenance experience. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<b>Knowledge Of:</b>	Principles, procedures and methods used in caring for plants, shrubs, flowers, trees and lawns. Purposes, functions, operation, and maintenance requirements of a variety of equipment and tools used in grounds maintenance including heavy power-driven equipment. Specialized maintenance procedures in such areas as weed control, blacktop, and asphalt work and sprinkler system installation. Basic knowledge of handling hazardous materials.
<b>Ability To:</b>	Operate a variety of equipment including pressure water gauges, ohms meters, compressors, backhoes, and trenchers safely and efficiently. Work independently in the absence of supervision.
<b>Licenses / Certifications:</b>	Possession of an appropriate, valid driver's license. Possession of an appropriate, valid California driver's license prior to the completion of the probationary period. Ability to be covered under the District property / liability insurance
	Receives immediate supervision from the Assistant Director of Maintenance and Operations and receives direction from Lead Grounds Utility Maintenance Worker.
<b>Other:</b>	N/A

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**XI. Mental and Psychological Demands of Position:**

<b>Mental / Psychological Demand</b>	<b>Required (Yes / No)</b>	<b>Occurs in Essential Functions</b>	<b>Notes / Examples</b>
<b>UNDERSTAND AND FOLLOW DIRECTIONS – with little or no direction</b>	YES	1,2,3,4,5,6,7,8,9,10,11,12	Ability to understand written or oral instructions and follow directions with little or no additional direction 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.
<b>MEMORY</b>	YES	1,2,3,4,5,6,7,8,9,10,11,12	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions
<b>REGULAR AND RELIABLE ATTENDANCE</b>	YES	1,2,3,4,5,6,7,8,10,11,12	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.
<b>PROBLEM SOLVING</b>	YES	1,2,3,4,5,6,7,8,10,11,12	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
<b>ABILITY TO PERFORM COMPLEX AND VARIED TASKS</b>	YES	1,2,3,4,5,6,7,8,9,10,11,12	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
<b>ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS</b>	YES	1,2,3,4,5,6,7,8,10,11,12	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.
<b>SUPERVISE/LEAD AND INFLUENCE OTHERS</b>	YES	1,2,3,4,5,6,7,8,10,11,12	Ability to negotiate with, instruct people and students; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading.

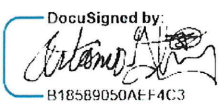
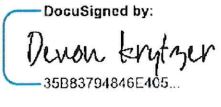
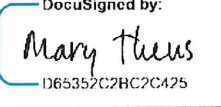
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**XII. Persons Interviewed:**

*The following persons were interviewed as subject matter experts on the classification/position. Their signatures signify their agreement that to their best knowledge the document represents the current and traditional physical, mental and emotional demands of the classification/position and not of any one particular assignment or incumbent.*

Name	Position Title	Signature	Date
Antonio Gutierrez	Assistant Director, Facilities and Maintenance - Grounds	 B1B5B9050AEF4C3	5/20/2022
Devon Krytzer	Grounds – Utility Maintenance Worker II	 35B83794846E405...	5/24/2022
Mary Theus	Director of Personnel Commission	 D65352C2HC2C425	5/20/2022

**XIII. Sources:**

<b>Observed Position Performance:</b> No	<b>Job Description Utilized for Document Creation:</b> Yes, Undated	<b>Interviewed Participants:</b> Yes, May 5, 2022
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In order to develop this Essential Functions Position Analysis, the Consultant utilized information which was provided by the above employer participants. It is the employers and participants noted above whom are ultimately responsible for confirming the accuracy of all information outlined in this report. Any changes made to this document will require the organization to obtain new signatures to again confirm changes are correct across the classification. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

<b>Consultant Completing EFPA:</b> Matthew McSorley, Consultant Essential Functions Position Analysis Development <b>Shaw HR Consulting, Inc.</b> 107 N. Reino Road # 414 Newbury Park, CA 91320 Phone: 805.498.9400 Fax: 805.464.3535 <a href="mailto:matthew@shawhrconsulting.com">matthew@shawhrconsulting.com</a>
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**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	August 10, 2022	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE INITIAL SALARY STEP PLACEMENT SOCIAL EMOTIONAL LEARNING SPECIALIST	

**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**

Recruitment continues to be difficult for the Social Emotional Learning Specialist classification due to the licensing requirements and competing recruitments from other districts. The classification has been posted since April 2022 for recruitment of qualified candidates. There is currently one qualified candidate recently interviewed and selected for contingent hire.

As approved by the Superintendent, the initial salary step placement recommendation to employ Applicant #49995481 as Social Emotional Learning Specialist is at Step 3 (\$91,726.27/annually) of the appropriate classified salary schedule for the classification.

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	August 10, 2022		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: BILINGUAL EARLY CHILDHOOD EDUCATION TEACHER 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**

Recruitment efforts for the Bilingual Early Childhood Education Teacher Assistant classification is challenging. The classification is posted continuously with positions difficult to fill because of the mandated minimum qualifications in accordance with professional standards for the program. There are two ranks of candidates that have met all minimum qualifications and successfully completed the competitive examination process.

To support the Early Childhood Education needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified. The candidates will be merged to ranks on the existing list.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the eligibility list with fewer than three ranks for Bilingual Early Childhood Education Teacher Assistant as presented.

Palmdale School District  
Personnel Commission

August 10, 2022

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
Bilingual ECE Teacher Assistant	07/08/2021	07/07/2022	07/18/2022	07/29/2022	31	2	2	0	NA	1	1	1	08/01/2022	07/31/2022	*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  
August 8, 2022