



PERSONNEL COMMISSION

Wednesday, May 12, 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: May 12, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 05/12/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/99159989625>

Or iPhone one-tap:

US: +12133388477,,# 99159989625

Or Telephone:

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

US: +1 213 338 8477

MEETING ID: 991 5998 9625

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 – April 14, 2021

ACTION
46-20/21

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.

- | | |
|---------------------------------------|----------------------------------|
| A. Approval of Consent Agenda | <u>ACTION</u>
47-20/21 |
| 1. Ratification of Eligibility Lists | |
| 2. Extension of Eligibility Lists | |
| 3. Nullification of Eligibility Lists | |
| 4. Ratification of Transfers | |

IV. NEW BUSINESS

- | | |
|---|----------------------|
| | <u>ACTION</u> |
| A. Approve 2021-2022 Membership
California School Personnel Commissioners Association (CSPCA) | 48-20/21 |
| B. Approve 2021-2022 Renewal of Software License
NEOGOV Insight | 49-20/21 |
| C. Approve 2021-2022 Renewal of Software License
NEOGOV Onboard | 50-20/21 |
| D. Approve 2021-2022 Renewal of Software License
Biddle Office Proficiency Assessment & Certification (OPAC) | 51-20/21 |
| E. Approve to Reclassify Position to New Occupational Hierarchy
Fingerprint Technician | 52-20/21 |
| F. Approve Reclassify Position to New Occupational Hierarchy
Family Services Advocate | 53-20/21 |

V. INFORMATION/COMMENTS

- A. Classified Update
- B. Comments from Director
- C. 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. Discussion - Public Employee Discipline, Dismissal, Suspension, Release.
 - 2. 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. Discussion regarding Public Employee Discipline, Dismissal, Suspension, Release.
 - 2. Confidential/Personnel Matters

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: June 09, 2021 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of April 14, 2021 Regular (Virtual) Meeting

Zoom Meeting ID: 914 4951 6347

CALL TO ORDER

Commissioner Thompson, Chairperson, called the meeting to order at 5:35 P.M. and Commissioner Speights 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 March 10, 2021 regular meeting, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

Commissioner Speights motioned to approve the minutes recorded for the March 12, 2021 Special Joint Meeting, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

Helena Perkins, President of CSEA Chapter 296, conveyed CSEA's support of the District's proposed job descriptions on the agenda. She thanked the Commissioners and the Director, Ms. Theus for their work toward approving these items.

Ryan Beardsley, Assistant Superintendent of H.R., thanked the Commissioners and Director of Personnel Commission for their collaboration in scheduling the special joint meeting with the Board of Trustees, as well as their consideration of the proposed job descriptions on the agenda.

Solange Henriquez, Director of Classified Personnel, also conveyed her appreciation to the Commissioners for considering the proposed new and revised job descriptions. She thanked Ms. Theus for her collaboration in preparing these items. Ms. Henriquez mentioned that prior to the proposed changes, they reviewed similar job descriptions from other districts for consistency.

Dr. Melanie Culver, Director of Early Childhood Education, expressed her gratitude to the Commissioners for their consideration of the Family Service Advocate job description. She stated the proposed changes will benefit everyone, especially the community.

Marilyn Villaresis, Fingerprint Technician, conveyed her appreciation of the Commissioners and Ms. Theus for considering the revision of the description and salary range. She reminded the Commission of her former request to

consider changing her position from the technical class series to the clerical class series on the schematic of positions.

**PUBLIC COMMENTS REGARDING
NON-AGENDA ITEMS**

There were no comments.

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; Thompson-aye*

NEW BUSINESS

**Public Hearing: Proposed Budget of the Personnel Commission
FY 2021-2022**

The Commission recessed from the regular meeting at 5:44 P.M. to hear public comment on the 2021-2022 Budget of the Personnel Commission. With no comments presented, the public hearing was closed, and the regular meeting reconvened at 5:45 P.M.

Approval of Budget of the Personnel Commission FY 2021-2022

Commissioner Duren moved to approve the proposed budget, with Commissioner Speights providing a second, and discussion was called. Ms. Theus summarized the report to confirm increase in salaries and fringes as provided by fiscal services. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval of Eligibility List with Less Than Three Ranks:
Occupational Therapist**

Commissioner Duren moved to approve the eligibility list, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval of New Classification and Salary Schedule Placement:
Bilingual Registrar – High School**

Commissioner Duren moved to approve the new classification and salary schedule placement, with Commissioner Speights providing a second and discussion was called. Ms Theus outlined the process to prepare the job description and how it compared to other districts. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval of American with Disabilities Act (ADA) Compliant Form:
Bilingual Registrar – High School**

Commissioner Speights moved to approve the ADA compliant form, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval of Proposed Revision to Job Description and Salary Schedule
Placement: Family Services Advocate**

Commissioner Speights moved to approve the proposed job description and salary schedule placement, with Commissioner Duren providing a second and discussion was called. Hearing none, the motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval of Proposed Revision to Job Description and Salary Schedule
Placement: Fingerprint Technician**

Commissioner Speights moved to approve the job descriptions and salary schedule placement for Fingerprint Technician, with Commissioner Duren providing a second and discussion was called. Discussion ensued regarding reclassifying the position from its current standing in the Technical, Specialized classes. The Commission advised Ms. Theus to prepare item regarding this matter for consideration at the next regular meeting. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

**Approval of Update of American with Disabilities Act (ADA) Compliant Form:
Fingerprint Technician**

Commissioner Speights moved to approve the proposed update to the ADA compliant form, with Commissioner Duren providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye*

INFORMATION/COMMENTS

Quarterly Expense Review

Ms. Theus explained the expenditures presented. Commissioner Duren remarked that she is happy to see a reduction in legal costs.

Classified Update

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes. She explained that all positions are critical at this point, and simultaneous in-person testing has been in process using both online and scantron formats.

Comments from Director, Personnel Commission

Ms. Theus shared the names of administrators that were recognized by ACSA; Superintendent Maldonado for Administrator excellence, Dr. Frances Ufondu, Chief Business Officer, for Business Services Administrator of the year. Assemblyman Tom Lackey honored our Coordinator, Candace Craven as the 36th Assembly District's 2021 Woman of the Year. Congratulations and great job to all.

Ms. Theus briefly shared her background as a classified employee with the District and recognized all classified personnel for all of the hard work performed at school sites and departments. She recognized that changes this year have been difficult for some, but commended everyone for their support and professionalism, especially during this unique time.

Comments from Commissioners

Commissioner Duren also congratulated Mr. Maldonado, Dr. Ufondu and Ms. Craven. She welcomed back certificated and classified staff, and expressed thanks to all classified staff that came to work. She appreciates their willingness to keep everyone safe. A job well done for the Child Nutrition department for serving all those meals as well.

Commissioner Speights acknowledged the staff at Desert Rose for their excellent job in dealing with students and parents.

Commissioner Thompson shared that she was volunteering at David G. Millen and revealed the school received a special award for attendance. Her family is excited to get her grandchild back to school.

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

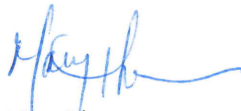
RECESS TO CLOSED SESSION

There was no recess to a closed session.

ADJOURNMENT

On a motion by Commissioner Speights and second by Commissioner Duren, with Commissioner Thompson voting yes, the meeting adjourned at 6:06 P.M.

Respectfully submitted,



Mary Theus
Director, Personnel Commission

APPROVED:

Deneese Thompson, Chairperson

Dale Speights, Vice Chairperson

Kathleen Duren, Commissioner

Classified Update for April 14, 2021

Testing Status:

AVID Tutor (Casual)	Written exams 4/14 & 4/15/2021
Child Nutrition Assistant II	Written exams 4/5 – 4/8/2021; QAI pending
Child Nutrition Cashier I	Written exams 4/13 – 4/16/2021
ECE/Bilingual ECE Teacher Asst	Written exam 4/13/2021
Noon Duty/Campus Assistant	Written exams 4/20 & 4/21/2021
Paraeducator Moderate to Severe	Written exams 4/12 & 4/19/2021; QAI pending
Personnel Administrative Clerk	Exam dates pending
Technology Support Liaison	QAI – 4/15/2021

Postings:

Bilingual ECE Teacher Assistant	Continuous
Bilingual Instructional Assistant	Closes 4/30/2021
Custodian II (Promotional)	Closes 4/30/2021
ECE Teacher Assistant	Continuous
Instructional Assistant I	Closes 4/23/2021
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
Technology Support Specialist (Promotional)	Closes 4/23/2021

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	May 12, 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
May 12, 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
Bilingual School Secretary**	10/14/2020	11/3/2020	3/9/2021	4/13/2021	20	9	3	3	2	2	4/13/2021	4/12/2022	*Yes	3
Bilingual ECE Teacher Assistant	7/10/2021	Continuous	4/13/2021	4/23/2021	36	2	2	NA	2	2	4/29/2021	4/28/2022	*Yes	3
Child Nutrition Cashier I	3/9/2021	3/30/2021	4/13-4/16/2021	NA	70	35	19	NA	NA	19	4/19/2021	4/18/2022	No	14
Child Nutrition Assistant II	3/9/2021	3/30/2021	4/5-4/8/2021	4/30/2021	40	34	32	NA	32	32	5/3/2021	5/2/2022	No	15
ECE Teacher Assistant	7/10/2021	Continuous	4/13/2021	4/23/2021	54	4	3	NA	3	3	4/29/2021	4/28/2022	*Yes	4
Instructional Assistant I	4/5/2021	4/23/2021	5/4-5/5/2021	NA	39	37	23	NA	NA	23	5/5/2021	5/4/2022	*Yes	12
Noon Duty/Campus Assistant	3/19/2021	4/9/2021	4/20-4/21/2021	NA	58	51	35	NA	NA	35	4/21/2021	4/20/2022	*Yes	9
Paraeducator Moderate to Severe	3/11/2021	Continuous	4/12, 4/19/2021	5/3/2021	44	16	5	NA	5	5	5/3/2021	5/2/2022	*Yes	7
Personnel Administrative Clerk	3/19/2021	4/6/2021	4/22-4/29/2021	5/5/2021	103	51	22	22	20	20	5/5/2021	5/4/2022	No	15
Technology Support Liaison	1/29/2021	2/18/2021	3/29-4/7/2021	4/15/2021	52	32	8	17	8	8	4/16/2021	4/15/2022	No	5

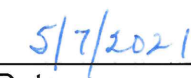
*Only new eligibles have the expiration date of the merged eligibility list; previous eligibles maintain the original expiration date.

**Second round of recruitment with the applications that exceeded the initial 100 received.

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
Director, Personnel Commission



Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE May 12, 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
Child Nutrition Assistant III	12/11/2019	06/10/2021	12/10/2021

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 May 12, 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
Bilingual School Secretary	02/08/2021	02/07/2022
Bilingual ECE Teacher Assistant	02/12/2021	02/11/2022
ECE Teacher Assistant	02/12/2021	02/11/2022
Instructional Assistant I	03/29/2021	03/28/2022
Noon Duty/Campus Assistant	07/12/2020	07/11/2021
Paraeducator Moderate to Severe	03/01/2021	02/28/2022

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	May 12, 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

05/12/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Acuna, Liliana	3/30/2021	From Noon Duty/Campus Assistant (MQ) 3.5 hrs/182 days, to Bilingual ECE Teacher Assistant (MQ) 5.75 hrs/185 days	Promotion Replacement for Xiomara Tacanga
b.	Cruz, Claudia R.	4/26/2021	Instructional Assistant I, from (OT) to (CH) 5.75 hrs/182 days	Voluntary Transfer Replacement for Stephanie Guardado
c.	Fairley, Granesha N.	4/2/2021	Paraeducator-Moderate to Severe from (PDC) to (PDC) 7.0 hrs/182 days	Reassignment; elimination of position Replacement for Charlene Miller
d.	Heredia, Kimberly	4/2/2021	Special Education Instructional Assistant I, from (SW) to (LA) 6.5 hrs/182 days	Reassignment due to elimination of position Replacement for Karen Poulosom
e.	Kheraz, Amy B.	3/1/2021	From Special Education Instructional Assistant I, to Special Education Instructional Assistant II (BV) 5.75 hrs/182 days	Completion of coursework
f.	Lopez Sanchez, Fanny	4/26/2021	Instructional Assistant I, from (YU) to (BV) 5.75 hrs/182 days	Voluntary Transfer Replacement for Jayla Gilchrist
g.	McMurrey, Julee	4/12/2021	From Child Nutrition Assistant II (SAGE) 5.75 hrs/182 days, to Child Nutrition Manager (SAGE) 8.0 hrs/10 mo.	Promotion Replacement for Beverly Laughlin
h.	Mondragon, Artemio	4/1/2021	Custodian I, from (GP) to (SW), 8.0 hrs/12 mo.	Transfer Replacement for Alfonso Garcia
i.	Robinson, Ana S.	04/27/2021	Parent/Community Liaison from (CH) 8.0 hrs/182 days, to (Ch Nutr) 8.0hrs/12 mo.	Increased work year by seniority Growth position
j.	Rodriguez, Jasmine A.	03/09/2021	Parent/Community Liaison, from split assignment (PDC/YN) to (PDC)	Elimination of split assignment
k.	Salazar, Jason H.	03/29/2021	Paraeducator-Moderate to Severe, 7.0 hrs/182 days, from (First Steps) to (PDC)	Voluntary transfer Growth position
l.	Stokes, Terrance A.	04/22/2021	Instructional Assistant I, from (PT) to (PLP) 5.75 hrs/182 days	Voluntary transfer Replacement for Erica Leplomet
m.	Williams, Raymond P.	04/01/2021	From Instructional Assistant I, to Instructional Assistant II (JH), 5.75 hrs/182 days	Completion of coursework

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE May 12, 2021 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
 Director, Personnel Commission

RE: 2021-2022 MEMBERSHIP IN CSPCA
 (California Personnel Commissioners Association)

BACKGROUND

The California School Personnel Commissioners Association (CSPCA) is an organization which perpetuates and promotes the concept of the merit system. As a member, the Palmdale School District is afforded resources on the website, the annual conference for training on issues that affect merit districts, and a network of Personnel Commission Directors.

STATUS

The rate for membership with CSCP for the 2021-2022 year is consistent with last year's rate at \$1,200. This expense was projected in the Personnel Commission budget for said year.

RECOMMENDATION

It is recommended that the Personnel Commission approve the continued membership with CSCP as presented.



California School Personnel Commissioners Association
Supporting Education Through Merit

Annual Association Dues Invoice

Invoice # 58-2021-2022

Date: April, 2021

Bill To:	Send Payment To:
Palmdale ESD 37230 37 th St. Palmdale, CA 93550 Director: Mary Theus mltheus@palmdalesd.org Ph. (661) 285-2902 Fax (661) 285-2137	CSPCA Treasurer Downey Unified School District Attn: BethAnn Arko 11627 Brookshire Avenue Downey, CA 90241 Email: barko@dusd.net Phone: 562-469-6641

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2021-2022	1145 1367	\$1,200.00

Please update any of the above information for your district.

Thank you for your continued membership with CSPCA.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: May 12, 2021 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2021-2022 RENEWAL OF SOFTWARE LICENSE:
NEOGOV INSIGHT ENTERPRISE

BACKGROUND

The NEOGOV Insight Applicant Tracking System continues to be used to facilitate the application and examination processes for the classified service. The District and the Personnel Commission have shared the expense to maintain the software license since implementation of the system.

STATUS

The invoice for the 2021-2022 renewal of the NEOGOV Insight software license plus customer support shows an increase of \$2,957 from last year's rate. The Personnel Commission will disburse \$17,744, and the District will cover the remainder. This expense was projected in the Personnel Commission budget for said year.

RECOMMENDATION

It is recommended that the Personnel Commission approve the expenses to renew the annual software license for NEOGOV Insight.



Invoice #INV-21002

From

Governmentjobs.com, Inc. DBA NEOGOV
300 Continental Blvd.
Suite 565
El Segundo, CA 90245

Bill To

Palmdale School District (CA)
39139 North 10th Street East
Palmdale, CA 93550
USA

Invoice Summary

Invoice Number	INV-21002
Date	07/01/2021
Terms	Net 30
Due Date	07/31/2021
Amount Due (USD)	\$ 32,531.26

Item / Description**Total****Insight**

32,531.26

This is your subscription fee for Insight for the term starting 08/01/2021 and ending 07/31/2022.

Amount Due (USD)

\$ 32,531.26

Thank you for your business!

Please make checks payable to:

Governmentjobs.com, Inc
DEPT LA 25067
Pasadena, CA 91185-5067

To pay by credit card, please reply to this email or reach out to billing@neogov.com and we will send you a payment link.

For Payments by Wire:
Silicon Valley Bank
Account #: 3302022848
Account Name: Governmentjobs.com, Inc.
Bank Routing No.: 121140399
Swift Code: SVBKUS6SIBO

For a copy of our W9, please click on "Download W9" above.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: May 12, 2021 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2021-2022 SOFTWARE LICENSE RENEWAL:
NEOGOV Onboard

BACKGROUND

The Onboard module of the NEOGOV Applicant Tracking System provides automation for the pre-employment process of new employee orientation. The module streamlines the process and primarily auto assigns employment documents for completion online with digital signature.

STATUS

The invoice for the 2021-2022 renewal of the NEOGOV Onboard software license plus customer support shows an increase of \$1,033 from last year's rate. The expense was projected in the annual Personnel Commission budget for said year.

RECOMMENDATION

It is recommended that the Personnel Commission approve the expense to renew the software license for the NEOGOV Onboard module as presented.



Invoice #INV-20555

From

Governmentjobs.com, Inc. DBA NEOGOV
300 Continental Blvd.
Suite 565
El Segundo, CA 90245

Bill To

Palmdale School District (CA)
39139 North 10th Street East
Palmdale, CA 93550
USA

Invoice Summary

Invoice Number	INV-20555
Date	06/17/2021
Terms	Net 30
Due Date	07/17/2021
Amount Due (USD)	\$ 11,361.24

Item / Description**Amount****Total****Onboard**

11,361.24 11,361.24

This is your subscription fee for Onboard for the term starting 07/17/2021 and ending 07/16/2022.

Amount Due (USD)

\$ 11,361.24

Thank you for your business!

Please make checks payable to:

Governmentjobs.com, Inc
DEPT LA 25067
Pasadena, CA 91185-5067

To pay by credit card, please reply to this email or reach out to billing@neogov.com and we will send you a payment link.

For Payments by Wire:
Silicon Valley Bank
Account #: 3302022848
Account Name: Governmentjobs.com, Inc.
Bank Routing No.: 121140399
Swift Code: SVBKUS6SIBO

For a copy of our W9, please click on "Download W9" above.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: May 12, 2021 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2021-2022 SOFTWARE LICENSE RENEWAL:
BIDDLE - OFFICE PROFICIENCY ASSESSMENT & CERTIFICATION (OPAC)

BACKGROUND

The OPAC module from Biddle Consulting integrates the performance examination component with the NEOGOV platform.

STATUS

The OPAC module is currently used with the NEOGOV online platform to integrate the performance examination modules. The invoice for the 2021-2022 renewal of the Biddle software plus customer support shows an increase of \$301 from last year's rate. The expense was projected in the annual Personnel Commission budget for said year.

RECOMMENDATION

It is recommended that the Personnel Commission approve the expense to renew the annual Biddle software license for OPAC performance exams as presented.



Invoice #INV-20567

From

Governmentjobs.com, Inc. DBA NEOGOV
300 Continental Blvd.
Suite 565
El Segundo, CA 90245

Bill To

Palmdale School District (CA)
39139 North 10th Street East
Palmdale, CA 93550
USA

Invoice Summary

Invoice Number	INV-20567
Date	06/30/2021
Terms	Net 30
Due Date	07/30/2021
Amount Due (USD)	\$ 3,310.44

Item / Description**Amount Total****Biddle Software**

3,310.44 3,310.44

This is your subscription fee for Biddle Software for the term starting 07/31/2021 and ending 07/30/2022.

Amount Due (USD) \$ 3,310.44

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**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	May 12, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE TO RECLASSIFY FINGERPRINT TECHNICIAN	

BACKGROUND

The Education Code gives authority to the Personnel Commission to classify positions. This includes, but is not limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, and determining reasonable relationships within occupational hierarchies.

STATUS

The Personnel Commission at its April 14, 2021 meeting, approved a revision to the job description for Fingerprint Technician. The Commission followed with a request to bring this item back to reclassify the position from its current standing in the Technical, Specialized & Related occupational hierarchy of classes, to the Secretarial, Clerical, and related classes.

The District and CSEA endorse this proposed change.

RECOMMENDATION

It is recommended that the Personnel Commission approve to reclassify the Fingerprint Technician position as proposed.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	May 12, 2021		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE TO RECLASSIFY FAMILY SERVICES ADVOCATE		

BACKGROUND

The Education Code gives authority to the Personnel Commission to classify positions. This includes, but is not limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, and determining reasonable relationships within occupational hierarchies.

STATUS

In 2017, Early Childhood Education merged the Family/Community Liaison, Bilingual Family/Community Liaison, and Bilingual Head Start Enrollment Assistant classifications to create a new classification titled Family Services Advocate. This was done to meet the needs of fluctuating periods of high enrollment processing, and facilitate the maximum use of community services and resources. The Family Services Advocate position was allocated to the Secretarial, Clerical, and Related classes.

The Director of Early Childhood Education has requested to reclassify this position from its current standing in the Secretarial, Clerical, and Related classes, to the Social Service Assistant classes. The Head Start Performance Standards require persons in the position to possess within eighteen months of hire, at minimum, a credential or certification in social work, human services, family services, counseling or a related field. Therefore, the proposed change is suggested.

The District and CSEA endorse this proposed change.

RECOMMENDATION

It is recommended that the Personnel Commission approve to reclassify the Family Services Advocate position as proposed.