



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, November 09, 2022 - 5:30 P.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available may for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

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

I. PRELIMINARY BUSINESS

- A. Approve Minutes of Regular Meeting – October 12, 2022

ACTION

17-22/23

II. 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.

III. 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

18-22/23

IV. NEW BUSINESS

Public Hearing Referencing a Reappointment to the Personnel Commission
Classified Employees' Nominee – Dale Speights

ACTION

- | | |
|---|----------|
| A. Approve Reappointment to the Personnel Commission
Classified Employees' Nominee – Dale Speights | 19-22/23 |
| B. Approve 2021-2022 Personnel Commission Annual Report | 20-22/23 |
| C. Approve Eligibility List with Fewer Than three Ranks
Early Childhood Education Fiscal Officer | 21-22/23 |
| D. Approve Conference Attendance
California School Personnel Commissioners Association (CSPCA) | 22-22/23 |

V. INFORMATION/COMMENTS

- A. Reclassification Request
- B. Classified Update
- C. Quarterly Expense Review
- D. Comments from Director
- E. Comments from Commissioners

VI. RECESS TO CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
 - 1. Confidential/Personnel Matters

VII. RECONVENE TO OPEN SESSION

VIII. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
 - 1. Confidential/Personnel Matters

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: December 14, 2022 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of October 12, 2022 Regular Meeting

CALL TO ORDER

Commissioner Speights, Chairperson, called the meeting to order at 5:30 PM, followed by the Pledge of Allegiance led by Commissioner Thompson.

MEMBERS PRESENT

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

STAFF PRESENT

Ms. Mary Theus, Director, Personnel Commission

STUDY SESSION

**ORAL EXAMINATION
PROCEDURE**

Elvira Cova and Stacey Elliott, Personnel Analysts, addressed the Commission regarding the oral interview examination procedures, also known as Qualifications Appraisal Interview ("QAI"). Ms. Elliott explained the challenges of securing panels of interviewers to assess and rate the qualifications of candidates. She highlighted a typical timeline of activities from application screening through QAI with specific emphasis on time spent to obtain panels and how it significantly delays the establishment of eligibility lists. Discussion ensued, with Commissioner Duren stating that such efforts and delays are not unusual, and questioned if the challenges of securing District administrators to serve as raters have been shared with the District. Ms. Theus explained that the need for raters is announced during the management retreat, a digital sign-up sheet is available throughout the year, and it is announced in H.R.'s monthly newsletter. She also noted that other Merit districts are experiencing the same challenges. After further discussion, the Personnel Analysts asked the Commission to consider removing this component of the examination procedure temporarily to expedite certification of lists and scheduling of final selection interviews. The Commission commented on the value of a QAI, and thanked the staff for their presentation. The presentation details and request to exclude the QAI for particular positions will be considered as well as alternative options that may temporarily replace this component of the process.

PRELIMINARY BUSINESS

**APPROVAL OF MEETING
MINUTES**

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

PUBLIC COMMENTS

**PUBLIC COMMENTS
REFERENCING
AGENDA ITEMS**

There was no testimony from the public referencing agenda items.

**REFERENCING NON -
AGENDA ITEMS**

Dutch Rudolph, Maintenance Worker II, spoke regarding the minimum qualifications for advancement to the Maintenance Worker II-Certified classification. He summarized his background and training as a contractor and journeyman. He opined that the position requirements for the certified level should focus on knowledge and skills versus licensing or certification combined with college units in a related field. Mr. Rudolph shared that the extensive training to be certified as a journeyman or a licensed contractor should be sufficient for advancement. He also noted, that expired certifications, such as a journeyman card, should be considered as skilled employees have not renewed licenses due to the closing of their specialized businesses; yet, the knowledge and skill is not lost as many employees provide the same trade services to the District daily. Mr. Rudolph asked the Commission to revisit the license/certification requirements for the certified level. At the Commission's request, he will provide copies of his certifications for their review.

CONSENT AGENDA

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

INFORMATION/COMMENTS

CLASSIFIED UPDATE

Ms. Theus distributed the Classified Update and outlined recruitment activities.

**COMMENTS FROM
DIRECTOR**

Ms. Theus announced CSEA's nomination of Commissioner Speights for reappointment to the Personnel Commission. A public hearing and appointment will occur at the next regular meeting in November. She also informed the Commission of the District's effort to retain employees in the Noon Duty/Campus Assistant classification by increasing the work hours from three hours and thirty-minutes (3.5) to five hours and forty-five minutes (5.75) effective November 1. Lastly, she shared the District's request for a joint meeting with the Board regarding classified recruitment and hiring procedures.

**COMMENTS FROM
COMMISSIONERS**

Commissioner Duren thanked the Personnel Analysts for their outline and viewpoints on the oral exam procedures. She assured them that all of the information shared will be considered.

RECESS TO CLOSED SESSION

Recessed to a Closed Session at 6:18 PM

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
1. Confidential/Personnel Matters

RECONVENE TO OPEN SESSION

The Commission reconvened to Open Session at 7:08 PM

REPORT OUT OF CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session,
pursuant to Government Code Section 54957
1. Confidential/Personnel Matters

With no action taken, there is no report.

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled
November 9, 2022, at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Thompson and a second by Commissioner Duren,
the meeting adjourned at 7:09 PM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Dale Speights, Chairperson

Kathleen Duren, Vice-Chairperson

Deneese Thompson, Commissioner

Classified Update for October 12, 2022

Testing Status:

Accounting Clerk II	Screening applications
Accounting./Data Processing Technician	Performance/written exam 9/22/2022; QAI 10/7/2022
Assistant Director of Child Nutrition	SME Review 10/4/2022; QAI 10/13/2022
Bilingual ECE Teacher Assistant	Written exam 9/21/2022; QAI 10/7/2022
Bilingual Typist Clerk	Performance/written exam 10/11/2022; QAI pending 2 nd panelist
Campus Security Assistant	Written exam 9/20/2022; QAI 9/29/2022
Custodian I	Written exam 10/25/2022
ECE Teacher Assistant	Written exam 8/24, 9/21, 10/14/2022; QAI 10/7/2022
ECE Fiscal Officer	Screening applications
Family Services Advocate	Performance/written exam 10/18/2022
Instructional Assistant I	Written exam 10/4 - 10/5/2022
Paraeducator/LVN	Written exam 10/26/2022
Paraeducator Moderate to Severe	Written exam 9/30/2022, 10/26/2022; QAI 10/14/2022
Special Education Instructional Assistant	Written exam 10/6/2022, 10/26/2022; QAI 10/14/2022
Student Interventionist	Written exam 10/3/2022; QAI 10/17/2022

Postings:

Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Assistant III	Closes 10/31/2022
Custodian I	Closes 10/20/2022
ECE Teacher Assistant	Continuous
Health Assistant LVN	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Paraeducator – Translator DHH	Closes 11/3/2022
Purchasing Technician	Closes 10/18/2022
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 09, 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
November 9, 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	07/08/2022	Continuous	10/14/2022	33	6	4	2	N/A	3	3	10/19/2022
Substitute Paraeducator Translator (DHH)	05/12/2022	Continuous	10/26/2022	1	1	1	0	N/A	1	1	10/27/2022

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

Director, Personnel Commission
November 9, 2022

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 09, 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

November 09, 2022

CLASSIFIED RECRUITMENT SUMMARY REPORT

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

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
Accounting/Data Processing Technician	07/02/2022	08/16/2022	09/22/2022	10/07/2022	68	34	18	16	7	7	6	6	10/11/2022	10/10/2023	No	6
Assistant Director Child Nutrition	08/17/2022	09/15/2022	10/04/2022	10/13/2022	23	10	10	0	N/A	9	9	9	10/14/2022	10/13/2023	No	9
Bilingual ECE Teacher Assistant	07/08/2022	Continuous	09/21/2022	10/07/2022	35	2	2	0	N/A	1	1	1	10/11/2022	10/10/2023	*Yes	3
Bilingual Typist Clerk	09/14/2022	10/05/2022	10/11/2022	10/19/2022	69	45	32	13	10	10	10	10	10/19/2022	10/18/2023	*Yes	11
ECE Teacher Assistant	07/08/2022	Continuous	09/21/2022	10/07/2022	31	1	1	0	NA	1	1	1	10/11/2022	10/10/2023	*Yes	4
Family Services Advocate	09/20/2022	10/11/2022	10/18/2022	10/28/2022	73	20	18	2	11	11	11	11	10/28/2022	10/27/2023	*Yes	14
Paraeducator/LVN	09/15/2022	Continuous	10/26/2022	11/03/2022	13	4	3	1	N/A	3	2	2	11/03/2022	11/02/2023	*Yes	3
Paraeducator Moderate-Severe	07/07/2022	Continuous	09/21/2022 09/30/2022 10/06/2022	10/14/2022	55	15	8	7	N/A	7	5	5	10/14/2022	10/13/2023	*Yes	14
Special Education Instructional Assistant I	07/11/2022	Continuous	09/13/2022 09/15/2022 10/06/2022	10/14/2022	73	72	34	38	NA	23	17	17	10/17/2022	10/16/2023	*Yes	20
Student Interventionist	08/11/2022	09/01/2022	10/03/2022	10/17/2022	144	19	8	11	N/A	7	6	6	10/17/2022	10/16/2023	*Yes	7

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

Director, Personnel Commission
November 09, 2022

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE November 09, 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
Senior Payroll Clerk	12/14/2021	12/13/2022	06/13/2023

RECOMMENDATION

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

MT:eai
18-22/23

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE November 09, 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	08/01/2022	07/31/2023
Bilingual Typist Clerk	07/21/2022	07/20/2023
ECE Teacher Assistant	08/01/2022	07/31/2023
Family Services Advocate	03/05/2022	03/04/2023
Paraeducator/LVN	03/31/2022	03/30/2023
Paraeducator Moderate-Severe	09/13/2022	09/12/2023
Special Education Instructional Assistant I	09/14/2022	09/13/2023
Student Interventionist	03/23/2022	03/22/2023

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 09, 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
11/9/2022

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Bunch, Lorraine	10/10/2022	Special Ed. Instructional Assistant I, from (FS) 5.75 hrs/182 days, to (DC) 6.5 hrs/182 days	Increase by seniority Replacement for Danette Brice
b. Celedon, Estrella	10/05/2022	From Instructional Assistant I (YU) 5.75 hrs/182 days, to Parent/Community Liaison (PT) 8.0 hrs/182 days	Promotion Replacement for Rubi Castro
c. Chavez Sandoval, Diana	10/06/2022	From Special Ed. Instructional Assistant I (FS) 5.75 hrs/182 days, to Paraeducator Moderate to Severe (PDC) 7.0 hrs/182 days	Promotion Growth position
d. Curtis, Cassie E.	10/18/2022	Special Ed. Instructional Assistant I, from (FS) 5.75 hrs/182 days, to (CA) 6.5 hrs/182 days	Increase by seniority Growth position
e. Cuza, Rosa C.	10/24/2022	Health Assistant/LVN, from (BS) to (FS) 8.0 hrs/11 mo.	Voluntary transfer Replacement for Krystina Castillo
f. Diaz, Lindsay N.	10/10/2022	Special Ed. Instructional Assistant I, from (SAGE) 5.75 hrs/182 days, to (SAGE) 6.5 hrs/182 days	Increase by seniority Replacement for Bridgette Alsobrook
g. Escamilla, Thelma	10/24/2022	From Family Services Advocate (ECE) 8.0 hrs/mo., to Bilingual School Secretary (FS) 8.0 hrs/11 mo.	Promotion Growth position
h. Harris, Sandra	10/12/2022	Special Ed. Instructional Assistant I, from (CM) 5.75 hrs/182 days, to (PT) 6.5 hrs/182 days	Increase by seniority Growth position
i. Ibarra, Lizette	10/10/2022	From Parent/Community Liaison (JH) 8.0 hrs/182 days, to Family Services Advocate (ECE) 8.0 hrs/12 mo.	Promotion Replacement for Yesenia Meza
j. Indrasenan, Masilamany	8/2/2022	Accounting Clerk II, from (Fiscal Svcs) to (ECE) 8.0 hrs/12 mo.	Voluntary transfer Replacement for Joycee Juarez
k. Kelly, Sally	10/20/2022	Special Ed. Instructional Assistant, from (MQ) 5.75 hrs/182 days, to (DW) 6.5 hrs/182 days	Increase by seniority Replacement for Kara Brown
l. Lira, Oscar	09/29/2022	From Custodian I (BS) 8.0 hrs/12 mo., to Technology Support Liaison (Tech Svcs) 8.0 hrs/11 mo.	Promotion Replacement for Travis Vawser
m. Mora, Stephanie	10/24/2022	Child Nutrition Assistant II, from (DGM) to (Ch Nutr) 5.75 hrs/182 days	Voluntary transfer Growth position
n. Pomposo, Norma N.	10/24/2022	From District Receptionist (D.O) 8.0 hrs/12 mo., to Bilingual School Secretary (PACS) 8.0 hrs/11 mo.	Promotion Replacement for Norma Mendoza
o. Rodriguez Reyes, Cynthia E.	10/11/2022	Special Ed. Instructional Assistant I, from (CA) 5.75 hrs/182 days, to (YU) 6.5 hrs/182 days	Increase by seniority Replacement for Michelle Bennett
p. Sandoval, Jose M.	10/25/2022	From Administrative Clerk II (Educ Svcs) to Administrative Secretary (Educ Svcs) 8.0 hrs/12 mo.	Promotion Replacement for Astrid Cante
q. Velador, Helen P.H.	10/06/2022	Custodian I, from (SH) to (Innov. Acad.) 8.0 hrs/12 mo.	Voluntary transfer Replacement for Janet Carcamo

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 9, 2022	_____ REPORT
TO:	Personnel Commission	_____ <u>X</u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE REAPPOINTMENT TO THE PERSONNEL COMMISSION	

BACKGROUND

The Palmdale School District Personnel Commission consists of three members. One is nominated by the classified employees, one by the Board of Trustees, and one is selected by the appointed members.

The term of Mr. Dale Speights, the Commissioner nominated by the classified employees, expires on November 30, 2022. Intention to reappoint Mr. Speights to the Personnel Commission was announced at the October 12, 2022 meeting.

STATUS

In accordance with Education Code section 45245, the reappointment of Mr. Speights for the new term of December 1, 2022 through November 30, 2025, is presented for your action. The appointment will take place after a public hearing is conducted to receive community input.

RECOMMENDATION

It is recommended that the Personnel Commission approve the reappointment of Mr. Dale Speights to the Personnel Commission for a new three-year term.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	November 9, 2022		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE THE 2021-2022 PERSONNEL COMMISSION ANNUAL REPORT		

BACKGROUND

Each year, an annual report of the Personnel Commission is brought for review subject to approval by November 30th per Education Code 45266 and Personnel Commission Rules and Regulations.

STATUS

The Annual Personnel Commission report prepared for 2021-2022 is attached.

RECOMMENDATION

It is recommended that the Personnel Commission approve the report as presented.

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

37230 37th Street East
Palmdale, CA 93550
Office: (661) 285-2902 Fax: (661) 285-2137

Recruitment and Selection

The statistics for the 2021-2022 fiscal year identify the recruitment and selection activities performed by Personnel Commission staff. Testing and interview protocols were modified in compliance with district, state, and local county guidelines to mitigate the spread of COVID-19 and protect community health.

Standard Recruitment			
CATEGORIES	2019-2020	2020-2021	2021-2022
Job Postings*	69	47	47
Job Posting Hits (public views)	122,575	83,926	160,065
Applications Submitted	5,149	2,802	5,805
Examinations Conducted			
Written	102	50	182
Performance	30	19	60
Proficiency (Basic Skills)	39	16	49
Oral (QAI)	45	46	58
Eligibility Lists Certified	55	52	68
Candidates on Eligibility Lists	716	404	524

*Includes continuous recruitments

Substitute/Casual Recruitment			
CATEGORIES	2019-2020	2020-2021	2021-2022
Substitute/Casual Recruitment *	25	28	32
Job Posting Hits (public views)	33,021	23,459	44,451
Applications Submitted	2,463	796	1,309
Examinations Conducted	82	34	93
Candidates Qualified/Referred	332	175	256
(standard recruitment referrals)	n/a	n/a	322

*Includes continuous recruitments

Employee Appointments			
CATEGORIES	2019-2020	2020-2021	2021-2022
New Employees	115	70	148
Substitute/Casual to Regular	54	32	55
Promotions	57	39	67
Transfers	34	28	67
Reassignments	55	24	40
Lateral Appointments	4	4	2
Reemployment/Reinstatements	13	7	19
Seniority Offers for Increased Work Hours and/or Work Year	124	13	55
Voluntary/Involuntary Demotions	3	4	9

Revised Class Descriptions		
Early Childhood Education Fiscal Officer		

Rule Revisions Adopted		
2/9/2022	Chapter 4, Section 4, Item 6.18	Transfer

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 for the reclassification. There were no reclassifications processed for the 2021-2022 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. There were no hearings of appeals conducted for the 2021-2022 year.</i>



Hires by Divisions and School Sites			
DIVISIONS	2019 - 2020	2020 - 2021	2021 - 2022
Business Services	53	28	51
Early Childhood	15	25	16
Educ. Services	4	1	1
H.R. / Pers. Comm.	6	5	8
School Sites	178	156	275
Sp Ed/Student Svcs	11	6	7

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	2019 - 2020	2020 - 2021	2021 - 2022
Billboard/Radio	-	-	3%
District Employee	13%	15%	14%
District Web/ Bulletin	38%	33%	32%
EDD Office	1%	0%	1%
Internet Sites	33%	27%	24%
Prof'l Publications	1%	4%	7%
Other	13%	20%	18%
Walk-In	1%	1%	1%

New Employee Appointments by Class		
Accounting/Data Processing Technician (1)	Administrative Clerk I (1)	Administrative Clerk II (1)
Administrative Secretary (1)	Assistant Director Maintenance & Operations (1)	Benefits/Payroll Clerk (4)
Bilingual Early Childhood Teacher Assistant (1)	Campus Security Assistant (1)	Child Nutrition Assistant I (7)
Child Nutrition Cashier (2)	Crossing Guard (11)	Custodian I (4)
District Chef (1)	Early Childhood Education Teacher Assistant (4)	Fiscal Services Administrator (1)
Grounds/Utility Maintenance Worker (1)	Health Assistant LVN (3)	Instructional Assistant (22)
Library Aide (3)	Maintenance Worker II (1)	Mental Health Intensive Case Manager (3)
Noon Duty/Campus Assistant (30)	Paraeducator LVN (2)	Paraeducator Moderate to Severe (8)
Parent/Community Liaison (3)	Personnel Administrative Clerk (2)	School Secretary (1)
Social Emotional Learning Specialist (1)	Special Education Instructional Assistant (13)	Student Interventionist (1)
Technology Support Liaison (11)	Warehouse Worker/Delivery Driver (2)	



Cactus Magnet Academy Elizabeth Comstock Custodian I	Chaparral Elementary Pamela Barranco Special Ed. Instructional Assistant	Cimarron Elementary Molly Perfetto Noon Duty/Campus Assistant	Dos Caminos Dual Immersion Martha Villalva Noon Duty/Campus Assistant
Early Childhood Education Leslie Ramirez Bilingual Administrative Secretary	First Steps Special Ed. Preschool Carolina Escobedo Parent/Community Liaison	Golden Poppy Elementary Cathleen Greve-Escobar Administrative Clerk I	Innovations Academy Armando Ledezma Bilingual School Secretary
Joshua Hills Elementary Jacqueline Cruz Student Interventionist	Los Amigos Dual Immersion Jacqueline Chavarria Bilingual School Secretary	Manzanita Elementary Elisa Arriaga Castillo Student Interventionist	Mesquite Elementary Georgina Lopez Instructional Assistant
Ocotillo Elementary Rhiana Rojas Health Assistant	Palmdale Academy Charter School Norma Mendoza Bilingual School Secretary	Palmdale Discovery Center Sergio Perez Paraeducator/Moderate to Severe	Palmdale Learning Plaza Michelle Newman Custodian II
Palm Tree Elementary Mellanni Loughrey Special Ed. Instructional Assistant	Quail Valley Elementary Vanessa Maquindang Bilingual School Secretary	S.A.G.E Magnet Academy Janet Barragan Bilingual School Secretary	Shadow Hills Magnet Academy Sandra Garcia Health Assistant LVN
Summerwind Elementary Cristina Osorio-Rivas School Secretary	Tamarisk Elementary Rhonda Davis Student Interventionist	Tumbleweed Elementary Luz Gomez Noon Duty/Campus Assistant	Yucca Elementary Maria Luna Bilingual Typist Clerk
Business Office Candice Ratzenburg Accounting/Data Processing Tech.	Human Resources Heidy Castillo Leaves Analyst	Child Nutrition Services Rocio Nelson Child Nutrition Manager	Technology Services Wendy Perrin Administrative Secretary
	<u>CLASSIFIED DISTRICT EMPLOYEE OF THE YEAR</u> Heidy Castillo Leaves Analyst, Human Resources		

★ Acknowledgments

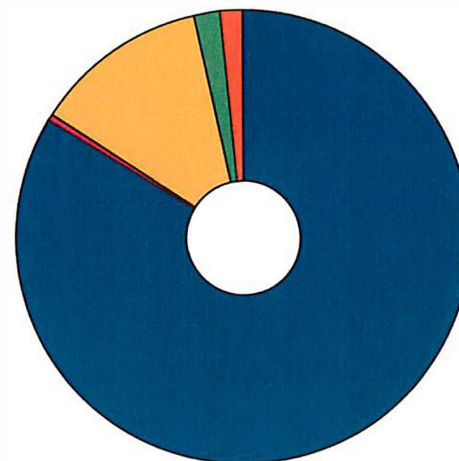
The Personnel Commission of the Palmdale School District has been able to perform its activities and responsibilities in an effective manner and would like to extend our gratitude to the classified employees, the Board of Trustees, CSEA, and District administration for their cooperation and support.

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 during the COVID-19 pandemic is invaluable to our operations.

- ★ Burbank Unified School District
- ★ Centinela Valley Union High School District
- ★ Eastside School District
- ★ Lancaster School District
- ★ Ventura School District
- ★ William S. Hart Union High School District

Classified Workforce

The classified workforce for 2021-2022 consists of 1,219 employees that include CSEA bargaining unit members, Noon Duty, Support Services, Confidential, and Management/Supervisory personnel.



- Bargaining Unit Members: 1020
- Confidential Team: 6
- Noon Duty/Campus Asst: 151
- Mgmt/Supervisory Team: 23
- Support Services Team: 19



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.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	November 9, 2022	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	CONSIDER AND/OR APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: EARLY CHILDHOOD EDUCATION FISCAL OFFICER	

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 Early Childhood Education ("ECE") Fiscal Officer classification has been challenging. The posted job announcement opened in July 2022 with extensions through October 2022. There are two ranks (two eligibles) that have met all minimum qualifications and successfully completed the competitive examination process. To support the Early Childhood Education needs of the District, the eligibility list containing two ranks is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission consider and/or approve the eligibility list for ECE Fiscal Officer as presented.

Palmdale School District
Personnel Commission

November 09, 2022

CLASSIFIED RECRUITMENT SUMMARY REPORT

*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

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
ECE Fiscal Officer	07/06/2022	10/11/2022	10/21/2022	10/28/2022	9	3	3	0	NA	2	2	2	11/01/2022	10/31/2023	No	2

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

Director, Personnel Commission
November 09, 2022

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE November 9, 2022 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Director, Personnel Commission
RE: APPROVE ATTENDANCE - 2023 CSPCA ANNUAL CONFERENCE

BACKGROUND

In order to keep apprised of necessary mandates, the Personnel Commission and staff attend an annual conference for the California School Personnel Commissioners Association (CSPCA).

STATUS

The 2023 CSPCA Annual Conference will be held in Long Beach at the Westin Hotel, starting Sunday, January 22, 2023 through Tuesday, January 24, 2023. The rates for conference registration and hotel stay are pending.

RECOMMENDATION

It is recommended that the Personnel Commission approve attendance for interested Commissioners and staff, and consider sponsoring conference registration for one CSEA executive board member pending budget availability.

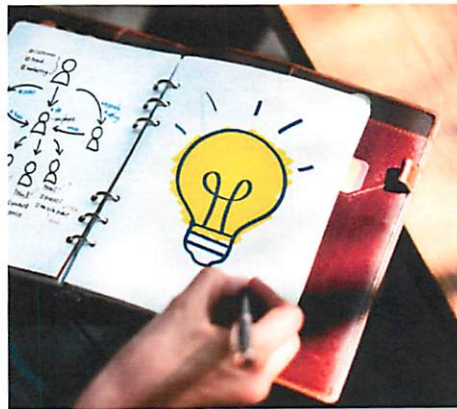


California Schools Personnel Commissioners
Association (CSPCA)

2023 Annual Conference

January 22-24, 2023

Save the Date!



We are quickly building towards another collaborative journey, including workshops for Commissioners, Directors, and your staff!



Coming to the Westin Hotel in Long Beach, California



*Hosted by: The Personnel Commissions Association of
Southern California (PCASC)*

*Registration, program, and room reservation details will be announced
in the coming months from the CSPCA website: (<http://meritsystem.org>).*

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 9, 2022	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	QUARTERLY EXPENSE REVIEW		

BACKGROUND

The annual budget of the Personnel Commission is approved by May 30th of each year in accordance with Education Code section 45253. Expenses processed are shown by object code.

STATUS

The quarterly expenses by object code from July 1, 2022 to date are provided for review.

MT:eai

Personnel Commission Operating Budget - FY 2022/2023*Expenses for the period of 07/1/2022 - 11/02/2022*

Dist Obj	Sch Loc	Description	Operating	Expenditure	Encumbrance	Total Obligated	Remaining Balance
4320	2300000	Supplies - Buyout	4,138.00	1,694.96	295.52	1,990.48	2,147.52
4320	8200000	Supplies - Custodian	700.00	1,078.40	0.00	1,078.40	(378.40)
4380	2300000	Supplies - Technology	200.00	88.02	0.00	88.02	111.98
4393	8200000	Water - Bottled	600.00	89.36	262.78	352.14	247.86
4480	2300000	Equip - Tech Non Cap	0.00	0.00	0.00	0.00	0.00
5210	2300000	Mileage	0.00	0.00	0.00	0.00	0.00
5220	2300000	Travel & Conference	5,000.00	0.00	0.00	0.00	5,000.00
5310	2300000	Dues & Memberships	4,200.00	4,100.00	0.00	4,100.00	100.00
5712	2300000	Direct Costs - Printing	100.00	10.00	0.00	10.00	90.00
5714	2300000	Direct Costs - Call Out	150.00	0.00	0.00	0.00	150.00
5719	2300000	Direct Costs - Mailing	300.00	101.07	0.00	101.07	198.93
5810	2300000	Advertising	2,000.00	263.00	0.00	263.00	1,737.00
5822	2300000	Legal	40,000.00	238.00	39,762.00	238.00	39,762.00
5828	2300000	Software Support	37,000.00	35,832.11	0.00	35,832.11	1,167.89
5830	2300000	Consultants	3,000.00	0.00	0.00	0.00	3,000.00
5890	2300000	Other Operating Services	600.00	280.00	560.00	840.00	(240.00)
TOTALS:			97,988.00	43,774.92	40,880.30	44,893.22	53,094.78