



PERSONNEL COMMISSION

Wednesday, April 14, 2021 - 5:30 P.M.
37230 37th Street East,
Palmdale, CA 93550

AGENDA OF REGULAR MEETING

You are invited to Join a Zoom Meeting

When: April 14, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 04/14/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/91449516347>

Or iPhone one-tap:

US: +12133388477,,91449516347#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 213 338 8477

MEETING ID: 914 4951 6347

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

- A. Approval of Meeting Minutes – March 10, 2021
- B. Approval of Meeting Minutes for Special Joint Meeting – March 12, 2021

ACTION

36-20/21
37-20/21

II. PUBLIC COMMENTS

- A. Comments Concerning Items on the Agenda
- B. Comments from Members of the General Public Regarding Non-Agenda Items

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Given the current shelter in place order in Los Angeles County, we are making available remote, online participation in order to promote the safety and health of our community. We will not have in person public participation during this period due to the health and safety risks it poses. You may call in to the meeting to provide public comment via Zoom. You can join the Zoom Meeting from a computer, mobile device, or tablet. The Zoom meeting information is above and provided on the district's website for every Personnel Commission meeting agenda, as long as needed during the COVID-19 pandemic.

In compliance with the American with Disabilities Act, if you need special assistance in this meeting, please 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.

As of July 1, 2008, 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 for public review in the Personnel Commission office.

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.

ACTION

38-20/21

- A. Approval of Consent Agenda
 - 1. Ratification of Eligibility Lists
 - 2. Extension of Eligibility Lists
 - 3. Nullification of Eligibility Lists
 - 4. Ratification of Transfers

IV. NEW BUSINESS

DISCUSSION

ACTION

- A. Public Hearing: Proposed Budget of the Personnel Commission FY 2021-2022
- B. Approve Budget of the Personnel Commission FY 2021-2022
- C. Approve Eligibility List with Less Than Three Ranks: Occupational Therapist
- D. Approve New Classification and Salary Schedule Placement:
Bilingual Registrar – High School
- E. Approve American with Disabilities Act (ADA) Compliant Form:
Bilingual Registrar – High School
- F. Approve Proposed Revision to Job Description and Salary Schedule Placement:
Family Services Advocate
- G. Approve Proposed Revision to Job Description and Salary Schedule Placement:
Fingerprint Technician
- H. Approve Update of American with Disabilities Act (ADA) Compliant Form:
Fingerprint Technician

V. INFORMATION/COMMENTS

- A. Quarterly Expense Review
- B. Classified Update
- C. Comments from Director
- D. 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: May 12, 2021 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of March 10, 2021 Regular (Virtual) Meeting

Zoom Meeting ID: 997 1876 2557

CALL TO ORDER	Commissioner Thompson, Chairperson, called the meeting to order at 5:34 P.M. and led the Pledge of Allegiance.
MEMBERS PRESENT	Mrs. Deneese Thompson, Chairperson Mr. Dale Speights, Vice-Chairperson Mrs. Kathleen Duren, Commissioner
STAFF PRESENT	Ms. Mary Theus, Director, Personnel Commission Mrs. Esthefany Iraheta, Administrative Secretary
PRELIMINARY BUSINESS	Approval of Meeting Minutes Commissioner Speights motioned to approve the minutes recorded for the February 10, 2021 regular meeting, with Commissioner Duren providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	There were no comments concerning agenda items.
PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS	There were no comments concerning 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. <i>Duren-aye; Speights-aye; Thompson-aye</i>
NEW BUSINESS	Approval of Ratification of expense over \$500 – Task Chairs Commissioner Duren motioned to ratify the referenced expense, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i> Ratification of Request for Voluntary Demotion Commissioner Speights motioned to ratify the request for voluntary demotion, with Commissioner Duren providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i> Approval of Americans with Disabilities Act (ADA) Compliant Form Director –Maintenance and Operations Commissioner Duren motioned to approve the ADA Compliant Form Director-Maintenance and Operations, with Commissioner Speights providing a second. The motion carried by unanimous vote. <i>Duren-aye; Speights-aye; Thompson-aye</i>
INFORMATION/COMMENTS	Classified Update Ms. Theus distributed the Classified Update. It is attached as part of the official minutes.

Comments from Director, Personnel Commission

Ms. Theus provided updates on the following topics:

- School reopening at four sites to resume in-person student instruction
- Board of Trustees' acknowledgment of certificated and classified retirees for the 2019-2020 year.
- Vaccine clinic at SAGE Magnet Academy and its efficient operations.

She commended Cabinet and Julie Ferebee, Director of Health Services, in their planning, involvement and commitment in the setup of the vaccine clinic for PSD employees. Ms. Theus also congratulated the classified employees that retired, and wished them well.

Comments from Commissioners

Commissioner Speights shared his personal experience fighting COVID 19, and hopes everyone takes advantage of the opportunity to get the vaccine.

Commissioner Duren commented that she received her second vaccine and is feeling like wonder woman. She is happy that the numbers of COVID cases are dropping and that the state is concentrating on bringing vaccines to high risk populations. She also mentioned that she is very excited at the efforts made by Palmdale School District and its partnership with the ambulance company. Commissioner Duren also thanked board member Nancy Smith for making such a great effort with the city to get a larger vaccination site at the fairground. This will allow more people who haven't had the vaccines to sign up. Lastly, she welcomed back all students, certificated and classified employees, and is looking forward to the Commission meeting in person.

Commissioner Thompson mentioned her family will be getting their second vaccine soon. She expressed thanks to Astrid Cante for sending a package that contained face masks, a t-shirt and pens that represented each middle school magnet academy. She was very pleased to receive it.

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

RECESS TO CLOSED SESSION

Recessed at 5:46 P.M.

REPORT OUT OF CLOSED SESSION

Reconvened to open session at 6:06 P.M. The Commission took no action to report.

ADJOURNMENT

On a motion by Commissioner Speights and second by Commissioner Duren, with Commissioner Thompson voting yes, the meeting adjourned at 6:07 P.M.

Respectfully submitted,

Mary Theus

Mary Theus
Director, Personnel Commission

APPROVED:

Deneese Thompson, Chairperson

Dale Speights, Vice Chairperson

Kathleen Duren, Commissioner

Classified Update for March 10, 2021

Testing Status:

Child Nutrition Assistant I	Written exams pending
Family Services Advocate	QAI – 3/05/21
Instructional Assistant I	Written exams scheduled – 7 sessions
Special Education Instructional Assistant	Written exams scheduled – 12 sessions, QAI tentative date – 3/30/21
Technology Support Liaison	Tentative practical/written exam dates – Week of March 29th

Postings:

Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Cashier I	Closes 3/30/21
Child Nutrition Assistant II (promotional)	Closes 3/30/21
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Parent/Community Liaison	Closes 3/11/21

Personnel Commission Meeting
of the
Palmdale School District

Minutes of March 12, 2021 Special Joint (Virtual) Meeting

Zoom Meeting ID: 936 1274 8916

CALL TO ORDER	Kathleen Duren, Personnel Commission Chairperson, called the meeting to order at 1:40 P.M.
PLEDGE OF ALLEGIANCE	Simone Zulu Diol, Clerk of the Board, led the Pledge of Allegiance.
MEMBERS PRESENT	Mrs. Deneese Thompson, Chairperson Mr. Dale Speights, Vice-Chairperson Mrs. Kathleen Duren, Commissioner
STAFF PRESENT	Ms. Mary Theus, Director, Personnel Commission Ms. Esthefany Iraheta, Administrative Secretary Ms. Elvira Cova, Personnel Analyst Ms. Stacey Elliott, Personnel Analyst
PRELIMINARY BUSINESS	Approve the Agenda for the March 12, 2021 Special Joint Meeting Commissioner Speights motioned to approve, with Commissioner Thompson providing a second. The motion carried by the following vote: <i>Duren-aye; Speights-aye; Thompson-aye</i>
PUBLIC COMMENT CONCERNING AGENDA ITEMS	There were no comments to address the referenced agenda items.
PRESENTATION	Joint Presentation by Legal Counsels on the California Merit System: District and Personnel Commission Roles and Responsibilities. Attorney Jay Fernow of Fagen Friedman & Fulfroft LLP, counsel for the Personnel Commission, and Attorney Bonny Garcia of Garcia Hernandez Sawhney LLP, counsel for Palmdale School District, shared their PowerPoint presentation. Discussion Between and Among Personnel Commission, District and Stakeholders Regarding District and Personnel Commission Roles and Responsibilities. Attorney Jay Fernow, counsel for the Personnel Commission, and Attorney Bonny Garcia, counsel for Palmdale School District, led a discussion with all parties present.
ADJOURNMENT	On a motion by Commissioner Duren, with Commissioner providing a second and Commissioner Speights voting yes, the meeting was adjourned at 2:39 P.M. The next regularly scheduled Personnel Commission meeting will be on April 14, 2021 at 5:30 P.M.

Respectfully submitted,

Mary Theus

Mary Theus
Director, Personnel Commission

APPROVED:

Deneese Thompson, Chairperson

Dale Speights, Vice Chairperson

Kathleen Duren, Commissioner

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	April 14, 2021	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
April 14, 2021**

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Child Nutrition Assistant I	10/29/2020	11/19/2020	4/5, 4/6, 4/7/2021	NA	70	52	27	NA	NA	27	4/7/2021	4/6/2022	*Yes	17
Family Services Advocate	1/7/2021	1/27/2021	2/16, 2/18, 3/2/2021	3/5/2021	48	14	7	7	7	7	3/5/2021	3/4/2022	No	6
Instructional Assistant I	10/21/2021	11/10/2021	3/22, 3/23/2021	NA	65	35	10	NA	NA	10	3/29/2021	3/28/2022	No	6
Parent/Community Liaison	2/19/2021	2/11/2021	3/30, 4/2/2021	4/8/2021	51	20	7	14	7	7	4/8/2021	4/7/2022	No	7
Special Education Instr. Asst. I	1/21/2021	2/10/2021	3/8, 3/11, 3/18/2021	3/30/2021	58	48	15	NA	12	12	3/30/2021	3/29/2022	*Yes	12

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

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

Mary Theus

Mary Theus
Director, Personnel Commission

4/07/2021

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE April 14, 2021 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
Accounting Clerk I	10/21/2019	04/20/2021	10/20/2021
Reprographics Technician	10/29/2019	04/28/2021	10/28/2021

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE April 14, 2021 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
Special Education Instr. Assistant I	09/29/2020	09/28/2021
Child Nutrition Assistant I	08/12/2020	08/11/2021

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	April 14, 2021	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

04/14/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Bennett, Michelle	3/1/2021	From Special Education Instructional Assistant I to Special Education Instructional Assistant II (YU)	Completion of coursework
b.	Escobedo, Carolina	3/1/2021	From Administrative Secretary (Student SVCS) 8.0 hrs/12 mo., to Bilingual Typist Clerk (First Steps) 5.75 hrs/10 mo.	Voluntary demotion
c.	Johnson, Kelly	3/3/2021	From Child Nutrition Assistant II (CA) 5.75 hrs/182 days, to Child Nutrition Manager (BV) 8.0 hrs/10 mo.	Promotion Replacement for Jana Anderson
d.	Jones, Antonio D.	2/26/2021	From Custodian I (Site 18) to Custodian II (Palmdale Charter) 8.0 hrs/12 mo.	Promotion Growth position
e.	Lee, Jazmin M.	3/29/2021	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (First Steps) to (SAGE)	Voluntary transfer Replacement for Emily Echevarria
f.	Loughrey, Mellanni, R.	2/11/2021	Special Education Instructional Assistant II (PT), from 5.75 hrs/182 days, to 6.5 hrs/182 days	Increased hours by seniority Replacement for Barbara Santoro
g.	Martinez, Monica	3/15/2021	From Bilingual Administrative Clerk II (Ch Nutr), 8.0 hrs/12 mo., to Bilingual School Secretary (PLP) 8.0 hrs/11 mo.	Promotion Growth Position
h.	Mendoza, Norma G.	2/26/2021	From Administrative Clerk I (SH) 5.75 hrs/10 mo., to Bilingual School Secretary (Palmdale Charter) 8.0 hrs/11 mo.	Promotion Growth position
i.	Morales, Lourdes	03/08/2021	Bilingual ECE Teacher Assistant, 5.75 hrs/185 days, from (TW) to (TW)	Voluntary transfer within site, different classroom Replacement for Tzuriela Gallardo-Calito

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	April 14, 2021		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE PERSONNEL COMMISSION BUDGET FOR FY 2021-2022		

BACKGROUND

As a Merit District, it is necessary to submit an annual proposed Personnel Commission budget, hold a public hearing, and take action on the proposed budget prior to May 30th of the said year per Education Code Section 45253. Notices of the public hearing and proposed budget are sent to all governing Board members. In accordance with Personnel Commission Rules and Regulations, Item 2.16, the budget will be proposed to the Commissioners not later than the first meeting in April.

STATUS

On April 14, 2021, a public hearing will be held to receive input regarding the attached proposed Personnel Commission budget for fiscal year 2021-2022.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed budget for 2021-2022 as presented.

Annual Financial and Budget Report

Fiscal Year 2021-2022

Name of Local Educational Agency: Palmdale School District

Expenditure by Object		2019-2020 Actual*	2020-2021 Actual or Estimated*	2021-2022 Budget*
2000	Classified Salaries ⁽¹⁾			
	Commission Members ⁽²⁾	\$ 1,800.00	\$ 1,150.00	\$ 2,400.00
	Director	139,144.00	100,231.00	149,317.00
	Secretaries, Clerks	200,339.00	111,670.00	245,631.00
	Other	15,043.00	2,860.00	14,955.00
3000	Employee Benefits	216,864.00	140,815.00	261,213.00
	Subtotal	573,190.00	356,726.00	673,516.00
4000	Supplies and Equipment Replacement	8,500.00	2,273.00	11,700.00
5000	Operating Expenses	50,977.00	34,535.00	96,900.00
6000	Equipment	0.00	0.00	0.00
	Subtotal	59,477.00	36,808.00	108,600.00
	Appropriation for Contingencies ⁽³⁾	0.00	0.00	0.00
	Total Expenditures	\$ 632,667.00	\$ 393,534.00	\$ 782,116.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

PERSONNEL COMMISSION BUDGET WORKSHEET FY 2021-2022

Salaries & Fringes

			2019-20 Actuals	2020-21 Adopted Budget	2020-21 Posted Actuals (4/2021)	2021-22 Proposed Budget
Object	Function	Description				
2305	74400	Commissioners (3)	\$ 1,800	\$ 1,818	\$ 1,150	\$ 2,400
2350	74400	PC Director (1)	\$ 139,144	\$ 142,628	\$ 100,231	\$ 149,317
2406	74400	Personnel Analysts (3)	\$ 163,031	\$ 198,011	\$ 87,819	\$ 190,864
2410	74400	Secretary (1)	\$ 37,308	\$ 49,684	\$ 23,851	\$ 54,767
2411	744000	Secretary Extra Hours	\$ -	\$ -	\$ 81	\$ -
2421	74400	Classified Extra Hours	\$ 2,801	\$ 4,129	\$ 27	\$ 3,421
2422	74400	Admin Subs	\$ -	\$ -	\$ -	\$ -
2230	82000	Custodian	\$ 12,207	\$ 12,112	\$ 2,752	\$ 11,534
2231	82000	Custodian Extra duty	\$ 35	\$ -	\$ -	\$ -
SUBTOTALS (2000 Series)			\$ 356,326	\$ 408,382	\$ 215,911	\$ 412,303
3212	74400	PERS - Classified	\$ 64,891	\$ 89,469	\$ 42,715	\$ 91,631
3312	74400	OASDI - Classified	\$ 21,502	\$ 24,462	\$ 13,279	\$ 24,705
3332	74400	Medicare - Classified	\$ 5,029	\$ 5,752	\$ 3,238	\$ 5,818
3342	74400	ARP - Classified	\$ -		\$ -	\$ -
3412	74400	H/W - Classified	\$ 86,668	\$ 92,504	\$ 60,079	\$ 95,612
3512	74400	U/I - Classified	\$ 172	\$ 205	\$ 111	\$ 210
3612	74400	W/C - Classified	\$ 9,139	\$ 10,548	\$ 5,529	\$ 10,950
3712	74400	Retirement Benefits	\$ 11,561	\$ 13,323	\$ 7,162	\$ 13,475
3752	74400	OPEB	\$ 9,137	\$ 9,675	\$ 6,265	\$ 9,675
3212	82000	PERS - Classified	\$ 2,388	\$ 2,748	\$ 551	\$ 2,653
3312	82000	OASDI - Classified	\$ 774	\$ 751	\$ 242	\$ 716
3332	82000	Medicare - Classified	\$ 181	\$ 176	\$ 57	\$ 168
3342	82000	ARP - Classified	\$ -	\$ -	\$ -	\$ -
3412	82000	H/W - Classified	\$ 4,210	\$ 4,369	\$ 1,343	\$ 4,407
3512	82000	U/I - Classified	\$ 6	\$ 7	\$ 2	\$ 6
3612	82000	W/C - Classified	\$ 325	\$ 323	\$ 71	\$ 315
3712	82000	Retirement Benefits	\$ 411	\$ 407	\$ 92	\$ 388
3752	82000	OPEB	\$ 470	\$ 484	\$ 79	\$ 484
SUBTOTALS (3000 Series)			\$ 216,864	\$ 255,203	\$ 140,815	\$ 261,213

Operational

Object	Function	Description	2019-20 Actuals	2020-21 Adopted Budget	2020-21 Posted Actuals (4/2021)	2021-22 Proposed Budget
4320	74400	Supplies - Buyout	\$ 6,509	\$ 4,000	\$ 681	\$ 5,000
4320	82000	Supplies - Custodial	\$ 1,791	\$ 1,500	\$ -	\$ 1,500
4380	74400	Supplies - Technology	\$ -	\$ -	\$ -	\$ 600
4393	82000	Water-Bottled	\$ 200	\$ 500	\$ 48	\$ 1,000
4420	74400	Supplies - Tech Non Cap	\$ -	\$ -	\$ -	\$ -
4480	74400	Equip - Tech Non Cap	\$ -	\$ 2,000	\$ 1,544	\$ 3,600
SUBTOTALS (4000 Series)			\$ 8,500	\$ 8,000	\$ 2,273	\$ 11,700
5210	74400	Mileage	\$ 49	\$ 250	\$ -	\$ 500
5220	74400	Travel & Conference	\$ 8,386	\$ 11,300	\$ 195	\$ 12,430
5310	74400	Dues & Membership	\$ 3,500	\$ 3,960	\$ 3,900	\$ 4,350
5712	74400	Direct Costs - Printing	\$ 253	\$ 400	\$ 115	\$ 520
5714	74400	Direct Costs - Call Out	\$ -	\$ -	\$ 321	\$ 1,000
5715	74400	Direct Costs - Maintenance	\$ -	\$ -	\$ -	\$ -
5719	74400	Direct Costs - Mailing	\$ 305	\$ 600	\$ 74	\$ 600
5810	74400	Advertising	\$ 150	\$ 2,000	\$ -	\$ 2,000
5822	74400	Legal	\$ 11,831	\$ 40,000	\$ 1,355	\$ 40,000
5828	74400	Software Support	\$ 25,803	\$ 28,385	\$ 28,125	\$ 32,700
5830	74400	Consultants	\$ -	\$ 1,144	\$ -	\$ 2,000
5890	74400	Other Operating Services	\$ 700	\$ 800	\$ 450	\$ 800
SUBTOTALS (5000 Series)			\$ 50,977	\$ 88,839	\$ 34,535	\$ 96,900
TOTAL EXPENDITURES			\$ 632,667	\$ 760,424	\$ 393,534	\$ 782,116

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	April 14, 2021		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVAL OF 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 challenging. This is a position that is posted continuously and difficult to fill because of the minimum qualifications. Currently, we have two eligible applicants who meet 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 eligibility list for Occupational Therapist as presented.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
April 14, 2021**

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Occupational Therapist	07/01/20	Continuous	NA	03/17/21	13	7	NA	NA	2	2	03/17/21	03/16/22	No	2

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

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

Mary Theus

Mary Theus
Director, Personnel Commission

4/07/2021

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	April 14, 2021		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE NEW CLASSIFICATION AND SALARY SCHEDULE PLACEMENT: BILINGUAL REGISTRAR – HIGH SCHOOL		

BACKGROUND

The District's independent charter school, Palmdale Academy Charter High School, is slated for a Fall 2021 opening. In order to accommodate the complex clerical and statistical record keeping duties related to the enrollment of high school students, a job description has been developed to meet that need.

STATUS

Attached is the job description for the new classification of Bilingual Registrar-High School with recommended salary schedule placement at Range 32 (\$3,849.73 – \$4,678.27). An agreement was reached through bargaining between the District and CSEA for the job description and salary.

RECOMMENDATION

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

BILINGUAL REGISTRAR – HIGH SCHOOL

Bargaining Unit: Classified

SALARY RANGE (32)

\$3,849.73 - \$4,678.27 Monthly

Job Type: 12 Month

Description of Position:

Under the direction of the principal or assigned administrator performs a variety of complex clerical and statistical record keeping duties related to the enrollment, graduation or withdrawal of high school students including those in special programs, according to established policies and procedures. Receives, establishes, and evaluates records, updates files with class credits and grades, and evaluates records for compliance with graduation requirements. Maintains and archives academic records.

Duties and Responsibilities:

1. Meets with new students and parents to determine enrollment eligibility. Collects and verifies required documents. Works with counselors to register.
2. Assists parents with the completion of registration materials. Provides brief orientation to new parents and students on registration and school policies and procedures.
3. Verifies enrollment and attendance records for various authorized state and/or federal government agencies, programs, public or private entities.
4. Prepares and maintains students' permanent records. Enters information into computer-aided student files using preset data entry screens. Receives new data and/or revisions, enters data, and routes updated information to appropriate staff or departments.
5. Requests transcript of grades and cumulative files from other schools (foreign and domestic) for new students transferring into the District. Verifies authenticity of requests and responds to inquiries from other schools, colleges, employers or authorized agencies regarding student grades, attendance, and other information contained in student files.
6. Evaluates transcripts received from other schools (foreign and domestic). Converts grade and hour credits to corresponding units used within the District. Transcribes student information into District student databases. May need to interpret information written in a foreign language.
7. Enables system to allow teachers to enter grades for each term and imports grades from various formats to the student information systems. Conducts audits for missing Registrar or incomplete grade reporting using queries or ad hoc reports, working with teachers to ensure accuracy.
8. Maintains and updates master course lists. Assists administrators in preparing and entering master course schedules. Enters course schedule information to student databases, ensures that numbers, titles and descriptions appear in student files according to coding scheme. Creates new course sections as needed throughout the school year.
9. Changes enrollment for students on home study placement. Monitors dates of absences to coordinate with placement approval. Coordinates with current and home study teachers for grades and ensures the re-instatement of temporary home study students to original classes. Creates new sections for partial home study students.
10. Prepares a variety of eligibility lists (e.g., sports, lunch program, etc.) of students from grades listed in student permanent record files through ad hoc and preformatted reports.
11. Maintains student records on assessments (e.g., ELPAC, ACT, statewide exams, SAT, AP Scores, etc.) Creates reports to include names of students and their scores.

12. Compiles accurate graduation lists, determine GSS merit recipients, identifies nongraduating students and properly codes early graduates and students with waivers and exemptions. Orders diplomas, covers, certificates of completion and NSF seals. Oversees accurate diploma distribution.
13. Manages and submits student information for special awards and certificates such as, but not limited to, ELA, National Merit, Cal Grant and other applicable scholarships available to qualifying seniors.
14. Reviews students' records with counselors to assure students' compliance with advancement and graduation requirements.
15. Maintains individual immunization records for new students, reviews need for immunizations according to State and County mandates, and updates immunization records accordingly.
16. Prepares special reports, including those that are mandated, requiring accessing and extracting data from student information systems, and eventual submittal to state and other agencies.
17. Implements opening and closing of the school year. Moves students, inputs end dates, searches for duplicate credits, marks appropriate entries as non-grades, submits withdrawals to proper school, handles Intra-district transfers, and identifies fifth year seniors and expelled students using the District's student database system.
18. May perform attendance compilations, administration and scoring of tests, reception, and other administrative support consistent with the needs of the school site.
19. Provides orientation and work direction to other support staff. For example, may train or assist others (e.g., teachers, instructional assistants, etc.) on the procedures to extract information from the system.
20. Performs signatory duties for school transcripts, attendance verification, social security, using school seal.
21. Assists with the resolution of student and parent disputes as they relate to records, grades and registration.
22. Meets with parents to withdraw students and ensures the return of school property and debt collection. Verifies that exit IEPs were held for district Special Education students.
23. May provide oral and/or written translation for non-English speaking individuals.
24. Performs other duties as assigned that support the overall objective of the position

Knowledge of:

- In-depth knowledge of registration and student file requirements, policies, and Registrar - procedures, including origination and compilation of cumulative student records, the course/activity schedules of the school, and matriculation and graduation requirements.
- Extensive knowledge of student information system.
- Working knowledge of applicable District policies and procedures and State Education Codes.
- Advanced knowledge of and skill at using office productivity software and special applications.
- Record keeping, data entry, file management, general office, and clerical skills.
- Skill at organizing and developing controls and procedures for the security and privacy of large volumes of student data.
- Interpersonal skills to convey a positive image of the school, school performance, programs, policies, and procedures to new students and parents.
- Writing skills to prepare routine, professional correspondence and reports.

Ability to:

- Maintain complex sets of records and reports consistent and compliant with defined requirements.
- Translate subjects and credits from other schools and adapt them to the District's grading system and school calendar.
- Interpret, apply, and communicate District policies and procedures and State Education Codes covering registration, records, matriculation, and graduation.
- Interact with a diverse range of formal and informal contacts with courtesy and patience.
- Maintain the privacy of student records and information.
- Provide outstanding customer service to internal and external customers.
- Skill in maintaining a high attention to detail to ensure accuracy and completeness.
- Ability to demonstrate high dependability to complete assignments according to schedule.
- Skill in demonstrating adaptability and flexibility to meet changing work assignments and priorities.
- Ability to deal with others in a tactful and diplomatic manner.
- Skill in conveying information in a clear, concise and accurate manner.
- Ability to analyze difficult situations and develop a plan of action.
- Ability to function under pressure and to multi-task.

Position Qualifications

High school diploma or equivalent, supplemental coursework in general business or equivalent, and four (4) years of experience providing administrative and clerical support in records, attendance, and data entry of student information.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	April 14, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM: BILINGUAL REGISTRAR-HIGH SCHOOL	

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 Bilingual Registrar-High School are presented for approval in the currently utilized ADA Compliant Job Analysis form 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

Bilingual Registrar - High School

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-F	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)	I-O
Squatting	I-O	Pushing	O	Neck Flexion (down)	O-F
Lying Down	N	Pulling	O	Neck Rotation (turning)	O-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	Office/clerical supplies, keys, mail, student files, clipboard, paperwork,
11-25	O-F	O-F	O	Office/clerical supplies; equipment; pushing furniture such as tables and chairs
26-50	I-O	I-O	N	Box of student records, files, or copier paper onto cart
51-75*	N	N	N	
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	Up to 100'	Office/clerical supplies, keys, mail, student records, clipboard, paperwork	
11-25	O-F	Up to 50'	Office/clerical supplies; equipment; pushing furniture such as tables and chairs; receiving boxes of student records,	
26-50	I-O	Up to 10'	Box of student records, files, or copier paper onto cart	
51-75*	N	N/A	N/A	
76-100*	N	N/A	N/A	
Over 100*	N	N/A	N/A	

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F	Office/clerical supplies, writing instruments, telephone
Fine Manipulation	O-F	Note taking, writing, pushing buttons on telephone, two-way radio, computer mouse scrolling/clicking, keyboarding
Gross Grasp	N-I	lifting boxes of supplies or student records onto cart
Gross Manipulation	N-I	rearranging office furniture; moving boxes of supplies and student records, rolling carts, carrying stacks of files
Power Grasp	N-I	lifting boxes of supplies or student records onto cart

MENTAL AND PSYCHOLOGICAL DEMANDS		
	Required (Yes/No)	Function #: Essential
Understand and follow verbal and written directions.	yes	1 through 23
Regular and reliable attendance.	yes	1 through 23
Adapt to changing work priorities and settings.	yes	1 through 23
Sustain established work pace.	yes	1 through 23
Maintain confidentiality.	yes	1 through 22
Perform complex and varied tasks under pressure.	yes	1 through 23
Develop and maintain positive work relationships.	yes	1 through 23
Train and influence others.	yes	1 through 22
Provide proficient customer service to stakeholders (parents, students, staff) with courtesy and patience.	yes	1 through 23
Use basic problem-solving techniques.	yes	1 through 23
Organize tasks and set priorities.	yes	1 through 23
Work autonomously with minimal supervision.	yes	1 through 23
Make independent decisions based on data/circumstances.	yes	1 through 23

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	1 through 23		
Hearing	C	1 through 23		
Speaking	F-C	1 through 23		
Reading	F-C	1 through 23		
Writing	O-C	1 through 23		
Math	I-O	1 through 22 (simple calculations, estimates, counting, reconciling data)		

Comments:

ENVIRONMENTAL CONDITIONS		
	Frequency	
Indoors	F-C	Climate-controlled school environments; offices, classrooms, libraries, meeting rooms
Outdoors	I-O	Climate-controlled school environments; walking to and from vehicle and around campus.
Cold	I-O	Climate-controlled school environments; walking to and from vehicle and around campus.
Heat	I-O	Climate-controlled school environments; walking to and from vehicle and around campus.
Humidity	I-O	Climate-controlled school environments; seasonal weather; walking to and from vehicle and around campus.
Temperature Swings	I-O	Climate-controlled school environments; seasonal weather; walking to and from vehicle and around campus.
Dust/ Wind	I-O	Doors, windows, equipment; exposure to seasonal weather conditions.
Noise	O-F	School bells; staff/students; office equipment; telephone; PA announcements; emergency drills
Vibration	I-O	Copier, printers, fax machines; pushing carts holding materials or equipment
Fumes/ Odors	O-F	Fragrances; copier/printer toners; cleaning agents/wipes/sanitizers; markers; exhaust from cars, buses
Toxic Substances	N	N/A
Radiation	N	N/A
Mechanical Hazards	N	Malfunctioning office and computer equipment
Electrical Hazards	N	Electrical cords; plugging/unplugging low voltage equipment only
Explosive Hazards	N	N/A

Safety Equipment/Training/Attire:

Personal Protective Equipment: first aid kit, disposable latex gloves, face mask/shield, antibacterial soap, hand sanitizer, sanitizing wipes/cleaners, plexiglass partitions. Dress code in accordance with Board policy. Participates in all legally required trainings, as well as mandatory or elective District-provided training as assigned by Supervisor.

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	F		
Standard office equipment	O		
Carts	O		

WORK SETTING	
Brief Description of Work Site: School site	
Breaks: Two 15-min. paid breaks and a 30-min. unpaid duty-free meal break	Overtime: As pre-approved or assigned
Supervised by: Principal or designee	Supervises: None

Characteristics of Site:	%		%	
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
Ryan Beardsley		Asst. Supt. Human Resources	3/29/2021
Solange Henriquez		Director-Classified Personnel	3/29/2021
Mary Theus		Director-Personnel Commission	3/29/2021
Other Sources of Information: xx Referral to company job descriptions Interview Other			
Written 3/29/2021			

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	April 14, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE REVISION TO JOB DESCRIPTION AND SALARY RANGE CHANGE: FAMILY SERVICES ADVOCATE	

BACKGROUND

The Director of Early Childhood Education requested a revision to the license and certification requirements specified on the job description for the Family Services Advocate classification. This is to ensure language is consistent with Head Start Performance Standards.

STATUS

The proposed revision will support the federal and state program guidelines pertinent to the qualification requirements for family services staff within the head start/early childhood program. (Head Start Performance Standard § 1392.91(e)(7)). The current salary range (21) was examined and considered for modification as well based on the higher education and certification requirement.

Attached is the proposed revision to the job description with recommended change to the salary range (23). An agreement was reached through bargaining between the District and CSEA for the proposed changes.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revised job description and new salary range as presented.

FAMILY SERVICES ADVOCATE

Bargaining Unit: Classified

SALARY RANGE

~~\$2,934.53—\$3,565.47 Monthly~~

Proposed: \$3,083.60 - \$3,745.73 (Range 23)

DEFINITION:

To assist in recruitment, eligibility, and enrollment of eligible children for Early Childhood Education (ECE) programs; assist families in addressing their needs to improve family conditions and quality of life; facilitate the maximum use of community services and resources; assist in the implementation of applicable standards and regulations, Adult Care Food Program (CACFP), Title IV, and Title XXII.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision under the direction of the Director of Early Childhood Education or designee.

EXAMPLE OF DUTIES:

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

Recruitment, eligibility, enrollment and case management of Early Childhood Education families.

1. Participate in the annual community assessment process by distributing surveys to participating families; attend community meetings/events and participate in the analysis of community needs which can include evening and/or weekend meetings/events.
2. Identify and recruit ECE families; schedule and complete eligibility and enrollment documents with potential families to certify qualification; maintain waitlist for program enrollment; participate in Eligibility Recruitment Selection Enrollment Attendance (ERSEA) Team workgroups to determine the annual eligibility criteria for the program.
3. Collaborate with families to complete and assess progress with family assessment and individual/family partnership agreement to empower families through the identification of individual/family strengths and needs to aide in setting realistic individual, family, and/or school readiness goals.
4. Follow-up on services and manage a caseload of families to assure delivery of services are completed in a timely manner and family needs are being met.
5. Identify and recruit ECE families, including children with disabilities.
6. Complete eligibility process and enrollments.
7. Collaborate and establish effective communication with all ECE program areas to ensure services are being provided and implemented.
8. Participate, prepare and present in Case Management and Multidisciplinary Team meetings.
9. Encourage families to attend parent orientation and participate in program governance by attending meetings and other parent activities, serving on the Policy Council, and assisting teaching staff with committees/workshops.
10. Develop annual recruitment plans for assigned recruitment and enrollment area.
11. Work closely with program staff to determine center or program option vacancies as a result of children withdrawing, transferring or transitioning from the program, and fill the vacancies.

12. Document all recruitment efforts in logs retained in centralized binders.
13. Review all applications in data entry system for potential applicants.
14. Complete enrollment documentation of selected families including enrollment application, immunization information, disabilities, mental health, health and nutrition forms, service area checklist, emergency cards, and other documents deemed necessary by the agency; enter and scan enrollment information into a data entry system.
15. Work as a Substitute ECE Teacher Assistant, as needed.
16. Maintain confidentiality regarding student files and personal matters.
17. Perform a wide variety of general clerical work including typing, filing, and data entry; maintain accurate and detailed records; submit reports according to program deadlines; respond to inquiries regarding ECE programs; operate a variety of standard office machines.
18. Provide comprehensive service area and community referrals, as needed.
19. Act as liaison between ECE and elementary school districts.
20. Collaborate with Program Director and Leadership Team Facilitators to ensure program needs are met.
21. Collaborate with ERSEA Committee to prepare and update annual ERSEA written plans consistent with applicable standards for Head Start.
22. Conduct home visits to follow up on progress or to make contacts when other means of communication/contact are lacking.
23. Transport families in ECE vehicle to program meetings and community service agencies for professional assistance, when necessary.
24. Participate in annual Self-Assessment of ECE programs.
25. Attend and support staff and parent workshops, and other meetings as required.
26. Assist in other areas at times of reduced office staff or peak periods.
27. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Modern office methods, practices, procedures, and equipment.
2. Basic record keeping practices.
3. English usage, spelling, grammar, and punctuation.
4. Family and community social service outreach.

Ability to:

1. Learn, interpret, and apply District and ECE rules, regulations and policies.
2. Perform clerical work with speed and accuracy, including recording data and information accurately.
3. Operate standard office equipment. Previous experience with ChildPlus preferred, and/or other related program software.
4. Type at a speed necessary for successful job performance.
5. Understand and carry out oral and written directions.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Speak/write/translate another language (Spanish preferred).

EXPERIENCE AND EDUCATION:

Experience:

Some general clerical experience is desirable, preferably in a school district or Early Childhood Education/Head Start program.

Education:

- Graduation from high school or GED equivalent.
- Successful completion of twelve (12) college-level units in Early Childhood Education.
- ~~Family Development Credential preferred.~~

LICENSE AND CERTIFICATIONS:

- Pursuant to the Head Start Performance Standard, staff who work directly with families on the Family Partnership process, hired after November 7, 2016, must have within eighteen (18) months of hire, at a minimum, a credential or certification in Social Work, Human Services, Family Services, Counseling or a related field; or, a Family Development Credential.
- Possession of valid CPR and First Aid certificate prior to the completion of employee's probationary period.
- Possession of an appropriate, valid driver's license.
- Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.
- Ability to be covered under the District property/liability insurance.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	April 14, 2021		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE REVISION TO JOB DESCRIPTION AND SALARY RANGE CHANGE: FINGERPRINT TECHNICIAN		

BACKGROUND

The job description for Fingerprint Technician was developed for the purpose of providing support to the educational process with specific responsibilities for fingerprinting applicants and volunteers as well as offering fingerprint services to neighboring districts and the public. This job description was approved by the Personnel Commission in 2005.

STATUS

A revision of the job description for Fingerprint Technician is recommended in order to more accurately reflect the current responsibilities of the position. The current salary range (19) was examined and considered for modification as well.

Attached is the proposed revision to the job description with recommended change to the salary range (25). An agreement was reached through bargaining between the District and CSEA for the proposed changes.

RECOMMENDATION

It is recommended that the Personnel Commission approve the revised job description and new salary range as presented.

FINGERPRINT TECHNICIAN

Bargaining Unit: Classified

SALARY RANGE

~~\$2,792.40—\$3,393.87 Monthly~~

Proposed: \$3,239.60 - \$3,936.40 Monthly (Range 25)

DEFINITION:

Under the direction of the Assistant Superintendent, ~~Personnel Services~~, Human Resources, or designee, performs a variety of specialized tasks related to fingerprint processing functions for applicants and volunteers; to service all outside agencies and general public requests for fingerprint reports; perform general ~~typing~~ clerical functions and recordkeeping tasks.

SUPERVISION RECEIVED AND EXERCISED:

~~Receives general supervision from the Assistant Superintendent, Personnel Services, or designee.~~

EXAMPLE OF DUTIES:

1. Schedule fingerprint appointments for applicants and volunteers for the District, outside agencies and the general public.
2. Complete requests for Livescan service; ~~receive and process Livescan applicant payments; collect and submit service fees daily to the accounting department.~~
3. ~~Receive and process payments for each Livescan applicant. Extracts fee information to create billing and statistical reports.~~
4. ~~Submit accounts receivables to the accounting department in a timely manner.~~
3. Ensure validity of ~~appointment~~ information and document details that establish identity (e.g. such as ~~legal and alias~~ names, height, birth date, weight, alias and social security information, etc.)
4. ~~Maintain and upkeep Livescan Machine, order supplies, forms, etc.~~ Maintain Livescan machine, supplies and materials for the purpose of ensuring availability to complete work requests.
5. Communicate with California Department of Justice and Federal Bureau of Investigation regarding status of applications; ~~follow up on delayed fingerprint results.~~ monitor progress of delayed fingerprint reports, submission of fees and transmission of funds.
6. ~~Serve as liaison with California Department of Justice regarding fingerprint fees and how funds are transmitted.~~
6. Notify California Department of Justice when subsequent ~~background~~ history reports are no longer required.
7. Instruct back-up operators to facilitate process and answer generic-level questions.
8. Attend periodic training workshops to ensure departmental compliance with state, county and district guidelines.
9. Provide a wide variety of general clerical work including the maintenance of accurate and detailed records, verifying accuracy of information, researching discrepancies and recording information; maintain and post data.
10. Receive, sort and distribute incoming and outgoing correspondence.
11. Assist in the preparation of reports and/or forms using data obtained from the Human Resources database and California Basic Educational Data System ("CBEDS").

12. Update personnel records (e.g. Letters of Reasonable Assurance, medical notes, certifications, and personnel requisitions).
13. Assist in maintaining electronic employee record systems.
- ~~13. Assist in other areas at times of reduced office staff or peak periods.~~
14. ~~Perform related duties as assigned.~~ Perform other general clerical and related duties as assigned by Human Resources for the purpose of ensuring the efficient and effective functioning of the work unit, particularly in times of reduced office staff or peak periods.

QUALIFICATIONS:

Knowledge of:

1. Modern office methods, practices, procedures and equipment.
2. Terminology used in transmissions to the California Department of Justice and Federal Bureau of Investigation.
3. Basic recordkeeping practices.
4. Word processing and computer spreadsheet software.
5. Correct English grammar, spelling, punctuation, and vocabulary.
6. Basic math calculations.
7. Business and telephone etiquette.

Ability to:

1. Understand the fingerprinting process and to operate a Livescan fingerprint machine.
2. Operate standard office equipment, including computers.
3. Schedule various activities related to the fingerprinting process.
4. ~~Work with a significant diversity of individuals and/or groups.~~ Communicate and work with diverse individuals and/or groups.
5. Learn, interpret and apply appropriate rules, regulations and policies.
6. Perform clerical work with speed and accuracy.
7. Communicate effectively, both orally and in writing.
8. Establish and maintain cooperative working relationships with those contacted in the course of work.
9. Maintain confidentiality.
10. Work with frequent interruptions.
11. Meet deadlines and schedules.
12. Adapt to changing work priorities.
13. Provide customer service with courtesy and respect.
14. Work independently.

EXPERIENCE AND EDUCATION:

Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of general clerical experience, preferably in a school district setting

Education and Training:

Equivalent to the completion of the twelfth grade. Ability to obtain Livescan Fingerprint Rolling certification upon hire.

PHYSICAL CHARACTERISTICS / WORK ENVIRONMENT:

~~The physical characteristics described in the attachment are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

Performing the job's functions require sitting, walking, standing; some lifting, carrying, pushing and/or pulling; some stooping, kneeling, and/or crouching; significant fine finger dexterity; vision sufficient to read computer screens and printed documents with or without correction; hearing in normal audio range with or without correction to actively engage with individuals during fingerprint appointments. This job is performed in a generally clean and healthy environment with some exposure to risk of injury and/or illness in some varying atmospheric conditions.

WORK ENVIRONMENT:

Work is performed primarily in a central office environment, with exposure to the normal risks and hazards of operating computer-related office equipment.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	April 14, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE UPDATED AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM: FINGERPRINT TECHNICIAN	

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 Fingerprint Technician have been updated and presented for approval in the currently utilized ADA Compliant Job Analysis form 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

FINGERPRINT TECHNICIAN

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

Comments:

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O-F	F-C	O	Paper, standard office supplies
11-25	O-F	O-F	I	Paper, standard office supplies, Livescan fingerprint equipment
26-50	I	I	I	Boxes of personnel files
51-75*	N	N	N	
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-C	Up to 100'	Paper, standard office supplies, equipment
11-25	F	Up to 50'	Paper, standard office supplies, equipment
26-50	I	Up to 10'	Boxes of personnel files
51-75*	N	N/A	
76-100*	N	N/A	
Over 100*	N	N/A	

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Simple Grasp	O-C	Writing instruments; standard office supplies; manipulating files; paperwork; using photograph device for employee IDs
Fine Manipulation	O-C	Taking notes; writing; computer mouse usage; operating controls on Livescan fingerprint machine
Gross Grasp		
Gross Manipulation		
Power Grasp		

Comments:

MENTAL AND PSYCHOLOGICAL DEMANDS		
	Required (Yes/No)	
Understand and follow verbal and written directions.	yes	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Regular and reliable attendance.	yes	1,2,3,4,5,6,7,8,9,11,12,13,14
Adapt to changing work priorities and settings.	yes	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Maintain confidentiality.	yes	1,2,3,5,6,7,9,11,12,13,14
Perform complex and varied tasks	yes	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Develop and maintain positive work relationships	yes	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Positive interactions with clients and/or the public.	yes	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Train and influence others	yes	1,2,3,4,5,6,7,8,9,11,12,13,14
Use basic problem-solving techniques.	yes	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Work autonomously.	yes	1,2,3,4,5,6,7,8,9,10,11,12,13,14
Make independent decisions	yes	1,2,3,4,5,6,7,8,9,10,11,12,13,14

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C	1,2,3,4,5,6,7,8,9,10,11,12,13,14		
Hearing	C	1,2,3,5,6,7,8,9,11,13,14		
Speaking	F-C	1,2,3,5,6,7,8,9,11,12,13,14		
Reading	F-C	1,2,3,4,5,6,7,8,9,10,11,12,13,14		
Writing	F	1,2,3,5,6,7,9,11,12,13,14		
Math	O-F	1,2,5,9,14		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	C	Climate-controlled environments		
Outdoors	I	Central office department visitations		
Cold	I	Climate-controlled environments; central office department visitations		
Heat	I	Climate-controlled environments; central office department visitations		
Humidity	I	Climate-controlled environments; central office department visitations		
Temperature Swings	I	Climate-controlled and outdoor environments; central office department visitations		
Dust/ Wind	I	Office environment; central office department visitations		
Noise	I-O	Office staff; standard office equipment; telephones		
Vibration	I	Office/computer equipment		
Fumes/ Odors	O-F	Fragrances; cleaning agents		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	I	Defective office and computer equipment		
Electrical Hazards	I	Electrical cords; plugging/unplugging low voltage equipment only		
Explosive Hazards	N			

Safety Equipment/Training/Attire: Personal protective equipment: first aid kit, disposable latex gloves, face mask/shield, antibacterial soap, hand sanitizer, sanitizing wipes/cleaners, plexiglass partitions. Dress code in accordance with Board policy. Participates in all legally required trainings, as well as mandatory or elective District-provided training as assigned by Supervisor.

Comments:

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Livescan Fingerprint Machine	F-C		
Photo Identification Machine	F-C		
Computer, Tablet, Laptop	F-C		
Copier	O-F		
Fax Machine	O-F		

Comments:

WORK SETTING				
Brief Description of Work Site: Human Resources Dept., District Office				
Breaks: Two 15-min. paid breaks; and a 30-min. unpaid duty-free meal break			Overtime: As pre-approved or assigned	
Supervised by: Asst. Supt. Human Resources or designee			Supervises: None	
Number of Employees at Work Site: Approximately 16				
Characteristics of Site:	%		%	
Informal	35	Formal	65	Formal + Informal = 100%
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	70	Variable Tasks	30	Routine + Variable = 100%
Slow Paced	40	Fast Paced	60	Slow + Fast Paced = 100%
Low Pressure	40	High Pressure	60	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Position Title	Date
Solange Henriquez		Director-Classified Personnel	3/23/2021
Mary Theus		Director, Personnel Commission	3/23/2021
Marilyn Villaresis		Fingerprint Technician	3/23/2021
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Other			
Written by: <u>Mary Theus</u> Date: <u>3/23/2021</u>			

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	April 14, 2021	<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, 2021 to date are provided for review.

Personnel Commission Operating Budget - FY 20/21*Expenses for the period of 07/1/2020 - 4/5/2021*

Dist Obj	Sch Loc	Description	Current Operating Budget	Expenditure	Encumbrance	Total Obligated	Remaining Balance
4320	2300000	Supplies - Buyout	4,000.00	681.27	2,685.34	3,366.61	633.39
4320	8200000	Supplies - Custodian	1,500.00	0.00	0.00	0.00	1,500.00
4393	8200000	Water - Bottled	500.00	47.84	304.30	352.14	147.86
4480	2300000	Equip - Tech Non Cap	2,000.00	1,543.95	0.00	1,543.95	456.05
5210	2300000	Mileage	250.00	0.00	0.00	0.00	250.00
5220	2300000	Travel & Conference	11,300.00	195.00	0.00	195.00	11,105.00
5310	2300000	Dues & Memberships	3,960.00	3,900.00	0.00	3,900.00	60.00
5712	2300000	Direct Costs - Printing	400.00	115.40	0.00	115.40	284.60
5719	2300000	Direct Costs - Mailing	600.00	74.46	0.00	74.46	525.54
5810	2300000	Advertising	2,000.00	0.00	0.00	0.00	2,000.00
5822	2300000	Legal	40,000.00	1,355.00	38,645.00	1,355.00	37,290.00
5828	2300000	Software Support	28,385.00	28,124.82	0.00	28,124.82	260.18
5830	2300000	Consultants	1,144.00	0.00	0.00	0.00	1,144.00
5890	2300000	Other Operating Services	800.00	450.00	150.00	600.00	200.00
			\$ 96,839.00	36,487.74	41,784.64	39,627.38	55,856.62