



**Personnel Commission**  
Wednesday, August 12, 2020 - 5:30 P.M.  
37230 37<sup>th</sup> Street East,  
Palmdale, CA 93550

**AGENDA OF REGULAR MEETING**

**You are invited to Join a Zoom Meeting**

When: August 12, 2020 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission-08/12/2020

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/98894636913>

**TELEPHONE ACCESS:**

Dial-In: +1.669.900.6833

Meeting ID: 988 9463 6913

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

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

**I. PRELIMINARY BUSINESS**

A. Approval of Meeting Minutes – July 13, 2020

**ACTION**

04-20/21

**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 to 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**

- A. Approval of Consent Agenda 05-20/21
1. Ratification of Eligibility Lists
  2. Extension of Eligibility Lists
  3. Nullification of Eligibility Lists
  4. Ratification of Transfers

**IV. NEW BUSINESS**

**ACTION**

- A. Approval of Eligibility List with Less Than Three Ranks: 06-20/21  
Leaves Analyst
- B. Approval of Eligibility List with Less Than Three Ranks: 07-20/21  
Occupational Therapist

**V. INFORMATION/REPORTS**

- A. Classified Update
- B. Director, Personnel Commission
- 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. Schematic List of Classes
  2. Confidential/Personnel Matters

**VII. RECONVENE TO OPEN SESSION**

**VIII. REPORT OUT ACTIONS TAKEN (if any) IN CLOSED SESSION**

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

**IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: September 9, 2020 at 5:30 P.M.**

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

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of July 13, 2020 Regular (Virtual) Meeting**

**CALL TO ORDER**

Chairperson Kathleen Duren called the meeting to order at 10:17 A.M., followed by the Pledge of Allegiance led by Mary Theus.

**MEMBERS PRESENT  
VIA ZOOM CONFERENCING**

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

A quorum was present.

**STAFF PRESENT**

Ms. Mary Theus, Director, Personnel Commission  
Ms. Heidy Castillo, Administrative Secretary

**PRELIMINARY BUSINESS**

**Approval of Meeting Minutes**

Commissioner Thompson moved to approve the minutes recorded for the June 10, 2020 regular meeting, with Commissioner Speights providing a second, and discussion was called. Hearing none, the motion carried by unanimous vote. *Aye: Duren, Speights, Thompson*

**PUBLIC COMMENTS CONCERNING  
AGENDA ITEMS**

No comments heard.

**PUBLIC COMMENTS REGARDING  
NON-AGENDA ITEMS**

No comments heard.

**CONSENT AGENDA**

Commissioner Thompson moved to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Aye: Duren, Speights, Thompson.*

**NEW BUSINESS**

**Approval of Revised Leadership Job Description - Family Partnership Specialist**

Commissioner Thompson motioned to approve the proposed revision to the Family Partnership Specialist job description, with Commissioner Speights providing a second. Mrs. Theus confirmed the revision supports Head Start regulations. The motion carried by unanimous vote.  
*Aye: Duren, Speights, Thompson.*

**INFORMATION/REPORTS**

**Monthly Expense Review**

Ms. Theus distributed the expense report and noted expenses for annual memberships and software licenses.

**Classified Update**

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes. Ms. Theus provided an update on examination and QAI sessions, and mentioned the decrease in applicant participation.

**Comments from Director, Personnel Commission**

Ms. Theus reported that classified employees returned to work and are adhering to safety protocols. She welcomed everyone back.

**Comments from Commissioners**

Commissioner Thompson thanked the Personnel Commission staff for their hard work and procedural adjustments made during this time.

Commissioner Speights echoed Commissioner Thompson's comments. He also reported that some of his family members have been affected by COVID-19, and hopes everyone will take care, stay safe and healthy.

Commissioner Duren reiterated the comments of her colleagues and expressed that she wishes the best for Mr. Speights and his family. She also mentioned that she listened to a great webinar presented by legal professional, Kristine Kwong, regarding COVID-19, pertinent laws, and ways to manage workplace issues.

**RECESS TO CLOSED SESSION**

No recess.

**ADJOURNMENT**

On a motion by Commissioner Thompson and second by Commissioner Speights, the meeting adjourned at 10:29 A.M.

*Aye: Duren, Speights, Thompson.*

Respectfully submitted,

*Mary L. Theus*

Director, Personnel Commission

**APPROVED:**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice Chairperson

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Dale Speights, Commissioner

**Classified Update for July 13, 2020**

**Testing Status:**

Accounting/Data Processing Tech	Performance/Written exam – 07/08, 07/09/20
Administrative Clerk II	Performance/Written exam – TBD
Attendance Clerk – Promotional Only	Performance/Written exam - TBD
Bilingual/ECE Teacher Assistant	Written Exam pending
Bilingual Typist Clerk	QAI – 06/16/20 (via Zoom)
Child Nutrition Manager	Written Exam pending
Crossing Guard	Written Exam – 07/10/20
District Chef	QAI – 06/24/20 (via Zoom)
District Receptionist – Promotional only	Performance/Written – 06/22, 06/23; QAI – 07/01/20 (via Zoom)
Executive Assistant Non-Confidential	Performance/Written exam – TBD
Leaves Analyst	Performance/Written exam – 07/09/20; QAI – 07/14/20 (via Zoom)
Maintenance Worker II	Screening, Written Exam - TBD
Noon Duty/Campus Assistant	Written Exam – 07/13/20
Occupational Therapist	QAI 07/15/20 (via Zoom)
Paraeducator Moderate to Severe	Written Exam – 06/17, 06/18/20; QAI 06/22/20 (via Zoom)
Paraeducator – Translator (DHH)	Written Exam - TBD
Personnel Analyst	QAI – TBD
School Secretary	QAI 06/12/20 (via Zoom)
Special Education Instr Assistant	Written Exam - TBD
Warehouse Worker/Delivery Driver II	QAI - TBD

**Postings:**

Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Manager	Closed 07/03/20
ECE Teacher Assistant	Continuous
Leaves Analyst (Re-posted)	Closed 06/19/20
Maintenance Worker II (Re-posted)	Closed 07/03/20
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator Moderate to Severe	Closes 07/28/20

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	August 12, 2020	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  
August 12, 2020**

**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
Crossing Guard	03/12/20	04/01/20	07/10/20	NA	9	5	1	NA	NA	1	07/10/20	07/09/21	*Yes	9
Noon Duty/Campus Assistant	03/02/20	03/21/20	07/13/20	NA	13	12	6	NA	NA	6	07/13/20	07/12/21	*Yes	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  
Mary Theus  
Director, Personnel Commission

August 6, 2020  
Date



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE August 12, 2020 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 II	02/26/2019	08/25/2020	02/25/2021
Child Nutrition Cashier I	03/06/2019	09/05/2020	03/05/2021
Parent/Community Liaison	08/27/2019	08/26/2020	02/26/2021
Personnel Administrative Clerk	09/19/2019	09/18/2020	03/18/2021

**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 August 12, 2020 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	02/14/2020	02/13/2021
Noon Duty/Campus Assistant	02/03/2020	02/02/2021

**RECOMMENDATION**

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	August 12, 2020	<input type="checkbox"/>	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

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Aispuro Gutierrez, Santa	6/1/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days (Site 18), to 5.75 hrs/185 days (CH)	Growth Increase by seniority
b.	Albarran, Jessica	6/1/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (YU)	Growth Increase by seniority
c.	Alfaro, Gladis	6/1/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Ave J)	Growth Increase by seniority
d.	Arruda, Kassandra L.	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (YU)	Growth Increase by seniority
e.	Bernards, Karen	7/1/2020	Occupational Therapist, from 8.0 hrs/12 mo. to 8.0 hrs/190 days	Adjustment of classification work year
f.	Bonilla, Gabriela	7/1/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of classification work year
g.	Britton, Christine V.	6/1/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days (CH), to 5.75 hrs/185 days (Wilsona)	Growth Increase by seniority
h.	Campbell, Lakischa	7/1/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of classification work year
i.	Carcamo, Janet O.	06/16/2020	From Child Nutrition Cashier (TA) 3.0 hrs/182 days, to Custodian I (MZ) 8.0 hrs/12 mo.	Promotion Replacement for William Blair
j.	Castillo, Patrick	07/01/2020	Occupational Therapist, from 8.0 hrs/12 mo. to 8.0 hrs/190 days	Adjustment of Classification Work Year
k.	Castro, Cindy M.	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (MZ)	Growth Increase by seniority
l.	Chinchilla, Stacy R.	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Site 18)	Growth Increase by seniority
m.	Collins, Candice	07/01/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of Classification Work Year
n.	Desiderio Cruz, Laura N.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (YU)	Growth Increase by seniority
o.	Escobar, Liliana C.	07/01/2020	From Special Education Instructional Assistant I, to Special Education Instructional Assistant II (QV) 5.75 hrs/182 days	Completion of coursework

## Transfers and Reassignments

p.	Gallardo-Calito, Tzuriela	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (TW)	Growth Increase by seniority
q.	Gallardo-Calito, Tzuriela	08/03/2020	Bilingual Early Childhood Education Teacher Assistant from (TW) to (MQ), 5.75 hrs/185 days	Growth Voluntary transfer
r.	Gatti, Teresa	07/01/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of Classification Work Year
s.	Grace, Nod'Keya J.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (TW)	Growth Increase by seniority
t.	Grantis, Brenda	07/01/2020	Occupational Therapist, from 8.0 hrs/12 mo. to 8.0 hrs/190 days	Adjustment of Classification Work Year
u.	Guerrero, Karen	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (OC)	Growth Increase by seniority
v.	Guidice, Claudia A.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Wilsona)	Growth Increase by seniority
w.	Gulke, Susana	06/30/2020	From Personnel Administrative Clerk (HR) 8.0 hrs/12 mo., to Credentials Analyst (HR) 8.0 hrs/12 mo.	Promotion Replacement for Jeanetta Williams
x.	Gutierrez, Lorena	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days (Site 18), to 5.75 hrs/185 days (CH)	Growth Increase by seniority
y.	Jimenez, Richard	06/22/2020	From Early Childhood Education Teacher Assistant (YU) 5.75 hrs/185 days, to Family Services Advocate (ECE) 8.0 hrs/12 mo.	Promotion Replacement for Mariangeles Gaete
z.	Khosraviani, Shirin	07/01/2020	Occupational Therapist, from 8.0 hrs/12 mo. to 8.0 hrs/190 days	Adjustment of Classification Work Year
aa.	Lopez, Briseida M.	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days (TW), to 5.75 hrs/185 days (YU)	Growth Increase by seniority
ab.	Maples, Arianna M.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (TW)	Growth Increase by seniority
ac.	Mayen de Rodriguez, Johana	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (TW)	Growth Increase by seniority
ad.	Mejia, Mirian Del Carmen	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (YU)	Growth Increase by seniority

## Transfers and Reassignments

ae.	Meraz, Claudia	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days (Site 18), to 5.75 hrs/185 days (TA)	Growth Increase by seniority
af.	Minchola, Bettina H.	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days (MZ), to 5.75 hrs/185 days (TA)	Growth Increase by seniority
ag.	Minero, Ily Y.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (MQ)	Growth Increase by seniority
ah.	Monterroso, Lourdes	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (TW)	Growth Increase by seniority
ai.	Monterroso, Lourdes	08/03/2020	From Early Childhood Education Teacher Assistant (TW) to Bilingual Early Childhood Education Teacher Assistant (TW), 5.75 hrs/185 days	Growth Voluntary lateral transfer
aj.	Norton, Stephanie, L.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (OC)	Growth Increase by seniority
ak.	Parada de Turcios, Rosa E.	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days (MZ), to 5.75 hrs/185 days (YU)	Growth Increase by seniority
al.	Perez, Anna L.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (YU)	Growth Increase by seniority
am.	Perez Delgado, Esteisy A.	06/01/2020	Bilingual Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (Site 18)	Growth Increase by seniority
an.	Potts, Kristina	07/01/2020	Occupational Therapist, from 8.0 hrs/12 mo., to 8.0 hrs/190 days	Adjustment of classification work year
ao.	Ramos, Marilyn R.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (CH)	Growth Increase by seniority
ap.	Robinson-Woods, Kristen	07/01/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of classification work year
aq.	Rodas, Nancy	07/01/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of classification work year
ar.	Rubalcaba, Patricia	07/01/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of classification work year
as.	Sahi Jr., Ravinder S.	06/11/2020	From Custodian I (PLP) 8 hrs/12 mo., to Custodian II (SH) 8.0 hrs/12 mo.	Promotion Replacement for Lori Belcher

## Transfers and Reassignments

at.	Sandoval, Christina A.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (MQ)	Growth Increase by seniority
au.	Serrano Magallanes, Cynthia	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (CH)	Growth Increase by seniority
av.	Sonntag, Doris D.	09/21/2020	From Administrative Clerk I (JH) 5.75 hrs/10 mo., to School Secretary (CM) 8.0 hrs/11 mo.	Promotion Replacement for Suzanne Robinson
aw.	Tomaw, Kelly I.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (PT)	Growth Increase by seniority
ax.	Valerio, Kali L.	06/01/2020	Early Childhood Education Teacher Assistant, from 3.75 hrs/185 days, to 5.75 hrs/185 days (OC)	Growth Increase by seniority
ay.	Vasquez-Sanker, Annette	07/01/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of classification work year
az.	Velazquez, Ana T.	07/08/2020	From Administrative Clerk II (Educ. Services), 8.0 hrs/12 mo., to School Secretary (PLP), 8.0 hrs/11 mo	Promotion Replacement for Patricia Ratcliff
ba.	Williams, Lyndsie	07/01/2020	Social Emotional Learning Specialist, from 8.0 hrs/208 days to 8.0 hrs/190 days	Adjustment of classification work year

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	August 12, 2020	REPORT
TO:	Personnel Commission	<u>  X  </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: LEAVES ANALYST	

**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 Leaves Analyst commenced April 16, 2020 through May 7, 2020, and again June 1, 2020 through June 19, 2020. Currently, we have two eligible applicants, one from each recruitment, who meet all minimum qualifications and successfully completed the competitive examination process.

To support the needs of the District, it is requested that an eligibility list be approved to proceed with hiring for this critical position that performs technical duties related to the administration and employee leaves time management and reporting.

**RECOMMENDATION**

It is recommended that the Personnel Commission approve the eligibility list for Leaves Analyst as presented with two eligibles.



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
August 12, 2020**

**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
Leaves Analyst	04/16/20	05/07/20	05/27/20	07/14/20	31	4	1	1	1	1	07/14/20	07/13/21	No	1
Leaves Analyst	06/01/20	06/19/20	07/09/20	07/14/20	44	4	1	1	1	1	07/14/20	07/13/21	Yes	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

Mary Theus  
Director, Personnel Commission

August 6, 2020

Date

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	August 12, 2020	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  
August 12, 2020**

**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	07/01/19	Cont.	NA	07/15/20	3	3	NA	NA	2	2	07/30/20	07/29/21	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

August 6, 2020  
Date