



PERSONNEL COMMISSION

Wednesday, September 08, 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: September 08, 2021 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 09/08/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/96941812279>

Or iPhone one-tap:

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Or Telephone:

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

US: +1 213 338 8477

MEETING ID: 969 4181 2279

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 – August 11, 2021

ACTION

09-21/22

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
1. Ratification of Eligibility Lists
 2. Extension of Eligibility Lists
 3. Nullification of Eligibility Lists
 4. Ratification of Transfers

ACTION
10-21/22

IV. NEW BUSINESS

- A. Approve Initial Salary Step Placement
Mental Health Intensive Case Manager
- B. Approve Eligibility List with Fewer Than Three Ranks
Health Assistant-LVN
- C. Approve Eligibility List with Fewer Than Three Ranks
Fiscal Services Administrator

ACTION
11-21/22

12-21/22

13-21/22

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. Discussion – Public Employee Discipline, Dismissal, Suspension, Release
 2. Administrative Matters
 3. 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 – Public Employee Discipline, Dismissal, Suspension, Release
 2. Administrative Matters
 3. Confidential/Personnel Matters

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: October 13, 2021 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of August 11, 2021 Regular (Virtual) Meeting

Zoom Meeting ID: 945 4770 3514

CALL TO ORDER	Commissioner Thompson, Chairperson, called the meeting to order at 5:30 PM, followed by the Pledge of Allegiance led by Mrs. Duren.
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 June 14, 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	Helena Perkins, CSEA President of Chapter 296, commented on the requests from bargaining unit members to the Commission regarding internal equity among salary ranges for the Secretarial, Clerical, and related classes. She thanked the Commission for allowing a period of discussion on this matter. Ms. Perkins stated that she is aware the PC rules allow an employee, the District or CSEA to request a classification study for potential reclassification. She further stated that she is aware that it is within the scope of the Personnel Commission's responsibility to classify positions and recommend salaries to the Board, especially for internal alignment and equity. More importantly is the process to which it takes to implement such change. She also recognizes that proper protocol and procedures reduce liability risk for the Personnel Commission, District and CSEA. Ms. Perkins noted that CSEA continues to look out for the best interest of all bargaining unit members who can rest assured they will be taken care of. She asked the Commission to ensure the correct procedures are followed and adhered to where responsibilities lie.
PUBLIC COMMENTS REGARDING NON-AGENDA ITEMS	Susy Martel, Parent/Community Liaison, addressed the Commission regarding the salary range for her classification. She indicated the salary range for her class has remained the same for many years while seeing other positions move up. Ms. Martel noted that her classification is the bridge that communicates and engages with the administrators, parents, school staff, and the community, yet they continue to be overlooked. She asked the Commission to review her classification to address the inequity in salary among other classes within the job family.
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 Essential Functions Job Analyses ("EFJA")

Commissioner Duren moved to approve the proposed EFJAs prepared by Shaw HR Consulting for the following classifications: Custodian I, Custodian II, Maintenance Worker II/Maintenance Worker II-Certified, Paraeducator-Moderate to Severe, Student Interventionist, Warehouse/Worker Delivery Driver II, and Technology Support Liaison. Commissioner Thompson provided a second, and the motion carried by unanimous vote.

Duren-aye; Speights-aye; Thompson-aye

DISCUSSION

Request for Study of Internal Equity Among Salary Ranges Secretarial, Clerical and Related Classes

Commissioner Duren stated she received many requests both from secretaries and Parent/Community Liaisons ("PCLs"), but she will limit her comment to the secretary requests, although the same applies to the PCLs. She very much appreciates the employees contacting the Personnel Commission. She mentioned for the first time and maybe in the history of the Personnel Commission, there are three retired classified employees serving as Commissioners; therefore, no one takes this more seriously than they do. She noted that the PC Director routinely examines job classes and job families, and takes a look at them to see whether or not a reclassification might be warranted for an entire group. The PC rules talk about how often a review should occur, and we are still within the last review that was done where an adjustment for internal equity occurred. Commissioner Duren further remarked that the Commission spent a long time on that, and it was a concerted effort with the union and District joining the Commission in that effort. Yet, it still took a couple of years before the District implemented the Commission's recommendations. This is not outside of what the Commission does, yet the Commission should stay in their lane and not venture in an area where we do not belong. The Commission considers whether there has been a gradual accretion of job responsibilities, which is within its authority, and not an increase in job duties, which is outside of its purview. Commissioner Duren asked Ms. Theus to take a cursory look at the secretary class when time permits, and come back to the Commission with a recommendation on whether further study is necessary to take a closer look at the position or whether it is unwarranted. If it is unwarranted, then there will be no further action by the Commission.

Commissioner Speights articulated his thoughts on the appropriate protocol and whether this is something that should be presented first to the bargaining unit before it reaches the Commission. He indicated that the Commission should not be put in a position where it is stepping out of its lane. The Commission is not above the contract and must follow it along with everyone else. He believes there are areas within the contract that would put the Commission in direct conflict if they proceed too far, too early, and too soon.

Commissioner Duren concurred with Commissioner Speights' statements, and noted if employees are looking to the Commission to make a recommendation now for higher pay, it cannot be done as it is outside of their lane; it should be negotiated. The only area where the Commission can intervene at this point is when a reclassification is necessary.

Ms. Theus reminded the Commission of the last occurrence where the Commission looked at internal equity based on what was bargained and agreed on between the District and CSEA regarding salary increases for specific classes. Afterward, the Commission looked at those position increases and the respective job families to determine whether equity among salary ranges was disturbed or had no impact. Mrs. Duren agreed and indicated that this is the appropriate protocol for this particular issue.

Commissioner Thompson articulated that the Commission should stay where they are and let the District and CSEA proceed first.

Commissioner Duren last commented that Ms. Theus will take a cursory look, then if the Commission feels they should not act, CSEA must address it further.

INFORMATION/COMMENTS

Classified Update

Ms. Theus distributed the Classified Update and gave an update on the challenges with recruitment and staffing. She also shared her experience volunteering on the first day of school at First Steps Special Education Preschool. She said students were tentative, but were very happy to see the staff and be back on campus.

Comments from Commissioners

Commissioner Duren welcomed back all of our kiddos. She said this has been an incredibly unusual experience for students and staff. She also welcomed back all of the certificated and classified staff, and stated she knows that many are excited and happy to see the students and fellow employees. She expressed her concern with the large number of classified employee absences over the last few days. She conveyed her personal sentiment to those employees to say that it is safe to come back to work. If you're worried or concerned, please reach out to your supervisor. PSD has terrific safeguards in place and she wants employees to know what they are if there is concern regarding your safety. Commissioner Duren again welcomed everyone back and those who will be coming back.

Commissioner Speights mentioned he hopes all are attending the back to school events, it will be nice to see everyone.

Commissioner Thompson reported that it is the first time since she started as an employee with the district including the time after retirement where she missed a back to school event. She said she drove by, but didn't go in. Instead, she chose the high school district where her grandson is attending as a freshman. She is looking forward to beginning her volunteer endeavors at his school, but is happy to hear that the first day went well for our schools.

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.

The next regular meeting of the Personnel Commission is scheduled for September 8, 2021 at 5:30 PM in Room 125 at Site 18.

ADJOURNMENT

On a motion by Commissioner Duren and second by Commissioner Speights, with Commissioner Thompson voting yes, the meeting adjourned at 5:53 PM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Deneese Thompson, Chairperson

Dale Speights, Vice Chairperson

Kathleen Duren, Commissioner

Classified Update for August 11, 2021

Testing Status:

Administrative Clerk I	7/28 – 8/3/2021
Administrative Secretary	8/10 – 8/11/2021; QAI 8/17/2021
Bilingual Administrative Clerk II	Exam dates pending
Health Assistant/LVN	8/5/2021; QAI 8/9/2021
Paraeducator Moderate to Severe	8/12/2021; QAI 8/19/2021
Risk Management Specialist	8/17/2021
Special Education Instructional Assistant	7/4, 7/5, 7/12, 7/16/2021; QAI 8/19/2021

Postings:

Accounting Clerk II	Closes 8/31/2021
AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
Campus Security Assistant	Closes 8/19/2021
Crossing Guard	Closes 8/13/2021
Director – Maintenance & Operations	Closes 8/23/2021
District Chef	Closes 8/27/2021
ECE Teacher Assistant	Continuous
Fiscal Services Administrator	Closes 8/20/2021 (extended)
Library Aide	Closes 8/13/2021
Math Tutor (Casual)	Continuous
Occupational Therapist	Continuous

Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Continuous
Parent/Community Liaison	Closes 8/18/2021
Special Education Instructional Assistant	Continuous
Student Interventionist	Closes 8/20/2021
Technology Support Liaison	Closes 8/19/2021

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 8, 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.

MT:eai
10-21/22

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 8, 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
Administrative Secretary	6/18/2021	7/9/2021	8/10, 8/11/2021	8/17/2021	96	33	9	9	9	9	8/17/2021	8/16/2022	No	8
Crossing Guard	7/26/2021	8/13/2021	8/23/2021	NA	93	61	12	NA	NA	12	8/25/2021	8/24/2022	*Yes	7
Director – Maint. & Operations	7/22/2021	8/23/2021	8/26/2021	8/31/2021	6	3	3	NA	3	3	8/31/2021	8/30/2022	No	3
Paraeducator/LVN	5/26/2021	6/16/2021	6/23, 6/28/2021	8/9/2021	9	7	3	NA	3	3	8/10/2021	8/9/2022	No	3
Paraeducator Moderate to Severe	7/14/2021	Cont.	8/12/2021	8/19/2021	34	10	5	NA	4	4	8/19/2021	8/18/2022	*Yes	14
Special Ed Instructional Asst. I	6/1/2021	6/21/2021	8/4/2021	8/19/2021	43	32	7	NA	5	5	8/19/2021	8/18/2022	*Yes	12
Special Ed Instructional Asst. I	7/15/2021	Cont.	8/12, 8/16/2021	8/19/2021	34	29	10	NA	10	10				

*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
Director, Personnel Commission

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE September 8, 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
Family Partnership Specialist – Headstart	09/28/2020	09/27/2021	03/27/2022
Paraeducator – Translator DHH	10/06/2020	10/05/2021	04/05/2022

RECOMMENDATION

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

MT:eai
10-21/22

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE September 8, 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
Crossing Guard	07/16/2021	07/15/2022
Paraeducator Moderate to Severe	07/16/2021	07/15/2022
Special Education Instructional Assistant	03/30/2021	03/29/2022

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 8, 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
09/08/2021

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Bertman, Lisa	8/5/2021	Special Education Instructional Assistant I, 6.5 hrs/182 days, from (BV) to (TW)	Reassignment due to elimination of position Growth position
b.	Brown-Thornton, Qwendolyn	8/16/2021	Noon Duty/Campus Assistant, 3.5 hrs/182 days, from (JH) to (OC)	Voluntary Transfer Replacement for Connie Blaylock
c.	Cruz, Amor M.	8/5/2021	From Child Nutrition Cashier (CA) 3.0 hrs/182 days, to Child Nutrition Assistant II (PLP) 5.75 hrs/182 days	Promotion Replacement for Maria Almanza
d.	Diaz, Jessica R.	8/5/2021	Paraeducator-Moderate to Severe, 6.5 hrs/182 days, from (DW) to (DW)	Reassignment to same site; elimination of position Growth position
e.	Escalante, Deysi	8/16/2021	Paraeducator Moderate to Severe, from (PDC) 5.75 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Growth position
f.	Flores, Carlos O.	8/9/2021	Paraeducator Moderate to Severe, from (PDC) 5.75 hrs/ 182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Growth position
g.	Garcia Lopez, Evelyn L.	8/19/2021	From Special Education Instructional Assistant I (JH) 5.75 hrs/182 days, to Parent/Community Liaison (DW) 8.0 hrs/182 days	Promotion Replacement for Ana Castillo
h.	Grant, Sherelle A.	8/5/2021	Paraeducator/LVN, 6.5 hrs/182 days, from (MZ) to (CM)	Reassignment due to elimination of position Growth position
i.	Harris, Saadiq A.	08/05/2021	Paraeducator Moderate to Severe, 5.75 hrs/182 days, from (PDC) to (DW)	Reassignment due to elimination of position Growth position
j.	Harris, Saadiq A.	08/19/2021	Paraeducator Moderate to Severe, from (DW) 5.75 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Growth position
k.	Harvey-Morris, Emily	08/05/2021	Special Education Instructional Assistant I, 6.5 hrs/ 182 days, from (OT) to (MZ)	Reassignment due to elimination of position Replacement for Amy Jo Lawson
l.	Henson, Timothy J.	08/05/2021	Paraeducator Moderate to Severe, 7.0 hrs/182 days, from (PDC) to (PDC)	Voluntary transfer to different assignment Growth position
m.	Hernandez, Rocio	08/11/2021	From Child Nutrition Assistant II (DC) 5.75 hrs/182 days, to Child Nutrition Manager (CH) 8.0 hrs/10 mo.	Promotion Replacement for Tina Wiebe

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	September 8, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE INITIAL SALARY STEP PLACEMENT MENTAL HEALTH INTENSIVE CASE MANAGER	

BACKGROUND

In accordance with Personnel Commission Rules and Regulations, Item 7.6, the initial salary placement is the first step of the salary range as approved by the Commission. An accelerated pay rate may be established in classifications where recruitment efforts are difficult. The initial salary placement may be set beyond the first step, but not to exceed the third step, with the recommendation of the Superintendent as well as the approval of the Board and Commission.

STATUS

The Mental Health Intensive Case Manager position can be difficult to fill because of the certification and minimum qualification requirements. Two qualified candidates with extensive experience were recently selected through the interview process for contingent hire.

As approved by the Superintendent, the initial salary step placement recommendation to employ Applicant ID #41649433 and #3934514 as Mental Health Intensive Case Manager is at Step 2 (\$91,007) of the Leadership Team Salary Schedule.

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	September 8, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: HEALTH ASSISTANT/LVN	

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 Health Assistant-LVN classification have been challenging. The job posting for this classification was published in June through July 2021 for recruitment of qualified applicants. A sufficient number of applications were submitted during the posting period; however, a majority of the candidate pool was not successful with the competitive examination process.

There are two ranks of candidates (two eligibles) who meet all minimum qualifications and successfully completed the examination process. To support the critical needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified. The classification is posted again for recruitment of additional applicants.

RECOMMENDATION

It is recommended that the Personnel Commission approve the Health Assistant-LVN eligibility list containing two ranks as presented.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 8, 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
Health Assistant/LVN	5/21/2021	6/10/2021	6/24/2021	8/9/2021	23	12	1	1	1	1	8/10/2021	8/9/2022	No	2
Health Assistant/LVN	6/25/2021	7/16/2021	8/5/2021	8/9/2021	23	10	1	1	1	1				

*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
Director, Personnel Commission

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	September 8, 2021	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: FISCAL SERVICES ADMINISTRATOR	

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 Fiscal Services Administrator have been challenging. The job posting for this classification was published for a period of one month, June through July, and extended for an additional fifteen days through the end of August with a limited number of applicants. To support the critical needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified to move forward with the interview process.

Currently, there are two ranks of candidates (two eligibles) who meet all minimum qualifications and successfully completed the examination process. Therefore, a list of fewer than three ranks is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the Fiscal Services Administrator eligibility list containing two ranks as presented.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
September 8, 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
Fiscal Services Administrator	6/30/2021	8/20/2021#	8/23/2021	9/1/2021	6	3	2	NA	2	2	9/1/2021	8/31/2022	No	2

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

#Extended recruitment due to lack of applicants

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	September 8, 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.

MT:eai

Personnel Commission Operating Budget - FY 2021/2022*Expenses for the period of 07/1/2021 - 9/2/2021*

Dist Obj	Sch Loc	Description	Current Operating	Expenditure	Encumbrance	Total Obligated	Remaining Balance
			Budget				
4320	2300000	Supplies - Buyout	5,000.00	1,957.76	0.00	1,957.76	3,042.24
4320	8200000	Supplies - Custodian	1,500.00	0.00	0.00	0.00	1,500.00
4380	2300000	Supplies - Technology	600.00	0.00	0.00	0.00	600.00
4393	8200000	Water - Bottled	1,000.00	26.58	325.56	352.14	647.86
4480	2300000	Equip - Tech Non Cap	3,600.00	0.00	0.00	0.00	3,600.00
5210	2300000	Mileage	500.00	0.00	0.00	0.00	500.00
5220	2300000	Travel & Conference	12,430.00	0.00	0.00	0.00	12,430.00
5310	2300000	Dues & Memberships	4,350.00	4,100.00	0.00	4,100.00	250.00
5712	2300000	Direct Costs - Printing	520.00	0.00	0.00	0.00	520.00
5714	2300000	Direct Costs - Call Out	1,000.00	0.00	0.00	0.00	1,000.00
5719	2300000	Direct Costs - Mailing	600.00	31.57	0.00	31.57	568.43
5810	2300000	Advertising	2,000.00	600.00	0.00	600.00	1,400.00
5822	2300000	Legal	40,000.00	0.00	0.00	0.00	40,000.00
5828	2300000	Software Support	32,700.00	30,937.24	0.00	30,937.24	1,762.76
5830	2300000	Consultants	2,000.00	0.00	0.00	0.00	2,000.00
5890	2300000	Services	800.00	0.00	0.00	0.00	800.00
TOTALS:			108,600.00	37,653.15	325.56	37,978.71	70,621.29