



PERSONNEL COMMISSION

Tuesday, November 10, 2020 - 5:30 P.M.

37230 37th Street East,

Palmdale, CA 93550

AGENDA OF RESCHEDULED REGULAR MEETING

You are invited to Join a Zoom Meeting

When: November 10, 2020 at 5:30 PM Pacific Time

Topic: Regular (Virtual) Meeting of the Personnel Commission - 11/10/2020

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/94432982714>

Or iPhone one-tap:

US: +12133388477,,94432982714#

Or Telephone:

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

US: +1 213 338 8477

MEETING ID: 944 3298 2714

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 – October 14, 2020

ACTION

18-20/21

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

19-20/21

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

IV. NEW BUSINESS

ACTION

20-20/21

- A. Approval of Eligibility List with Fewer than Three Ranks:
Attendance Clerk

- B. Approval of Eligibility List with Fewer than Three Ranks:
Executive Assistant Non-Confidential

21-20/21

V. DISCUSSION ITEMS

- A. Request for Reclassification: Director-Classified Personnel
Mr. Ryan Beardsley, Assistant Superintendent, Human Resources

VI. INFORMATION/COMMENTS

- A. Quarterly Expense Review
- B. Classified Update
- C. Comments from Director
- D. Comments from Commissioners

VII. 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

VIII. RECONVENE TO OPEN SESSION

IX. 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

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: December 9, 2020 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of October 14, 2020 Regular (Virtual) Meeting

Zoom Meeting ID: 975 5809 2238

CALL TO ORDER

The meeting was called to order at 5:32 P.M. by Commissioner Thompson, followed by the Pledge of Allegiance led by Commissioner Speights.

MEMBERS PRESENT

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

A quorum was present.

MEMBERS ABSENT

Mrs. Kathleen Duren, Chairperson

STAFF PRESENT

Ms. Mary Theus, Director, Personnel Commission

PRELIMINARY BUSINESS

Approval of Meeting Minutes

Commissioner Speights motioned to approve the minutes recorded for the September 9, 2020 regular meeting, with Commissioner Thompson providing a second. The motion carried by unanimous vote. *Speights-aye; Thompson-aye*

**PUBLIC COMMENTS CONCERNING
AGENDA ITEMS**

No comments offered or heard.

**PUBLIC COMMENTS REGARDING
NON-AGENDA ITEMS**

No comments offered or heard.

CONSENT AGENDA

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

NEW BUSINESS

Approval of Initial Salary Placement: Occupational Therapist

Commissioner Speights motioned to approve the proposed initial salary placement at Step 3 for Occupational Therapist candidates, 44476321 and 44522064, with Commissioner Thompson providing a second. There was no discussion, and the motion carried by unanimous vote.
Speights-aye; Thompson-aye

Second Reading and Approval: Proposed Revision to Personnel Commission Rules and Regulations, Chapter 3, Section 3 - Reclassification

Commissioner Speights motioned to approve the proposed revision to the rules pertinent to Reclassification, with Commissioner Thompson providing a second. There was no discussion, and the motion carried by unanimous vote.
Speights-aye; Thompson-aye

2019-2020 Personnel Commission Annual Report

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

INFORMATION/REPORTS

Classified Update

Ms. Theus distributed the Classified Update. It is attached as part of the official minutes.

Comments from Director, Personnel Commission

Ms. Theus shared her appreciation of the Board, Administration, CSEA, PSD employees and individuals from neighboring districts for their support, feedback, and participation as Subject Matter Experts and raters for supplemental application screenings and interview panels.

Comments from Commissioners

Commissioner Thompson commented on the 2019-2020 Personnel Commission Annual Report. She stated that she was impressed by the Recruitment and Selection data, and expressed her gratitude to the Commission staff for the volume of work managed by the team.

RECESS TO CLOSED SESSION

No recess.

ADJOURNMENT

On a motion by Commissioner Thompson and second by Commissioner Speights with both voting yes, the next regular meeting will be rescheduled from November 11, 2020 (holiday) to November 10, 2020. The meeting adjourned at 5:43 P.M.

Respectfully submitted,

Mary Theus

Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Deneese Thompson, Vice Chairperson

Dale Speights, Commissioner

Classified Update for October 14, 2020

Testing Status:

Administrative Clerk II	QAI – 10/16/20
Attendance Clerk – Promotional Only	Performance/Written exam – 10/21/20; QAI – 10/28/20
Bilingual/ECE Teacher Assistant	Written Exam – 10/08/20
Executive Assistant Non-Confidential	Performance/Written exam – 10/20/20; QAI – 10/27/20
Social Emotional Learning Specialist	QAI – 10/15/20

Postings:

Accounting Clerk II	Closes 10/28/20
Accounting/Data Processing Technician	Closes 10/23/20
Bilingual ECE Teacher Assistant	Continuous
Bilingual School Secretary	Closes 11/03/20
ECE Teacher Assistant	Continuous
Health Assistant / LVN	Closes 11/03/20
Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 10, 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
November 10, 2020**

CLASSIFIED RECRUITMENT SUMMARY REPORT

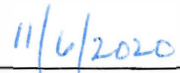
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Administrative Clerk II	01/17/20	02/07/20	9/28, 9/29, 10/2/20	10/16/20	145	78	17	17	17	17	10/16/20	10/15/21	No	14
Social Emotional Learning Specialist	09/02/20	10/02/20	NA	10/15/20	9	6	NA	NA	5	5	10/16/20	10/15/21	No	4
Student Information Services Supervisor	09/11/20	10/02/20	10/28/20	11/05/20	35	8	4	4	3	3	11/05/20	11/04/21	No	3

*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 November 10, 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
Benefits/Payroll Clerk	11/14/2019	11/13/2020	05/13/2021
Bilingual Administrative Secretary	06/05/2019	12/04/2020	06/04/2021
Systems Administrator	05/16/2019	11/15/2020	05/15/2021

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	November 10, 2020	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

11/10/2020

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Camarena, Martha E.	10/26/2020	From Child Nutrition Assistant II (PT) 5.75 hrs/182 days, to Child Nutrition Manager (Site 18) 8.0 hrs/10 mo.	Promotion Replacement for Terry Richardson
b.	Dean, Veronika A.	10/12/2020	From Accounting Clerk II (Health Svcs) to Accounting/Data Processing Technician (Fiscal Svcs) 8.0 hrs/12 mo.	Promotion Growth
c.	Garcia, Emidio	9/9/2020	From Accounting/Data Processing Technician (Fiscal) to Interim Student Information Services Supervisor (Student Services) 8.0 hrs/12 mo.	Provisional Appointment
d.	Holt, Keefe I	9/28/2020	From Custodian I (QV) to Custodian II (GP) 8.0 hrs/12 mo.	Promotion Replacement for Paula Shepherd-Lopez
e.	Johnson, Carresquell A.	10/22/2020	Special Education Instructional Assistant I, from (QV) 5.75 hrs/182 days, to (BS) 6.5 hrs/182 days	Growth Increased hours by seniority
f.	Krause, Roger	9/21/2020	Accounting Clerk I, from (D.O.) to (Parent Center) 8.0 hrs/12 mo.	Change of location
g.	Martinez, George	9/28/2020	From Custodian I (ECE) to Custodian II (TW) 8.0 hrs/12 mo.	Promotion Replacement for Sean Barber
h.	McQuown, Eric B.	10/19/2020	From Custodian I (CH) 8.0 hrs/12 mo., to Warehouse/Worker Delivery Driver II (Ch Nutr) 8.0 hrs/12 mo.	Promotion Replacement for Steven Puzio
i.	Palermo, Dana	10/26/2020	From Child Nutrition Assistant I (CH) 3.0 hrs/182 days, to Child Nutrition Assistant II (YU) 5.75 hrs/182 days	Promotion Replacement for Jessica Minor
j.	Strickland, Cynthia	10/01/2020	Paraeducator/LVN, 6.5 hrs/182 days, from (First Steps) to (BV)	Growth Reassignment; elimination of position
k.	Welsh, Eriko	09/17/2020	Paraeducator-Moderate to Severe, from (PDC) to (PDC) 7.0 hrs/182 days	Growth Reassignment to same site, elimination of position

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	November 10, 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: Attendance Clerk	

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 for Attendance Clerk commenced January 24, 2020 through February 13, 2020. The examination procedure was postponed indefinitely due to the Coronavirus pandemic, and the District's guidelines in conformity with the Department of Public Health. When determined that it was safe to resume in-person examination procedures while adhering to sanitation and safety protocols, the test for this recruitment was administered in October.

A list of two ranks containing three candidates is now presented for consideration to close the recruitment. Though there are zero vacancies to fill currently, we will post again to merge additional ranks to this list.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Attendance Clerk with fewer than three ranks as presented.

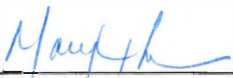
**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
November 10, 2020**

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
Attendance Clerk	01/24/20	02/13/20	10/21/20	10/28/20	13	6	4	4	3	3	10/28/20	10/27/21	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
Director, Personnel Commission

11/5/2020

Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	November 10, 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: Executive Assistant Non-Confidential	

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 for Executive Assistant Non-Confidential commenced January 24, 2020 through February 13, 2020. The examination procedure was postponed indefinitely due to the Coronavirus pandemic, and the District's guidelines in conformity with the Department of Public Health. When determined that it was safe resume in-person examination procedures while adhering to sanitation and safety protocols, the test for this recruitment was administered in October.

A list of two ranks containing two candidates is now presented for consideration to close the recruitment. Though there are zero vacancies to fill currently, we will post again to merge additional ranks to this list.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Executive Assistant Non-Confidential as presented.


**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
November 10, 2020**

CLASSIFIED RECRUITMENT SUMMARY REPORT

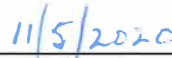
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Executive Assistant Non-Confidential	01/24/20	02/13/20	10/20/20	10/27/20	56	15	2	2	2	2	10/28/20	10/27/21	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
Director, Personnel Commission



Date

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	November 10, 2020	<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, 2020 to date are provided for review.

Personnel Commission Operating Budget - FY 20/21*Expenses for the period of 07/1/2020 - 11/5/2020*

Dist Obj	Sch Loc	Description	Current Operating Budget	Expenditure	Encumbrance	Total Obligated	Remaining Balance
4320	2300000	Supplies - Buyout	4,000.00	120.67	0.00	120.67	3,879.33
4320	8200000	Supplies - Custodian	1,500.00	0.00	0.00	0.00	1,500.00
4393	8200000	Water - Bottled	500.00	23.92	328.22	352.14	147.86
4480	2300000	Equip - Tech Non Cap	2,000.00	0.00	0.00	0.00	2,000.00
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	0.00	0.00	0.00	400.00
5719	2300000	Direct Costs - Mailing	600.00	51.60	0.00	51.60	548.40
5810	2300000	Advertising	2,000.00	0.00	0.00	0.00	2,000.00
5822	2300000	Legal	40,000.00	0.00	0.00	0.00	40,000.00
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	200.00	400.00	600.00	200.00