



PERSONNEL COMMISSION  
**AGENDA OF REGULAR MEETING**  
Wednesday, December 14, 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:** Dale Speights, Chairperson  
Mrs. Kathleen Duren, Vice Chairperson  
Mrs. Deneese Thompson, Commissioner

**I. PRELIMINARY BUSINESS**

**ACTION**

- A. Organizational Procedure
  - 1. Consider Nomination(s) and appoint Chairperson for 2023
  - 2. Consider Nomination(s) and appoint Vice-Chairperson for 2023
- B. Approve Minutes of Regular Meeting – November 9, 2022

Mary Theus

23-22/23

**II. PUBLIC COMMENTS**

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

**III. CONSENT AGENDA**

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.

- A. Approve Consent Agenda
  - 1. Ratification of Eligibility Lists  
(Substitute, Open, Promotional Recruitments)
  - 2. Nullification of Eligibility Lists
  - 3. Ratification of Transfer

**ACTION**

24-22/23

- | <b>IV. NEW BUSINESS</b>  | <b><u>ACTION</u></b> |
|--|----------------------|
| A. Approve Request for Provisional Appointment<br>Administrative Assistant-Confidential                                  | 25-22/23             |
| B. Approve Eligibility List with Fewer Than Three Ranks<br>Occupational Therapist  | 26-22/23             |
| C. Approve New Classification and Salary Schedule Placement<br>Personnel Administrative Clerk II                         | 27-22/23             |
| D. Approve ADA Job Analysis<br>Personnel Administrative Clerk II   | 28-22/23             |
| E. Approve Job Description Revision and Salary Schedule Placement<br>Risk Manager  | 29-22/23             |
| F. Approve ADA Job Analysis<br>Risk Manager  | 30-22/23             |
| <br><b>V. INFORMATION/COMMENTS</b>   |                      |
| A. Classified Update   |                      |
| B. Comments from Director  |                      |
| C. Comments from Commissioners   |                      |
| <br><b>VI. RECESS TO CLOSED SESSION</b>  |                      |
| A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957. |                      |
| 1. Confidential/Personnel Matters  |                      |
| <br><b>VII. RECONVENE TO OPEN SESSION</b>  |                      |
| <br><b>VIII. 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 Government Code, Section 54957. |                      |
| 1. Confidential/Personnel Matters  |                      |
| <br><b>IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: January 11, 2023 at 5:30 P.M.</b>                             |                      |

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

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of November 09, 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 Duren.

**MEMBERS PRESENT**

Mr. Dale Speights, Chairperson  
Mrs. Kathleen Duren, Vice Chairperson

**ABSENT MEMBERS**

Mrs. Deneese Thompson, Member

**STAFF PRESENT**

Ms. Mary Theus, Director, Personnel Commission

**PRELIMINARY BUSINESS**

**APPROVAL OF MEETING  
MINUTES**

Commissioner Duren motioned to approve the minutes recorded for the October 12, 2022 Regular Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye*

**PUBLIC COMMENTS**

**REFERENCING  
AGENDA ITEMS**

Mr. Ryan Beardsley, Asst. Superintendent H.R., thanked the Commission for their attention regarding the District's request to reclassify the compensation schedule for the Risk Manager position. He explained that the current responsibilities and duties of the position have significantly evolved requiring increased management and oversight of the risk management program. He further stated that the position more closely aligns with that of a Classified Administrator and is currently misplaced on the compensation schedule. Mr. Beardsley indicated that he will be present at the next meeting when the proposed job description is presented for consideration and action.

**REFERENCING  
NON -AGENDA ITEMS**

There was no testimony from the public referencing non-agenda items.

**CONSENT AGENDA**

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

**NEW BUSINESS**

**PUBLIC HEARING**

**Reappointment of the Classified Employees' Appointed Member to the Personnel Commission**

The Commission recessed at 5:33 PM to conduct a Public Hearing regarding the reappointment of Dale Speights to the Personnel Commission. Hearing no comments, the Personnel Commission meeting reconvened at 5:34 PM.

**COMMISSIONER  
REAPPOINTMENT**

**Reappointment of the CSEA Appointed Member**

Commissioner Duren motioned to approve the reappointment of Dale Speights as the CSEA appointee for a new three-year term commencing December 1, 2022, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye.*

**APPROVE ANNUAL REPORT**

**2021-2022 PERSONNEL COMMISSION ANNUAL REPORT**

Commissioner Duren moved to approve the Personnel Commission Annual Report as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye.*

**APPROVE ELIGIBILITY LIST  
WITH FEWER THAN THREE  
RANKS**

**EARLY CHILDHOOD EDUCATION FISCAL OFFICER**

Commissioner Duren moved to approve the eligibility list with fewer than three ranks for Early Childhood Education Fiscal Officer, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye.*

**APPROVE CONFERENCE  
ATTENDANCE**

**2023 ANNUAL CONFERENCE - CALIFORNIA SCHOOL PERSONNEL  
COMMISSIONER ASSOCIATION (CSPCA)**

Commissioner Duren moved to approve conference attendance for interested Commissioners and staff. Commissioner Speights provided a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye.*

**INFORMATION/COMMENTS**

**RECLASSIFICATION**

Ms. Theus shared the District's request to reclassify compensation for Risk Manager. A proposed job description with salary schedule placement will be presented for consideration and action at the next meeting. Commissioner Duren requested the proposed job description be provided a couple of days in advance of the meeting. She also, asked Mr. Beardsley attend if possible.

**CLASSIFIED UPDATE**

Ms. Theus distributed the Classified Update and outlined recruitment and testing activities in progress. She also informed the Commission of her communication with other merit districts regarding conducting job fairs, and summarized some of the details shared. Ms. Theus will draft a plan to present as a discussion item at the January meeting. She learned that in order to be somewhat successful in conducting a job fair, participation and support from administrators is necessary, in addition to making significant temporary adjustments to procedures.

**QUARTERLY EXPENSE  
REVIEW**

Operational expenses to date were presented for review. Ms. Theus noted line items where expenditures exceeded the allocation due to vendor increases that occurred after the budget was approved. Commissioner Duren commented on the current inflation period and stated that she expected that it would affect the operational budget. Yet, there is nothing shown in the review that would cause significant concern. Ms. Theus mentioned that she shared a concern with Business Office administration regarding the cost of custodial services and supplies that are impacting the Personnel Commission budget while not impacting other departments using the same supplies and services.

**COMMENTS FROM  
COMMISSIONERS**

Commissioner Duren commented that she is excited to hear more regarding what merit districts are doing to conduct job fairs. She would like to hear the presentation and discuss the particulars prior to proceeding.

**RECESS TO CLOSED SESSION**

Recessed to a Closed Session at 5:57 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 6:31 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 December 14, 2022, at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Duren and a second by Commissioner Speights, the meeting adjourned at 6:32 PM.

Respectfully submitted,

Mary Theus  
Director, Personnel Commission

**APPROVED:**

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Dale Speights, Chairperson

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Kathleen Duren, Vice-Chairperson

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Deneese Thompson, Commissioner

## Classified Update for November 9, 2022

### Testing Status:

Accounting Clerk II	Performance/written exam 10/27/2022; QAI 11/4/2022
Benefits/Payroll Clerk	Screening Applications
Bilingual Typist Clerk	QAI 10/19/2022
Child Nutrition Assistant III	Written Exam 11/9/2022, 11/15/2022
Custodian I	Written Exam 10/28, 11/1/2022, 11/7/2022
Data Processing/Accounting Technician	Screening Applications
District Receptionist	Performance/Written exam 11/15/2022
ECE Fiscal Officer	QAI 10/28/2022
Family Services Advocate	QAI 10/28/2022
Health Assistant/LVN	Written Exam 11/10/2022
Paraeducator/LVN	QAI 11/3/2022
Paraeducator-Moderate to Severe	Written Exam 11/3/2022; QAI 11/8/2022
Paraeducator Translator	Written Exam 11/10/2022
Purchasing Technician	Written Exam 11/3/2022; QAI 11/15/2022
Special Education Instructional Assistant	Written Exam 11/3/2022; QAI 11/8/2022

**Postings:**

Bilingual Administrative Clerk II	Closes 11/10/2022
Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Assistant III	Closes 11/9/2022
ECE Teacher Assistant	Continuous
Family Health Provider	Closes 11/18/2022
Health Assistant LVN	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 14, 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  
December 14, 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 Custodian	10/03/2022	10/19/2022	10/12/2022	32	21	9	12	N/A	8	8	10/12/2022
Substitute Custodian	10/03/2022	10/19/2022	11/08/2022	43	28	15	13	N/A	14	14	11/10/2022

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  
December 14, 2022

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 14, 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

December 14, 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 Clerk II	09/14/2022	10/05/2022	10/27/2022	11/04/2022	54	30	9	15	6	5	5	5	11/08/2022	11/07/2023	*Yes	8
Bilingual Administrative Clerk II	10/20/2022	11/10/2022	11/30/2022	12/08/2022	57	15	12	3	4	4	4	4	12/08/2022	12/07/2023	*Yes	4
Child Nutrition Assistant III	10/11/2022	Continuous	11/17/2022	12/06/2022	40	13	8	5	NA	4	3	3	12/06/2022	12/05/2023	*Yes	7
Custodian I	09/29/2022	10/20/2022	10/28/2022 11/01/2022 11/07/2022	N/A	124	60	49	11	N/A	45	NA	45	11/08/2022	11/07/2023	*Yes	13
District Receptionist	10/17/2022	11/07/2022	11/15/2022	11/30/2022	12	7	5	2	5	5	5	5	11/30/2022	11/29/2023	No	5
Health Assistant/LVN	10/12/2022	Continuous	11/10/2022 11/17/2022	11/29/2022	15	4	3	1	3	3	2	2	11/29/2022	11/28/2023	*Yes	7
Paraeducator Moderate-Severe	07/07/2022	Continuous	10/26/2022 11/03/2022	11/08/2022	35	6	3	3	N/A	2	2	2	11/09/2022	11/08/2023	*Yes	10
Purchasing Technician	09/28/2022	10/18/2022	11/03/2022	11/15/2022	39	18	11	7	4	4	4	4	11/15/2022	11/14/2023	No	4
Special Education Instructional Assistant I	07/11/2022	Continuous	10/26/2022 11/03/2022	11/08/2022	33	31	19	12	N/A	10	10	10	11/09/2022	11/08/2023	*Yes	20

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  
December 14, 2022

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE December 14, 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
Accounting Clerk II	09/13/2022	09/12/2023
Bilingual Administrative Clerk II	04/25/2022	04/24/2023
Child Nutrition Assistant III	09/22/2022	09/21/2023
Custodian I	06/22/2022	06/21/2023
Health Assistant/LVN	06/09/2022	06/08/2023
Paraeducator Moderate-Severe	10/14/2022	10/13/2023
Special Education Instructional Assistant I	10/17/2022	10/16/2023

**RECOMMENDATION**

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

MT:eai  
24-22/23

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	December 14, 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

12/14/2022

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Britton, Christine V.	11/14/2022	ECE Teacher Assistant (Wilsona), from Room A to Room B, 5.75 hrs/185 days	Voluntary transfer Growth position
b.	Brown, Erika	11/28/2022	Paraeducator Moderate to Severe, from (YN) to (PDC) 7.0 hrs/182 days	Voluntary transfer Growth position
c.	Cabrera, Sarah J.	11/29/2022	From Accounting Clerk II (Business Svcs) to Accounting/Data Processing Technician (Sp Ed) 8.0 hrs/12 mo.	Promotion Replacement for Tammy Jones
d.	D'Agostino, Taylor L.	11/14/2022	Instructional Assistant I, from (TW) 5.75 hrs/182 days, to (DR) 7.0 hrs/182 days	Increase by seniority Growth position
e.	Duda, Johann	11/1/2022	From Noon Duty/Campus Assistant (CM) 3.5 hrs/182 days, to Instructional Assistant I (CM) 5.75 hrs/182 days	Promotion Replacement for Stacy Gonzalez
f.	Guillen, Yarixa	11/16/2022	Instructional Assistant I, from (TW) 5.75 hrs/182 days, to (MZ) 7.0 hrs/182 days	Increase by seniority Growth position
g.	Hensley, Lynette I.	11/14/2022	Special Ed. Instructional Assistant I, from (QV) 5.75 hrs/182 days, to (SAGE) 6.5 hrs/182 days	Increase by seniority Replacement for Lindsay Diaz
h.	Lee, Jazmin M.	12/01/2022	From Special Ed. Instructional Assistant I (GP) 5.75 hrs/182 days, to Paraeducator Moderate to Severe (DW) 6.5 hrs/182 days	Promotion Growth position
i.	Reyes, John	11/15/2022	From Instructional Assistant I (OT) 5.75 hrs/182 days, to Campus Security Assistant (OT) 8.0 hrs/182 days	Promotion Replacement for Joshua Rivera
j.	Rodriguez, Desiree	12/1/2022	Paraeducator Moderate to Severe, from (YN) to (YN) 7.0 hrs/182 days	Voluntary transfer same site Growth position
k.	Rodriguez, Jose	11/03/2022	From Custodian II (SW) to Grounds/Utility Maintenance Worker II (M&O) 8.0 hrs/12 mo.	Promotion Replacement for Rafael Henriquez
l.	Rendon, Sandra G.	10/26/2022	From Crossing Guard (Transp) 2.0 hrs/182 days, to Child Nutrition Assistant I (MQ) 3.0 hrs/182 days	Promotion Replacement for Carina Tapia
m.	Serrano, Maria C.	11/23/2022	From Accounting/Data Processing Technician (ECE) to ECE Fiscal Officer (ECE), 8.0 hrs/182 days	Promotion Replacement for Lisa Kincaid
n.	Sewalson, Nicole	11/01/2022	From Child Nutrition Manager (PACS) 8.0 hrs/10 mo., to Assistant Director Child Nutrition (Ch Nutr) 8.0 hrs/12 mo.	Promotion Growth position
o.	Stock, Aide	11/28/2022	Noon Duty/Campus Assistant, from (SH) to (DW) 5.75 hrs/182 days	Voluntary transfer Replacement for Regina Odum
p.	Thomas, Dajah I.J.	10/24/2022	School Secretary, from (FS/OT) to (OT) 8.0 hrs/11 mo.	Reassignment; elimination of split position Growth position

**Transfers and Reassignments****12/14/2022**

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q.	Thomas, Dajah I.J.	12/01/2022	From School Secretary (OT) 8.0 hrs/11 mo., to Accounting Clerk II (Health Svcs) 8.0 hrs/12 mo.	Promotion Replacement for Veronika Dean
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**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: December 14, 2022 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: CONSIDER AND/OR APPROVE A REQUEST FOR A PROVISIONAL APPOINTMENT  
ADMINISTRATIVE ASSISTANT-CONFIDENTIAL

**BACKGROUND**

Human Resources Administration requested a provisional appointment to the Administrative Assistant-Confidential classification due to the incumbent's long-term leave of absence. Pursuant to Personnel Commission rules, the appointing authority may request a provisional appointment when no eligibility list exists for the class or there are an insufficient number of available eligibles (i.e. less than 3) on a list for appointment.

**STATUS**

The Personnel Commission Director verified the eligibility of the recommended appointee, Jacqueline Hernandez, in accordance with the minimum qualifications for the class of the appointment. The term of appointment will commence January 3, 2023, and shall not exceed ninety (90) working days or more than one hundred twenty-six (126) working days in a fiscal year if an extension of the provisional assignment becomes necessary. Moreover, the services of the appointee can be terminated at any time or within fifteen (15) working days after the date on which an eligibility list is established.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the provisional appointment as requested and presented.



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	December 14, 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: OCCUPATIONAL THERAPIST	

**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 classification of Occupational Therapist are ongoing and historically challenging. This is a position that is posted continuously and difficult to fill because of the minimum qualifications. We currently have one eligible candidate who has met all minimum qualifications and successfully completed the competitive examination process.

To support the Special Education needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the Occupational Therapist eligibility list containing one eligible, as presented.

Palmdale School District  
Personnel Commission

December 14, 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
Occupational Therapist	07/18/2022	Continuous	N/A	11/29/2022	2	1	1	0	N/A	N/A	1	1	11/29/2022	11/28/2023	No	1

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  
December 14, 2022

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: December 14, 2022 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE NEW CLASS DESCRIPTION AND SALARY SCHEDULE PLACEMENT:  
PERSONNEL ADMINISTRATIVE CLERK II

**BACKGROUND**

The District currently has an entry-level classification in Human Resources where routine and repetitive general clerical duties and responsibilities involved in obtaining substitute personnel are performed. In order to accommodate the increasing need for skilled personnel to perform a variety of technical human resource activities related to classified employment, a job description has been developed to meet that need.

**STATUS**

Attached is the proposed job description for a new classification titled Personnel Administrative Clerk II, with suggested salary schedule placement. CSEA has ratified the proposed description and salary.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the new classification, job description and salary schedule placement as presented.

# PERSONNEL ADMINISTRATIVE CLERK II

Bargaining Unit: CSEA

**Proposed Salary Range: 30**  
(\$3,783.36 - \$4,597.65)

## **Basic Function**

Under the direction of the Assistant Superintendent of Human Resources or designee, performs a variety of technical personnel activities involved in the selection, processing, onboarding, and compensation of classified personnel; create and maintain employee records in an automated environment; read, analyze, and prepare data to ensure compliance with mandated requirements.

## **Distinguishing Characteristics**

The Personnel Administrative Clerk II is the experienced-level class in the human resources career series that requires the ability to perform a variety of technical human resource activities related to classified employment. In addition to the duties specified in the class description, incumbents review, interpret and apply labor agreements, and other policies and procedures governing human resources management of the District. Positions at this level may function independently in the absence of supervision.

The Personnel Administrative Clerk is the entry-level class in the series. Incumbents are assigned a variety of routine and repetitive general clerical duties and responsibilities involved in obtaining classified and certificated substitute personnel, perform data entry in computer equipment, and assume relief responsibilities in the human resources department when needed.

## **Example of Essential Duties and Responsibilities**

Duties may include, but are not limited to, the following:

1. Performs a variety of technical activities involved in the screening, selection, and processing of classified personnel; distributes, collects, prepares, processes, sorts, files, and evaluates a variety of employment forms and documents.
2. Provides information and assistance to District personnel, outside agencies and the public to exchange information concerning various personnel matters, time lines, requirements, practices, regulations, and policies and procedures; initiates and receives telephone calls.
3. Composes routine correspondence, such as email, letters, forms, notices, notifications, and memos; duplicates and distributes materials; reviews various forms and documents for accuracy and completeness; obtains additional information and makes corrections as needed.
4. Performs Livescan fingerprint duties when necessary for potential district employees, volunteers or those referred from other agencies; collects appropriate fees.
5. Calculates and monitors probationary and longevity dates; communicate and distribute evaluation periods; verify and monitor annual salary advancements.
6. Enters data in human resources computer using related software programs; reviews and edits data extracted from the human resources database for reporting purposes.

7. Creates and manages spreadsheets, prepares and maintains a variety of records, reports and files related to human resource transactions.
8. Performs activities related to out-of-class work assignments, extra duty, extended school year, intersession, and other additional assignments in accordance with labor agreements and District policies and procedures.
9. Creates and maintains electronic records, including but not limited to, conditions of employment, tuberculosis compliance, licenses and certifications, Letters of Reasonable Assurance, and other records to comply with lawful and/or District regulations.
10. Assist with resolving payroll discrepancies to ensure the accuracy of records and timely compensation.
11. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of classified Human Resources operations.

**Knowledge and Skills:**

1. Personnel office functions.
2. Practices and procedures related to classified personnel.
3. Record-keeping and report preparation techniques.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. Modern office procedures; operation of computer and assigned software.
6. Data control procedures and data entry operations.
7. Interpersonal skills using tact, patience and courtesy.
8. Human relations skills to project positive image of the department, convey instructions to others, and to deal with confidential information.

**Abilities:**

1. Requires the ability to carry out all aspects of the position.
2. Become familiar with classified labor agreements and District policies.
3. Learn to interpret District personnel policies and procedures, techniques and rules governing human resources management of the District.
4. Respond to requests and inquiries from District personnel and the general public.
5. Compile information and prepare and maintain a variety of records and reports.
6. Learn fundamental principles, methods, and procedures related to classified personnel.
7. Understand and carry out oral and written directions.
8. Work effectively and independently in the absence of supervision.
9. Meet schedules and time lines.
10. Maintain confidentiality.
11. Operate a variety of standard office equipment, including a copier, fax machine, computer and assigned software; specialized equipment, such as a private branch exchange switchboard.
12. Perform clerical work with speed and accuracy.
13. Type at a speed necessary for successful job performance.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain cooperative working relationships with those contacted in the course of work.

## **Education and Experience**

### **Education**

High school diploma or equivalent.

### **Experience:**

Two years of increasingly responsible clerical work, including one-year of desired personnel and/or human resources experience.

### **Licenses and Certifications**

Ability to obtain Department of Justice fingerprinting certification upon hire.

Possession of a valid California driver's license

Ability to be covered under the District property and liability insurance.

## **Work Environment and Physical Abilities**

This job is primarily performed in an indoor climate-controlled environment. Incumbents sit for extended periods of time; some standing, reaching overhead, bending and/or twisting at waist to file or retrieve materials; dexterity of hands and fingers to operate computer keyboard/mouse, telephone and switchboard; speaking to exchange information; hearing and vision with or without correction.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	December 14, 2022	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM: PERSONNEL ADMINISTRATIVE CLERK 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 recommended format.

**STATUS**

The physical/mental requirements for Personnel Administrative Clerk II is presented for approval in the currently utilized ADA Compliant Job Analysis abbreviated format as attached.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis as presented.

PALMDALE SCHOOL DISTRICT  
**ADA Compliant Job Analysis**

**PERSONNEL ADMINISTRATIVE CLERK II**

**Frequency Key:** The following abbreviations denote the frequency an activity is performed daily.

N = Never  
I = Infrequently (less than once per day)  
O = Occasionally (less than 2 ½ hours per day)  
F = Frequently (2 ½ to 5 hours per day)  
C = Continuously (more than 5 hours per day)

**PHYSICAL DEMANDS**

**Postures/ Movements:** During Essential Functions

Sitting	F-C	Kneeling	I	Twisting at Waist	O-F
Standing	O	Crawling	I	Reaching:	
Walking	O	Climbing	I	Above Shoulders	O
Bending	O	Balancing	I	At/Below Shoulders	O-F
Stooping	I-O	Foot Controls	I	Neck Extension (up)	F
Squatting	I-O	Pushing	O	Neck Flexion (down)	F
Lying Down	N	Pulling	O	Neck Rotation (turning)	F

Comments:

**Lifting:** During Essential Functions

\* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F	O	Paper/files/supplies, handbooks, office equip.
11-25	O-F	F	O	Various office equip/machines, box of files/paper
26-50*	I-O	I-O	N	Fingerprint equipment
51-75*	N-I	N-I	N	Box of paper/files
76-100	N	N	N	
Over 100	N	N	N	

Comments: \* Overweight Items require breaking down or assistance

**Carrying:** During Essential Functions

\* Indicates with assistance

Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	F	100'	Paper/files/supplies, handbooks, office equip.
11-25	O-F	50'	Various office equip/machines, box of files/paper
26-50*	I-O	50'	Box of paper/files; office machines
51-75*	N-I	50'	Box of paper/files
76-100	N	N	
Over 100	N	N	

Comments: \*Over weight items require breaking down or assistance



OBJECT MANIPULATION		
Physical Activity	Freq.	Tools & materials handled During ESSENTIAL Functions:
Fine Grasp	O-F	Writing instruments, paper, office supplies, telephone
Fine Manipulation	O-F	Writing instruments, paper, office supplies, telephone
Gross Grasp	I	Moving boxes of files, binders, office supplies/equipment
Gross Manipulation	I	Moving boxes of files, binders, office supplies/equipment
Power Grasp	I	Moving boxes of files, binders, office supplies/equipment

MENTAL AND PSYCHOLOGICAL DEMANDS		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	F-C	
2	Maintain the established work pace.	C	
3	Adhere to established work and safety procedures.	C	
4	Respond appropriately to direction, evaluation, or critiques.	F-C	
5	Respond appropriately to changes in the work setting.	C	
Attention to Task/ Details:			
6	Perform simple/repetitive tasks.	F	
7	Perform complex technical activities/varied tasks.	F	
8	Organize tasks and set priorities; meet schedules/deadlines.	C	
9	Manage multiple tasks simultaneously.	C	
Interaction with Others:			
10	Work cooperatively with co-workers and peers.	C	
11	Courteous and appropriate interactions with customers, outside agencies, and the public.	F-C	
12	Give training and direction to others.	O	
Decision Making:			
13	Use basic problem-solving techniques.	F-C	
14	Work autonomously or with minimal supervision.	F-C	
15	Make independent decisions based on data/circumstances.	F-C	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C	1-11		
Hearing	C	1-2, 4-5, 8, 10-11		
Speaking	F	1-5, 8, 10-11		
Reading	F-C	1-11		
Writing	F-C	1-11		
Math	F-C	1-11		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	C	Climate-controlled environments		
Outdoors	I	Seasonal weather conditions (e.g. walking to/from car; visiting adjacent offices/buildings)		
Cold	I	Climate-controlled environments; seasonal weather conditions when outdoors		
Heat	I	Climate-controlled environments; seasonal weather conditions when outdoors		
Humidity	I	Climate-controlled environments; seasonal weather conditions when outdoors		
Temperature Swings	I	Climate-controlled environments; seasonal weather conditions when outdoors		
Dust/Wind	I	Office/equipment dust; seasonal weather conditions when outdoors.		
Noise	I	Staff, office equipment, phones; exposure to noise from custodial/maintenance equipment		
Vibration	N	Rolling/push carts; exposure to custodial/maintenance equipment		
Fumes/ Odors	I	Fragrances; body odors; food smells; sanitizing/cleaning agents		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	I-N	Malfunctioning office equipment		
Electrical Hazards	I-N	Plugging/unplugging equipment from wall, extension cords, and/or surge protectors.		
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate office attire as per Board dress code policy; protective attire/equipment as necessary (e.g. latex gloves; sanitizer, face masks/shields, etc.); annual Target Solutions trainings.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	F-C		
Operate automobile	I		
Computer, standard office equipment; fingerprint device	O-F		

WORK SETTING				
<b>Brief Description of Work Site:</b> District Central Office/Human Resources or as assigned				
<b>Breaks:</b> Two 15 min. breaks/4 hours; 30-min. lunch		<b>Overtime:</b> Variable, as needed		
<b>Supervised by:</b> HR Management		<b>Supervises:</b> N/A		
<b>Number of Employees at Work Site:</b> Less than 20				
<b>Characteristics of Site:</b>	<b>%</b>		<b>%</b>	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Solange Henriquez		Director-Classified Personnel	
Mary Theus		Director, Personnel Commission	
<b>Other Sources of Information:</b>			
Observation of work <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview			
Written by: Mary Theus, Director Personnel Commission - 12/6/2022			
PC Approval:			

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: December 14, 2022 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_X\_\_\_ ACTION

FROM: Mary Theus  
Director, Personnel Commission

RE: APPROVE REVISION TO LEADERSHIP JOB DESCRIPTION AND SALARY PLACEMENT:  
RISK MANAGER

**BACKGROUND**

A job description for Risk Manager is currently in place to organize and manage the District's comprehensive risk management program under the direction of the Assistant Superintendent of Human Resources.

**STATUS**

Revision and update of the current job description for Risk Manager is recommended in order to more efficiently cover the scope of autonomous duties and responsibilities required of the position, as well as to meet current requirements, mandates, and the growing needs of the District.

Compensation for Risk Manager is currently positioned on the schedule outside of other classified management. As the scope of the duties and responsibilities performed more closely align with those of a Classified Administrator, the District advocates for compensation at the Classified Administrator level.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the proposed job description revision and salary schedule placement as presented.

October 25, 2022

Ms. Mary Theus, Director, Personnel Commission  
37230 37<sup>th</sup> Street East  
Palmdale, CA 93550

RE: Request for Reclassification

Please allow this to serve as a formal request to reclassify the compensation schedule for Risk Manager, current staffed by Mrs. Dawn Schmucker.

In a review of the job description, Mrs. Schmucker has been performing duties more closely aligned with those of a Classified Administrator. Examples of new and evolved duties for the Risk Manager position include:

- New lines of insurance coverage to manage in addition to claims/litigation for increased areas of cyber and sexual assault & molestation (SAM) liabilities.
- Collaboration with the Business Division to revise the contracting process.
- Additional responsibility of reviewing service contracts in addition to the revision of current contract language.
- Assisting HR and Business Services with development and implementation of the new PSD Charter Bus program. This adds additional areas of liability with regard to accidents / claims.
- District level expert for the handling of claims and litigation. Acts as a liaison between our insurance providers and TPA (SISC, PRISM, Alliant, AdminSure), JPAs (SIRMA I and SISC), claims adjusters (SISC and AdminSure), legal counsel, independent investigators, Nurse Case manager for W/C claims, and Rachel Shaw HR Consultants.
- Addition of PACS has created separate lines of insurance coverage along with all other support provided to an additional site.
- CSRM (Certified School Risk Manager) Designation
- Service as SIRMA I JPA Secretary and Vice President
- COVID related claims and processing

In reviewing the history of the Risk Manager position I was unable to find a justification for placing the position outside of nearly every other Classified Management. Placement slightly above a Classified Director, but significantly lower than Classified Administrator appears to be arbitrary, however I believe there was a reason at the time the decision was made. Although I would advocate for a placement at the level of Classified Administrator, I would ask that at minimum, a schedule be created that lies at the midpoint between Classified Director and Classified Administrator given the reasons above in addition to the regular oversight of millions of dollars in potential liability exposure that Mrs. Schmucker is able to help our district navigate.

Thank you for your consideration,

Mr. Ryan Beardsley  
Assistant Superintendent  
Human Resources

# RISK MANAGER

Bargaining Unit: Management

## SALARY RANGE

~~\$88,625.00 – \$113,111.00 Annually~~

\$127,659.00 - \$162,928.00 Annually

## **BASIC FUNCTION**

Under the direction of the Assistant Superintendent of Human Resources, plans, organizes, manages and implements a comprehensive risk management program for the District, including workers' compensation, property and liability self-insured programs, [safety and training](#); serves as the District's Safety Officer and directs [training and regulatory compliance programs](#), leads committees, training and regulatory compliance programs related to District safety issues; supervises and evaluates assigned technical and clerical staff; [serves as a resource to others](#); and performs related duties relative to assigned area of responsibility.

## **EXAMPLE OF DUTIES** [REPRESENTATIVE DUTIES AND RESPONSIBILITIES](#)

Duties of this position include, but are not limited to

1. Plans, organizes, ~~manages~~ [administers](#), and implements a comprehensive risk management program for the District ([e.g. including workers' compensation, property and liability self-insured programs, etc.](#)).
2. Participates in development of policies and administrative procedures regarding risk management.
3. [Collaborates with internal and external personnel \(e.g. human resources, payroll, physicians, attorneys, state agencies, etc.\) for the purpose of ensuring compliance with district policies and mandated legal requirements, and implementing and/or maintaining services and programs.](#)
4. Performs research in the area of risk management and analyzes data concerning past experience in workers' compensation, liability and related programs for the purpose of developing, recommending and implementing plans and programs incident to the reduction of losses.
5. [Serves as the District's Joint Powers Authority \(JPA\) Board Member \(alternative representative\) and attends board meetings.](#)
6. Provides technical assistance and expertise in evaluating existing and proposed insurance coverage and ~~insurance contract~~ [language of major contracts, leases, and agreements for adequacy and compliance with policies and procedures; collaborates with JPA or other third-party administrators to review agreements and to ensure legal compliance.](#)
7. Ensures all programs administered comply with the intent of the Americans with Disabilities Act ([ADA](#)).
8. Serves as District's Safety Officer; directs and leads committees; participates in programs related to Disaster/Emergency Preparedness and School Safety.
9. Acts as liaison with insurance representatives of carriers serving the district, legal representatives, employee organizations, medical personnel and facilities, and related local, state and federal agencies.
10. [Attends legal hearings \(e.g. workers' compensation cases, related benefits disputes cases, liability claim cases, etc.\) for the purpose of providing testimony and monitoring proceedings.](#)

11. Investigates and handles claims filed against the district in the incumbent's areas of responsibility; ~~processes and/or~~ directs and manages processing of all workers' compensation claims.
- ~~12. Monitors and evaluates related services provided to the district; reviews current legislation and prepares written analyses and recommendations regarding risk management.~~
12. Coordinates interactive processes, return-to-work, and light-duty programs as it pertains to employees with workers' compensation injuries; evaluates reasonable accommodations and adjustments in temporary bridge assignments to expedite return-to-work.
13. Participates in the investigation of incidents and coordinates the preparation of material and evidence for use in hearings, litigation, and property and liability claim cases.
14. Reviews regulatory requirements and initiates technical guidance in the formulation, interpretation, and application of district policies and procedures as they pertain to risk management, liability claims, workers' compensation claims, occupational and student health and safety regulations, workplace accommodations, and other related issues.
15. Oversees general safety training programs; develops and promotes policies and programs relating to employee and student safety.
16. Manages the District's Department of Motor Vehicle Pull Notice Program and Personal Vehicle Use Program.
17. Prepares reports; makes presentations to the Board of Trustees, employee groups, and management leadership team.
18. Directs, trains, supervises and evaluates the performance of assigned staff.
- ~~19. Oversees general safety training programs.~~
19. Performs other related duties, as assigned. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the risk management program.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- ~~Principles, practices, procedures, methods and trends of risk management and insurance administration.~~
- ~~Federal, state and local laws, rules, regulations pertinent to Worker's Compensation and industrial injury, CAL/OSHA regulations, general insurance coverage, employer liability, group health, life, and disability.~~
- ~~District organization, operations, and policies.~~
- ~~Claims reporting and claims adjustment techniques.~~
- ~~Principles and practices of business administration.~~
- ~~Statistical, research and survey methods and techniques.~~
- ~~Report writing, presentations.~~
- ~~English usage, spelling, grammar and punctuation.~~
- ~~Principles and practices of effective supervision.~~

### **Ability to:**

- ~~Plan, organize and direct a comprehensive risk management program.~~
- ~~Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the District and administrators.~~

- Understand, interpret and apply laws, rules, and regulations pertinent to risk management and insurance.
- Analyze complex problems, prescribe solutions/alternatives.
- Prepare accurate statistical calculations, clear and concise reports.
- Prepare and deliver oral and written presentations.
- Plan, direct, coordinate, and evaluate the work of others.
- Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals.
- Communicate effectively, both orally and in writing.
- Maintain sensitivity to ethnic, cultural and sexual differences.

## **Skills, Knowledge and Abilities**

**KNOWLEDGE** is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- Principles, practices, and methods of risk management and insurance administration practices
- Pertinent federal, state, and local laws, codes, policies, and/or regulations relevant to workers' compensation and industrial injury; CAL/OSHA regulations; employer property and liability.
- Claims reporting and adjustment techniques.
- Principles and practices of business administration.
- Risk/loss trend analysis.
- Statistical, research and survey methods and techniques.
- Report writing and presentations.
- English usage (e.g. spelling, grammar, punctuation).
- Principles and practices of effective supervision.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes. Problem solving is required to analyze issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- Plan, organize and direct a comprehensive risk management program.
- Understand, interpret and apply laws, rules, and regulations pertinent to risk management and insurance.
- Prepare and deliver oral and written presentations.
- Meet deadlines and schedules; set priorities.
- Work with multiple projects; manage frequent interruptions and changing priorities.
- Analyze and evaluate data and complex problems; prescribe solutions/alternatives.
- Prepare accurate statistical calculations, and clear and concise comprehensive reports.
- Work with detailed information/data; create and maintain accurate records.



- Supervise use of funds.
- Communicate effectively, both orally and in writing.
- Work independently with little or no direction.
- Exercise and maintain sensitivity to ethnic, cultural, and individual differences.
- Maintaining confidentiality.
- Plan, direct, coordinate, and evaluate the work of others.
- Facilitate communication between persons with frequently divergent positions.
- Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals

## **EXPERIENCE AND EDUCATION**

**Education:** Graduation from an accredited college or university, with major coursework in business administration, public administration, [risk management](#), or [closely](#) related field ~~is desired~~. ~~Coursework in accounting, insurance, data processing or risk management is highly desirable.~~

**Experience:** Four years experience directly involved in the administration of a risk management program in a public or private entity of comparable size to the District, [including one year at a supervisory level](#). This experience should include responsibility for risk management, workers' compensation claims and general liability claims. ~~Additional years of experience in the field of risk management may be substituted for education on a year to year basis, up to a maximum of two (2) years.~~ [An Associate in Risk Management \(ARM\) designation, or Certified Risk Managers Program \(CSRM\) designation may be substituted for one year of required experience.](#)

**LICENSES AND OTHER REQUIREMENTS:** Possession of an appropriate, valid [California](#) driver's license [and auto liability insurance](#). ~~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.

## **CLASS SPEC TITLE 7:**

~~The ability to speak, read and write a second language other than English, such as Spanish, is desirable.~~

**SPECIAL REQUIREMENTS:** [The ability to speak, read and write a second language other than English, such as Spanish, is desirable.](#)

## **APPOINTMENT**

[Employees in this classification must serve a probationary period of one \(1\) year of paid service. During this period, an employee must demonstrate an overall satisfactory level of performance. Failure to do so shall result in the employee's termination without right of appeal.](#)

**WORK ENVIRONMENT:** [Work is primarily performed in a temperature controlled office environment and subject to typical office and employee/public noise. Exposure to outside inclement weather conditions when visiting sites or attending meetings. This position may require occasional weekend work and travel.](#)

**PHYSICAL AND MENTAL REQUIREMENTS:** Significant sitting for long periods of time; some standing, walking, lifting, carrying, pushing and/or pulling, bending, stooping, squatting, reaching at/below or above shoulders, twisting at waist. Dexterity of hands/fingers for repetitive motion, such as frequent writing, grasping and holding. Vision in normal range, with or without correction, to perform frequent reading and close-up work; hearing in normal range, with or without correction, to exchange information with others through in-person, virtual, and telephone communication.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	December 14, 2022	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM: RISK MANAGER	

**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 recommended format.

**STATUS**

The physical/mental requirements for Risk Manager are presented for approval in the currently utilized ADA Compliant Job Analysis abbreviated format as attached.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis as presented.

PALMDALE SCHOOL DISTRICT  
**ADA Compliant Job Analysis**

**RISK MANAGER**

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never  
I = Infrequently (less than once per day)  
O = Occasionally (less than 2 ½ hours per day)  
F = Frequently (2 ½ to 5 hours per day)  
C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS					
Postures / Movements: During Essential Functions					
Sitting	F-C	Kneeling	I-O	Twisting at Waist	O-F
Standing	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I-O	Above Shoulders	I-O
Bending	O	Balancing	I	At/ Below Shoulders	O-F
Stooping	I-O	Foot Controls	I	Neck Extension (up)	C
Squatting	I-O	Pushing	I-O	Neck Flexion (down)	C
Lying Down	I	Pulling	I-O	Neck Rotation (turning)	C

Lifting: During Essential Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F	F	Paper/files/supplies, reference books/binders
11-25	O	O	O	Paper/files/supplies, reference books/binders
26-50*	I	I	I	Equipment/tables/chairs/tools
51-75*	N	N	N	N/A
76-100*	N	N	N	N/A
Over 100*	N	N	N	N/A

Comments: \* Overweight Items require breaking down or assistance

Carrying: During Essential Functions				* Indicates with assistance
Weight - Pounds	Freq.	Distance	Examples of Objects Carried	
Up to 10	O	100'	Papers, office supplies, reference books/binders	
11-25	O	100'	Paper, supplies/equipment/tools	
26-50*	I	20'	Equipment/tables/chairs/tools	
51-75	N	N	N/A	
76-100	N	N	N/A	
Over 100	N	N	N/A	

Comments: \* Overweight Items require breaking down or assistance

OBJECT MANIPULATION		
Physical Activity	Freq.	Tools & materials handled During ESSENTIAL Functions:
Fine Grasp	O-C	Writing instruments, paper, office supplies
Fine Manipulation	O-C	Writing instruments, paper, office supplies
Gross Grasp	I-O	Moving file boxes/binders/office supplies/equipment
Gross Manipulation	I-O	Moving file boxes/binders/office supplies/equipment
Power Grasp	I-O	Moving file boxes/binders/office supplies/equipment

MENTAL AND PSYCHOLOGICAL DEMANDS		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Understand and follow written and oral instructions.	O-C	
2	Maintain the established work pace.	C	
3	Adhere to established work and safety procedures; recognize potential hazards and follow appropriate precautions.	C	
4	Respond appropriately to direction, evaluation, and/or critiques.	C	
5	Adapt and respond appropriately to changes in the work setting.	C	
Attention to Task/ Details:			
6	Perform simple/repetitive tasks.	F-C	
7	Perform complex and varied tasks.	F-C	
8	Coordinate, organize, analyze, and set priorities.	C	
9	Manage multiple tasks simultaneously.	O-C	
Interaction with Others:			
10	Work cooperatively with co-workers and peers.	C	
11	Interact appropriately with diverse groups of people.	F	
12	Provide training/instruction.	F	
13	Direct or supervise others.	C	
Decision Making			
14	Use basic problem-solving techniques; set realistic goals/plans.	C	
15	Work autonomously, or with minimal supervision; perform at a consistent pace.	C	
16	Make independent decisions or judgments based on appropriate data/circumstances.	C	

COMMUNICATION/SENSORY DEMANDS				
Method	Freq.	Essential Function #'s	Freq.	Non-Essential Function #'s
Seeing	C	1-18		
Hearing	C	1, 3-6, 8-18		
Speaking	C	1, 3-6, 8-18		
Reading	C	1-18		
Writing	C	1-18		
Math	F-C	1-4, 6, 8-14, 18		

ENVIRONMENTAL CONDITIONS				
Environment	Freq.	Description: ESSENTIAL	Freq.	Description: NON-ESSENTIAL
Indoors	C	Climate-controlled environments		
Outdoors	O	Inclement weather; attending off-site activities		
Cold	O	Climate-controlled environments; seasonal weather when outdoors		
Heat	O	Climate-controlled environments; seasonal weather when outdoors		
Humidity	I	Climate-controlled environments; seasonal weather when outdoors		
Temperature Swings	I	Climate-controlled environments; seasonal weather when outdoors		
Dust/Wind	I	Office/equipment dust; seasonal weather when outdoors		
Noise	O-F	Staff, office equipment, phones; exposure to noise from custodial/grounds/maintenance equipment		
Vibration	I-O	Walking on metal ramps; using push carts; exposure to custodial/grounds/maintenance equipment		
Fumes/Odors	I	Fragrances; cleaning/sanitizing agents; exposure to automobile exhaust when walking to car and buildings or during site visits.		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	I-N	Malfunctioning equipment (i.e. computers; office machines, etc.)		
Electrical Hazards	I	Plugging / unplugging equipment from wall, extension cords, and/or surge protectors.		
Explosive Hazards	N			
<b>Safety Equipment/ Training/ Attire:</b> Appropriate attire as per Board dress code policy; protective attire/equipment as necessary (e.g. latex gloves; sanitizer, face masks/shields, disposable gowns, etc.); annual Target Solutions trainings.				

OPERATION OF VEHICLES, EQUIPMENT or MACHINERY			
During ESSENTIAL Functions	Freq.	During NON-ESSENTIAL Functions	Freq.
Computer, standard office equipment	C		
Personal or District Vehicle	O-F		

WORK SETTING				
<b>Brief Description of Work Site:</b> District assigned work site/building/office				
<b>Breaks:</b> Typically, two 15 min. breaks; 30 min. lunch		<b>Overtime:</b> Exempt		
<b>Supervised by:</b> Asst. Supt. of H.R.		<b>Supervises:</b> Assigned staff		
<b>Number of Employees at Work Site:</b> Approximately three				
<b>Characteristics of Site:</b>	<b>%</b>		<b>%</b>	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	40	Variable Tasks	60	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Dawn Schmucker		Risk Manager	12/6/2022
Mary Theus		Director, Pers. Commission	12/6/2022
<b>Other Sources of Information:</b>			
Observation of work <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview			
Written by: Mary Theus, Director Personnel Commission - 12/6/2022			
PC Approval:			