



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, April 10, 2019 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Don Wilson, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mrs. Kathleen Duren, Commissioner
Ms. Mary Theus, Interim Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

- A. Approval of Regular Meeting Minutes – March 27, 2019

57-18/19

II. PUBLIC COMMENTS

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

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
1. Ratification of Eligibility Lists
2. Ratification of Transfers

58-18/19

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

ACTION

- A. Approval of Eligibility List with Less than Three Ranks:
Occupational Therapist
B. Approval of Revision to Job Description:
Benefits Analyst
C. Approval of Revision to Job Description:
Systems Administrator
D. Public Hearing
1. Proposed 2019-2020 Personnel Commission Annual Budget
E. Approval of 2019-2020 Personnel Commission Annual Budget

59-18/19

60-18/19

61-18/19

62-18/19

VI. INFORMATION/REPORTS

- A. Expenses Review
- B. Classified Update
- C. Interim Director, Personnel Commission
- 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 Employment Matters

VIII. RECONVENE TO OPEN SESSION

IX. 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. Confidential Employment Matters

X. DATE/TIME OF NEXT REGULAR PERSONNEL COMMISSION MEETING: April 24, 2019, at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

In compliance with the American with Disabilities Act, if you need special assistance to participate 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.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of March 27, 2019 Scheduled Meeting

CALL TO ORDER	Chairperson Don Wilson called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Thompson.
MEMBERS PRESENT	Mr. Don Wilson, Chairperson Mrs. Deneese Thompson, Vice Chairperson Mrs. Kathleen Duren, Commissioner
STAFF PRESENT	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
PRELIMINARY BUSINESS	<p>Mrs. Duren moved to approve the minutes of the March 07, 2019, Special Meeting, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed unanimously. Mr. Wilson – Aye; Mrs. Thompson – Aye; Mrs. Duren – Aye.</p> <p>Mrs. Duren moved to approve the minutes of the March 13, 2019, meeting, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mr. Wilson called for the vote and the motion passed. Mr. Wilson – Aye; Mrs. Duren – Aye; Mrs. Thompson – Abstain.</p>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	Dr. Stacy Bryant, Deputy Superintendent, presented the Human Resource Department's findings on several of the classifications included the Salary/Internal Equity Study. Of note were expanded duties and increased workloads. Dr. Bryant also asked for clarification on previous changes in the Senior Payroll Clerk classification.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	Claudia Mejuto, Executive Assistant, Non-Confidential, thanked Dr. Bryant and the Commissioners for their work on the Study.
SALARY / INTERNAL EQUITY STUDY	Discussion was held regarding the proposed changes to the Classified Salary Schedule. Mrs. Duren provided clarification of gradual accretion of duties versus increase in work volume. On a request from Dr. Bryant, the Commission agreed to look at specific additional duties acquired within the past two years for some classifications. Ms. Theus was advised to work with Human Resources and return information in two weeks for review and discussion.
CONSENT AGENDA	Mrs. Duren moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second. Motion passed unanimously. Mr. Wilson – Aye; Mrs. Thompson – Aye; Mrs. Duren – Aye.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Approval of Revised Job Description: Director, Personnel Commission

Mrs. Duren moved to approve the revised job description as presented, with Mrs. Thompson providing a second, and discussion was called for. After noting that the ADA will not change with the revisions, the vote was called for. Motion passed unanimously. Mr. Wilson – Aye; Mrs. Thompson – Aye; Mrs. Duren – Aye.

INFORMATION/REPORTS

Classified Update

Ms. Theus distributed the Classified Update

Comments from Commissioners

Mrs. Duren shared that the topic at last Saturday's Merit Academy was Reclassification and Compensation. She found it a very timely subject.

Mrs. Thompson commented that they have been given a lot to think about concerning the Salary/Internal Equity Study, and it is something she looks forward to resolving soon.

Mr. Wilson added that Recruitment and Selection had also been covered at Saturday's Merit Academy, and there was a lot to absorb. He stated that it was a very productive day.

RECESS TO CLOSED SESSION

Recess to closed session at 6:10 P.M.

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957
 - 1. Public Employee Recruitment
Director, Personnel Commission
 - 2. Confidential Employment Matters

RECONVENE TO OPEN SESSION

Reconvened to open session at 7:02 P.M.

REPORT OUT OF CLOSED SESSION

With no action taken, there is no report

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled for April 10, 2019 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

On a motion by Mrs. Thompson, the meeting was adjourned at 7:03 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mary Theus', written in a cursive style.

Mary Theus
Interim Director, Personnel Commission

APPROVED:

Don Wilson, Chairperson

Deneese Thompson, Vice Chairperson

Kathleen Duren, Commissioner


**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
April 10, 2019**

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
Benefits Analyst	01/29/19	02/18/19	03/25/19	04/01/19	23	5	3	NA	3	3	04/01/19	03/31/20	No	3
School Secretary	01/28/19	02/15/19	03/14/19	03/27/19	80	23	10	10	10	10	03/27/19	03/26/20	No	8

*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
Interim Director, Personnel Commission

4/4/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 10, 2019 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: RATIFICATION OF TRANSFER(S)

STATUS

As provided for in the Personnel Commission Rules and Regulations Section 4, Item 6.18B and in the collective bargaining agreement Article 7.1, 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.	Amaro, Jeanette	03/13/19	Child Nutrition Assistant I, 3.0 hrs/182 days, transfer from (MZ) to (CA)	Voluntary Transfer; Replacement for Claudia Davila
b.	Armstrong, Rosa	03/25/19	From Administrative Secretary, 8.0 hrs/12 mo (SESS), to Bilingual Administrative Secretary (ELP, Parent Ctr), 8.0 hrs/12 mo	Voluntary Lateral Transfer; Replacement for Maria Barriga
c.	Avelar, Stephanie	03/25/19	From Bilingual Instructional Assistant (DR), 5.75 hrs/182 days, to Bilingual School Secretary (MZ), 8.0 hrs/11 mos	Promotion; Replacement for Christina Contreras
d.	Avila, Nelson	03/08/19	From Technology Support Liaison (Tech Svcs) 8.0 hrs/11 mo, to Technology Support Specialist (Tech Svcs) 8.0 hrs/12 mo	Promotion; Replacement for Julio Chavez
e.	Bambaren, Alexandra	02/26/19	Personnel Administrative Clerk (DO) from 4.0 hrs/12 mo, to 8.0 hrs/12 mo	Increase in hours by seniority; Replacement for Claire Vandercar
f.	Bradley, Margarita	03/04/19	Bilingual Early Childhood Education Teacher Assistant from 3.75 hrs/185 days (MQ) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
g.	Campbell, Lakischa	12/11/18	Social Emotional Learning Specialist, 8.0 hrs/208 days, from Student Services to Cactus	
h.	Carbajal-Carlos, Rosicela	03/04/19	Bilingual Early Childhood Educaiton Teacher Assistant from 3.75 hrs/185 days (Site 18) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
i.	Echevarria, Emily	03/04/19	Special Education Instructional Assistant, 5.75 hrs/182 days, from (TA) to (SAGE)	Replacement for Meghan Biggert; Reassignment, elimination of position
j.	Evans, B. Patrice	03/11/19	Paraeducator - Moderate to Severe from 7.0 hrs/182 days (YN) to 5.75 hrs/182 days (BV)	Voluntary decrease in hours; Replacement for Arial Merriweather
k.	Gonzalez, Alba	03/04/19	Bilingual Early Childhood Educaiton Teacher Assistant from 3.75 hrs/185 days (TA) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
l.	Langarica, Maria	03/04/19	Bilingual Early Childhood Educaiton Teacher Assistant from 3.75 hrs/185 days (CH) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
m.	Morales, Lourdes	03/04/19	Bilingual Early Childhood Educaiton Teacher Assistant from 3.75 hrs/185 days (CH) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
n.	Niada, Karina	03/04/19	Bilingual Early Childhood Education Teacher Assistant from 3.75 hrs/185 days (YU) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
o.	Ramirez, Alexandria S.	03/01/19	From Instructional Assistant I, 5.75 hrs/182 days, to Instructional Assistant III, 5.75 hrs/182 days	Completion of coursework

TRANSFERS AND REASSIGNMENTS

p.	Ramirez, Delmy	03/04/19	Bilingual Early Childhood Educaiton Teacher Assistant from 3.75 hrs/185 days (YU) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
q.	Rezvani Khalajabadi, Anita	03/08/19	Early Childhood Education Teacher Assistant, 3.75 hrs/182 days, from (OC) to (TW)	Growth; Voluntary Transfer
r.	Rodriguez, Shenee	03/04/19	Bilingual Early Childhood Educaiton Teacher Assistant from 3.75 hrs/185 days (MQ) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
s.	Sanchez, Mayra	03/04/19	Bilingual Early Childhood Educaiton Teacher Assistant from 3.75 hrs/185 days (Wilsona) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
t.	Sims, Malinda	02/20/19	Special Education Instructional Assistant I, 5.75 hrs/182 days, from (CA/SH) to (SH)	Replacement for Claudia Rodriguez, Reassignment; elimination of position
u.	Watson De Chavez, Hilda	03/04/19	Bilingual Early Childhood Educaiton Teacher Assistant from 3.75 hrs/185 days (CH) to 5.75 hrs/185 days (TW)	Growth; Increase in hours by seniority
v.	Wright-Roberts, Marchella	03/05/19	Special Education Instructional Assistant, 6.5 hrs/182 days, re-assigned within (PT)	Replacement for Courtney Dickerson, Reassignment; elimination of position

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 10, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim 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.

To support the Special Education needs of the District, it is requested that an eligibility list be approved when a qualified candidate is identified.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Occupational Therapist with one eligible.


**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
April 10, 2019**

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	07/09/18	Continuous	NA	03/28/19	1	1	NA	NA	1	1	03/28/19	03/27/20	No	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
Interim Director, Personnel Commission

4/4/19

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 10, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: REVISION TO JOB DESCRIPTION:
Benefits Analyst

BACKGROUND

A job description for Benefits Analyst was developed to assist Fiscal Services in the administration of the employee health and welfare benefits programs. This job description was approved by the Personnel Commission on January 23, 2019.

STATUS

Revision of the current job description has been recommended in order to more accurately identify the responsibilities for this leadership position in accordance with Government Code regulations. Salary schedule placement will remain unchanged.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revisions to the job description for Benefits Analyst as presented.

BENEFITS ANALYST



Bargaining Unit: Management

SALARY RANGE

\$54,944.00 - \$66,785.00 Annually

JOB SUMMARY:

~~Under administrative direction~~ **Direct**, plan, organize, and administer the services and activities of the District's employee health and welfare insurance benefits programs; **develop and implement benefits-related policies and regulations**; manage all aspects of employee benefits and benefit information; participate in reviewing, selecting and negotiating benefit plans, vendors and providers, train and evaluate the performance of professional and support staff as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Reports to the Chief Business Officer or designated Leadership employee.

~~EXAMPLES OF DUTIES~~ ESSENTIAL DUTIES AND RESPONSIBILITIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

1. Plan, organize and administer the services and activities of the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403(b) and 457(b) plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules and regulations.
2. ~~Coordinate the reviewing, selecting and negotiating of~~ **Review, select and negotiate** benefit plans, vendors and providers; research, analyze, cost out and make ~~formal~~ **final** recommendations regarding proposed bids, rates, contracts and amendments.
3. ~~Direct~~ **Supervise** preparation of records and reports necessary to develop cost analysis for guidance and decision-making of management.
4. Review and analyze district health and welfare benefits costs and make recommendations for cost reduction.
5. Develop and manage carrier and vendor relationships to assure quality service and delivery of the District's health and welfare plans.
6. Manage the implementation of plan design, carrier, and vendor changes that affect the administration of the health and welfare plan including developing timelines, managing testing and directing member and organizational communications.
7. Manage and coordinate open enrollments; compose related communications, and oversee the publication and distribution of insurance informational materials, such as manuals, guides, handbooks and brochures.
8. Serve as a liaison between the school district and insurance company representatives and agents; remain current on benefits-related policy changes; develop, recommend, and implement relevant policies and regulations.

9. Serve as the subject matter expert in the administration and plan design of the health and welfare plans; attend union-related activities including negotiations, and present benefits information to participating bargaining groups.
10. Communicate with employees, administrators, retirees, and outside agencies, such as insurance providers and the District's broker/consultant, to coordinate activities, resolve issues and conflicts and exchange information.
11. ~~Provide information and guidance to~~ **Guide** employees and retirees regarding benefit plan enrollment, insurance claims resolution, eligibility requirements, coverage and other related issues.
12. Provide separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants.
13. Develop and conduct effective in-service employee workshops, seminars and other communication strategies related to benefits for new, existing and retired employees.
14. Oversee the clerical accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums, payroll deductions and legal bills; review and approve financial reports and bank reconciliations.
15. ~~Prepare and/or supervise~~ **Supervise** the preparation of auditable reports, records, databases and files related to assigned activities; compile enrollee data for insurance brokers as requested; compose Requests for Proposals (RFPs), policies, manuals and contracts.
16. Provide technical expertise and information to management regarding assigned functions and recommend policies, procedures and programs; advise management of unusual trends or concerns and recommend appropriate corrective action.
17. Participate in the development and preparation of preliminary budgets for assigned activities; control and authorize expenditures in accordance with established guidelines and limitations.
18. ~~Participate in the development, implementation and management of~~ **Develop, implement and manage** benefits information systems.
19. Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions.
20. Lead the Health Benefits Committee and serve as a member of other assigned committees **to develop and/or modify institutional goals to effectuate related programs and services**; prepare and deliver oral presentations as requested.
21. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Administration, organization and management of employee benefit programs;
2. Methods, practices and procedures used in benefits administration and contract negotiations;
3. Regulatory agencies governing health and welfare insurance
4. Applicable laws, codes, rules and regulations related to assigned activities;
5. Budgeting and accounting practices regarding monitoring and control;
6. Research methods, record-keeping and report writing techniques;
7. Principles and practices of assuring high-quality customer service;
8. Principles and practices of training and supervision;
9. Public speaking techniques; oral and written communication skills;
10. Interpersonal skills using tact, patience, and courtesy;

11. Correct English usage, grammar, spelling, punctuation and vocabulary;
12. Modern office procedures, methods, and computer equipment and software.

Ability to:

1. Plan, organize and administer the services and activities of the employee health and welfare insurance benefits program;
2. Supervise the preparation of a variety of auditable records, files and reports.
3. Analyze situations accurately and adopt an effective course of action;
4. Interpret, apply and explain applicable laws, codes, rules and regulations;
5. Train, supervise and evaluate the work of others;
6. Prepare and deliver oral presentations;
7. Compose communications and informational materials;
8. Oversee the accounting activities of benefit programs and contracts;
9. Participate in the development and preparation of preliminary budgets; monitor and control expenditures;
10. Analyze and develop work methods, procedures and schedules;
11. Communicate effectively both orally and in writing;
12. Plan and organize work; work independently with little direction;
13. Operate standard office equipment, including a computer and assigned software;
14. Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

MINIMUM EXPERIENCE AND EDUCATION:

Experience:

Five years of technical, clerical experience in processing employee benefits or compensation transactions. In addition, at least one year of supervisory experience.

Sixteen quarter or fifteen semester units of College University Extension courses specific to benefits administration, workers' compensation, Cal/Osha, California employment law and related topics may substitute for one year of the required experience.

Education:

Graduation from high school or equivalent is required. Coursework or formal training in benefits administration or human resources management is desirable.

Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

License and Certifications:

Possession of an appropriate, valid driver's license.

Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.

Ability to be covered under the District property/liability insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Office environment.

Driving a vehicle to conduct work.

Potential for contact with dissatisfied or offensive individuals.

Physical Demands:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally to file materials.

Bending at the waist, kneeling or crouching to file materials.

APPOINTMENT:

In accordance with the Education Code section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 10, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: REVISION TO JOB DESCRIPTION:
Systems Administrator

BACKGROUND

A job description for Systems Administrator was developed to assist Technology Services in the coordination and supervision of the Technology program under the direction of the Manager of Information Systems. This job description was approved by the Personnel Commission on January 23, 2019.

STATUS

A revision of the current job description for Systems Administrator has been recommended in order to remove the supervision of Technology Technicians and include Network Technicians. There are zero incumbents in the Technology Technician classification with no plan to hire at this level due to the reconfiguration of positions within the Technology Services department. Salary schedule placement will remain unchanged.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revision to the job description for Systems Administrator as presented.

MT:smc
61-18/19

SYSTEMS ADMINISTRATOR



Bargaining Unit: Management

SALARY RANGE

\$75,518.00 - \$91,793.00 Annually

JOB SUMMARY

~~Under administrative direction,~~ Manage, plan and oversee district-wide operations of servers, desktop systems, mobile devices, infrastructure, user administration and support. Oversee and participate in the operation, design and maintenance of related systems. Supervise and train assigned technical staff. Act on behalf of the Manager of Information Services during absences.

SUPERVISION RECEIVED AND EXERCISED:

~~Receives direction from the~~ Reports to the Manager of Information Services. Supervises IT Specialists and Technology Network Technicians.

EXAMPLES OF DUTIES:

1. Manage the design, maintenance, installation, configuration and repair of servers, desktop operating systems, devices and related applications, cloud services, operating systems, storage, backups, replication, software applications, user administration, security administration, hardware and related systems. Administer related user security and permissions.
2. Oversee, supervise, organize, coordinate and conduct information systems work involving installation, configuration and operations of all desktop and device operating systems, related software, deployment systems in physical, virtual and cloud systems, drive shares.
3. Plan and administer District protocols for security practices directly and with the assistance of staff regarding passwords, email, software and hardware systems, files and related resources.
4. Lead the installation and maintenance of servers, desktops, mobile devices and related software and hardware systems while coordinating repairs. Certify proper operations of systems while working with vendors and contractors on installation, upgrades and warranty situation.
5. Coordinate communications with office and school staff regarding server, desktop and device issues, and training requirements for hardware, software, cloud, and virtual services.
6. Develop and recommend standards for technology systems, replacement purchases and timelines.
7. Manage and monitor all related software, hardware and firmware updates.
8. Prepare and administer annual budget for desktop and device systems and lifecycles; present administrative, operating and budget reports.

9. Plan and oversee the lifecycle, design, implementation and training of all desktop and device systems.
10. Develop daily and long term implementation plans for technology systems that are consistent with national, state, county, city and district technology goals, trends and practices.
11. Manage, supervise, train and evaluate the performance of assigned staff; schedule and assign projects and work.
12. Complete forms and Requests for Proposals (RFPs); assist with contract preparation and project management.
13. Plan and oversee District security practices involving passwords, email, software, hardware and related resources.
14. Coordinate, train, schedule and review the work of assigned staff.
15. Maintain accurate inventory of hardware equipment, software and services.
16. Schedule the installation and maintenance of technology systems and services while coordinating with the Technology Services staff.
17. Consult and make recommendations on the purchase and upgrade of technology hardware and software systems, and services. Evaluate, acquire, distribute and maintain purchases.
18. Stay current with all IT policies, procedures and trends.
19. Act on behalf of the Manager of Information Services as necessary.
20. Other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Principles and practices of information services and technology systems management, including design, hardware and software operations.
2. Cost-benefit analysis and system alternatives; budget development.
3. Digital and analog systems, telecommunications, distance learning, TCP/IP operations.
4. Public education purchasing, bidding, contracts and processes.
5. Project management, design, development, installation, milestone and timeline development and management.
6. Organizational principles and practices, such as, but not limited to supervision, training and evaluation.

Ability to:

1. Plan, organize, integrate and manage network systems.
2. Develop, install, configure, operate, administrate and maintain systems, services and projects.
3. Analyze and identify issues, needs, opportunities and alternatives; develop sound conclusions and recommendations.
4. Evaluate systems and make recommendations for improvements; assess complex technology and strategies to make effective recommendations that maximize return on investment (ROI).
5. Develop and implement appropriate procedures.

6. Implement the latest techniques and designs in network configurations and operations.
7. Manage equipment, supplies and materials needed to maintain network systems.
8. Manage, supervise, train and evaluate staff. Establish and maintain cooperative and effective working relationships with others.
9. Manage budgets and reporting; coordinate projects and meet deadlines.
10. Diligently preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with departmental and District policies, and state and federal laws.
11. Communicate effectively orally and in writing.

MINIMUM EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way would be:

Experience

Five (5) years of progressively responsible experience in the design, programming and installation of information and networking systems and hardware.

Three (3) years in project management or supervisory capacity. An equivalent combination of training and experience may be considered.

Experience in an educational environment desired.

Education

Graduation from an accredited college/university with a Bachelor degree in computer science, management information systems, or closely related field.

License and Certifications

Possession of an appropriate valid driver's license.

Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.

Ability to be covered under the District property/liability insurance.



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services
Annual Budget of Personnel Commission**

Fiscal Year 2019-2020

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Palmdale School District

Name of Local Educational Agency (LEA)

, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

Personnel Commission, Room 122, 37230 37th Street East, Palmdale CA 93550

(Place)

on April 10, 2019, at 5:30 o'clock P M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

Mary L. Theus

Print Name

Interim Director Personnel Commission

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____, 20____

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 10, 2019 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF 2019-2020 PERSONNEL COMMISSION ANNUAL BUDGET

BACKGROUND

As a Merit District, it is necessary to submit an annual proposed Personnel Commission budget, hold a public hearing, and take action on the proposed budget prior to May 30th of said year per Education Code § 45253. Notices of the public hearing and proposed budget are sent to all governing Board members.

In accordance with the Personnel Commission Rules and Regulations, Item 2.16, the budget will be proposed to the Commissioners not later than the first meeting in April.

STATUS

A public hearing will be held on April 10, 2019 to receive feedback regarding the 2019-2020 Personnel Commission budget.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed budget for 2019-2020 as presented.

Annual Financial and Budget Report
Fiscal Year 2019-2020

Name of Local Educational Agency: Palmdale School District

Expenditure by Object	2017-2018 Actual*	2018-2019 Actual or Estimated*	2019-2020 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 2,650.00	\$ 1,750.00	\$ 2,550.00
Director	146,400.00	79,763.00	122,690.00
Secretaries, Clerks	209,807.00	100,654.00	257,932.00
Other	19,640.00	7,040.00	15,165.00
3000 Employee Benefits	209,174.00	108,028.00	241,567.00
Subtotal	587,671.00	297,235.00	639,904.00
4000 Supplies and Equipment Replacement	10,309.00	20,012.00	10,546.00
5000 Operating Expenses	68,487.00	110,345.00	99,550.00
6000 Equipment	0.00	0.00	0.00
Subtotal	78,796.00	130,357.00	110,096.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 666,467.00	\$ 427,592.00	\$ 750,000.00

* Round to the nearest dollar.

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

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

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

PERSONNEL COMMISSION 2019-2020 BUDGET WORKSHEET

Description	Object	Function	2017-18 Actuals	2018-19 Budget	2018-19 YTD Actual	2019-20 Proposed	Up/Down	Justification
Commissioners	2305	74400	\$ 2,650	\$ 4,000	\$ 1,750	\$ 2,550	\$ (1,450)	17 meetings
PC Director	2350		\$ 146,400	\$ 122,591	\$ 79,763	\$ 122,690	\$ 99	Open Position
Personnel Analysts	2406		\$ 159,681	\$ 187,187	\$ 69,952	\$ 203,706	\$ 16,519	Analysts (3)
Secretary	2410		\$ 50,126	\$ 52,632	\$ 30,702	\$ 54,226	\$ 1,594	
Classified Extra Hours	2421		\$ 7,669	\$ 11,778	\$ 285	\$ 3,173	\$ (8,605)	(3 staff members/24 hours ea.)
Admin Subs	2422		\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL OBJECT 2000			\$ 366,526	\$ 378,188	\$ 182,452	\$ 386,345	\$ 8,157	

PERS - Classified	3212	74400	\$ 54,281	\$ 67,736	\$ 30,152	\$ 79,554	\$ 11,818	All Office Personnel
OASDI - Classified	3312		\$ 22,811	\$ 23,204	\$ 12,799	\$ 23,719	\$ 515	
Medicare - Classified	3332		\$ 5,335	\$ 5,459	\$ 2,993	\$ 5,625	\$ 166	
ARP - Classified	3342		\$ -	\$ -	\$ -	\$ 52	\$ 52	
H/W - Classified	3412		\$ 86,663	\$ 104,414	\$ 41,798	\$ 90,400	\$ (14,014)	
U/I - Classified	3512		\$ 183	\$ 197	\$ 101	\$ 202	\$ 5	
W/C - Classified	3612		\$ 9,929	\$ 10,159	\$ 4,784	\$ 10,470	\$ 311	
Retirement Benefits	3712		\$ 12,315	\$ 12,639	\$ 5,803	\$ 13,026	\$ 387	
OPEB	3752		\$ 9,671	\$ 11,610	\$ 4,642	\$ 9,675	\$ (1,935)	
TOTAL OBJECT 3000			\$ 201,188	\$ 235,418	\$ 103,072	\$ 232,723	\$ (2,695)	

Custodian	2230	82000	\$ 11,888	\$ 11,658	\$ 6,755	\$ 11,992	\$ 334	25% PC (25% DO; 50% Yellen)
Custodian Extra duty	2231		\$ 83	\$ -	\$ -	\$ -	\$ -	
TOTAL OBJECT 2000			\$ 11,971	\$ 11,658	\$ 6,755	\$ 11,992	\$ 334	

PERS - Classified	3212		\$ 1,842	\$ 2,111	\$ 1,220	\$ 2,495	\$ 384	25% PC (25% DO; 50% Yellen)
OASDI - Classified	3312		\$ 749	\$ 723	\$ 487	\$ 744	\$ 21	
Medicare - Classified	3332		\$ 175	\$ 170	\$ 114	\$ 174	\$ 4	
ARP - Classified	3342		\$ -	\$ -	\$ -	\$ -	\$ -	
H/W - Classified	3412		\$ 4,004	\$ 4,102	\$ 2,446	\$ 4,214	\$ 112	
U/I - Classified	3512		\$ 6	\$ 6	\$ 4	\$ 6	\$ -	
W/C - Classified	3612		\$ 324	\$ 315	\$ 177	\$ 324	\$ 9	
Retirement Benefits	3712		\$ 402	\$ 392	\$ 227	\$ 403	\$ 11	
OPEB	3752		\$ 484	\$ 484	\$ 281	\$ 484	\$ -	
TOTAL CUSTODIAL			\$ 31,928	\$ 31,619	\$ 18,466	\$ 32,828	\$ 541	

SUBTOTAL OBJECT 2000 (Salaries)	\$ 378,497	\$ 389,846	\$ 189,207	\$ 398,337
SUBTOTAL OBJECT 3000 (Benefits)	\$ 209,174	\$ 243,721	\$ 108,028	\$ 241,567

PERSONNEL COMMISSION 2019-2020 BUDGET WORKSHEET

Description	Object	Function	2017-18 Actuals	2018-19 Budget	2018-19 YTD Actual	2019-20 Proposed	Up/Down	Justification
Supplies - Buyout	4320	74400	\$ 6,093	\$ 10,000	\$ 4,273	\$ 5,546	\$ (4,454)	toner, supplies; chairs for interview rooms
Supplies - Technology	4380		\$ -	\$ 2,000	\$ 556	\$ 1,000	\$ (1,000)	iPad/computer accessories; projector bulbs, etc.
Supplies - Tech Non Cap	4420		\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	
Equip - Tech Non Cap	4480		\$ 4,216	\$ 15,500	\$ 15,183	\$ 3,000	\$ (12,500)	color printer
TOTAL OBJECT 4000			\$ 10,309	\$ 28,500	\$ 20,012	\$ 10,546	\$ (17,954)	
Mileage	5210	74400	\$ 728	\$ 2,000	\$ 258	\$ 1,000	\$ (1,000)	
Travel & Conference	5220		\$ 11,231	\$ 18,000	\$ 12,695	\$ 18,000	\$ -	CSPCA (Comm., CSEA, PC staff); PCASC; NEOGOV User Training
Dues & Membership	5310		\$ 3,290	\$ 3,290	\$ 3,350	\$ 3,600	\$ 310	CSPCA; CODESP (\$150 incr); PCASC
Direct Costs - Printing	5712		\$ 912	\$ 2,000	\$ 416	\$ 750	\$ (1,250)	
Direct Costs - Maintenance	5715		\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Costs - Mailing	5719		\$ 555	\$ 1,500	\$ 269	\$ 600	\$ (900)	legal notices; new hire correspondence; exam protests
Advertising	5810		\$ 3,528	\$ 10,000	\$ 3,417	\$ 4,800	\$ (5,200)	recruitment
Legal	5822		\$ 21,688	\$ 40,000	\$ 65,000	\$ 40,000	\$ -	legal advice; hearings
Software Support	5828		\$ 26,065	\$ 24,530	\$ 24,295	\$ 28,000	\$ 3,470	NEOGOV; OPAC; Jobs Plus (annual fees)
Consultants	5830		\$ -	\$ 6,000	\$ -	\$ 2,000	\$ (4,000)	NEOGOV, OPAC, WorkSTEPS
Other Operating Services	5890		\$ 490	\$ 800	\$ 645	\$ 800	\$ -	Shredding service
TOTAL OBJECT 5000			\$ 68,487	\$ 108,120	\$ 110,345	\$ 99,550	\$ (8,570)	
TOTAL BUDGET			\$ 666,467	\$ 770,187	\$ 427,592	\$ 750,000	\$ (20,187)	

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 10, 2019 X REPORT
TO: Personnel Commission ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: MONTHLY EXPENSES REVIEW

BACKGROUND

Attached are the expenses as captured by Infinite Visions for the dates listed at the top of the report. Expenses are categorized by Object code.

STATUS

This action supports student achievement by procuring supplies, materials, equipment and services while ensuring that district funds are being managed in accordance with all applicable state and federal laws and Board policy.

The Commissioners will review transactions entered into by the Personnel Commission Director or employees delegated with the authority to procure supplies, materials, apparatus, equipment, and services.

RECOMMENDATION

It is recommended that the Personnel Commission review the monthly expenses as presented by the attached report from Infinite Visions.

Palmdale School District

Personnel Commission 230

From Date: 3/1/2019

To Date: 3/31/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
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01.0.00000.0.00000.74400.4320. Supplies 23000000		\$8,800.00	\$0.00	\$8,800.00	\$282.21	\$2,583.65	\$6,216.35	\$1,689.80	\$4,526.55	51.44%
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
	151	122	Warehouse Posting	Personnel Commission	Warehouse	\$183.33
PINVO538978	94944	194751	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$98.88
					Detail Total:	\$282.21

Encumbrance Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	94944	194751		SOUTHWEST SCHOOL & OFFICE		(\$98.88)
					Detail Total:	(\$98.88)

01.0.00000.0.00000.74400.4380. Supplies-Technology 23000000		\$1,950.00	\$0.00	\$1,950.00	\$0.00	\$555.72	\$1,394.28	\$0.00	\$1,394.28	71.50%
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01.0.00000.0.00000.74400.4420. Non Cap Asset 23000000		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
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01.0.00000.0.00000.74400.4480. Non Cap Asset Technology 23000000		\$17,671.00	\$0.00	\$17,671.00	\$15,182.97	\$15,182.97	\$2,488.03	\$0.00	\$2,488.03	14.08%
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Palmdale School District

Personnel Commission 230

From Date: 3/1/2019

To Date: 3/31/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
IHWIP903735	94567	194552	AP POSTING		CONVERGEONE, INC.		Accounts Payable		\$15,182.97	
							Detail Total:		\$15,182.97	
Encumbrance Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
0	94567	194552			CONVERGEONE, INC.				(\$15,299.34)	
							Detail Total:		(\$15,299.34)	
01.0.00000.0.00000.74400.5210.23000000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$257.62	\$1,742.38	\$0.00	\$1,742.38	87.12%
01.0.00000.0.00000.74400.5220.23000000	Conferences/Mileage	\$13,451.00	\$0.00	\$13,451.00	\$0.00	\$9,499.49	\$3,951.51	\$3,195.91	\$755.60	5.62%
01.0.00000.0.00000.74400.5310.23000000	District Membership	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712.23000000	Direct Costs-Printing	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$416.00	\$1,584.00	\$0.00	\$1,584.00	79.20%
01.0.00000.0.00000.74400.5719.23000000	Direct Costs-Mailing Services	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$268.88	\$1,231.12	\$0.00	\$1,231.12	82.07%
01.0.00000.0.00000.74400.5810.23000000	Advertising - Legal	\$9,940.00	\$0.00	\$9,940.00	\$448.76	\$3,262.73	\$6,677.27	\$154.80	\$6,522.47	65.62%
Transaction Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
19130PD	95423	195194	AP POSTING		SCHOOL NEWS ROLL CALL, LLC		Accounts Payable		\$263.00	
300064937	95033	194758	AP POSTING		A V PRESS		Accounts Payable		\$185.76	
							Detail Total:		\$448.76	
Encumbrance Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
0	95033	194758			A V PRESS				(\$185.76)	
0	95423	195194			SCHOOL NEWS ROLL CALL, LLC				(\$263.00)	
0	96287	195886			A V PRESS				\$154.80	
							Detail Total:		(\$293.96)	
01.0.00000.0.00000.74400.5822.23000000	Legal Expenses	\$152,559.00	\$0.00	\$152,559.00	\$14,405.55	\$33,767.30	\$118,791.70	\$31,232.70	\$87,559.00	57.39%

Palmdale School District

Personnel Commission 230

From Date: 3/1/2019

To Date: 3/31/2019

Fiscal Year: 2018-2019

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
62239	91247	191250	AP POSTING		FAGEN FRIEDMAN & FULFROST		Accounts Payable		\$2,016.24	
624551	91247	191250	AP POSTING		FAGEN FRIEDMAN & FULFROST		Accounts Payable		\$7,556.24	
PD1181	91504	191576	AP POSTING		MILLER, DAVID G.		Accounts Payable		\$4,833.07	
							Detail Total:		\$14,405.55	
Encumbrance Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
0	91247	191250			FAGEN FRIEDMAN & FULFROST				(\$9,572.48)	
0	91504	191576			MILLER, DAVID G.				(\$4,833.07)	
							Detail Total:		(\$14,405.55)	
01.0.00000.0.00000.74400.5828. 2300000	Software Support	\$24,530.00	\$0.00	\$24,530.00	\$0.00	\$24,295.20	\$234.80	\$0.00	\$234.80	0.96%
01.0.00000.0.00000.74400.5830. 2300000	Consultants	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
01.0.00000.0.00000.74400.5890. 2300000	Other Operation Services	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$600.00	\$200.00	25.00%
01.0.00000.0.00000.74400.5899. 2300000	Suspense	\$11,445.00	\$0.00	\$11,445.00	\$0.00	\$0.00	\$11,445.00	\$0.00	\$11,445.00	100.00%
Function: Personnel Commission - 74400										
		\$753,401.00	\$0.00	\$753,401.00	\$41,873.31	\$378,963.54	\$374,437.46	\$36,873.21	\$337,564.25	44.81 %
01.0.00000.0.00000.82000.2230. 2300000	Custodian	\$11,658.00	\$0.00	\$11,658.00	\$0.00	\$6,755.39	\$4,902.61	\$0.00	\$4,902.61	42.05%
01.0.00000.0.00000.82000.4320. 2300000	Supplies	\$1,930.00	\$0.00	\$1,930.00	\$0.00	\$0.00	\$1,930.00	\$1,387.95	\$542.05	28.09%
Encumbrance Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
0	96147	195810			SUPPLYWORKS				\$1,387.95	
							Detail Total:		\$1,387.95	
01.0.00000.0.00000.82000.4393. 2300000	Water, Bottled	\$200.00	\$0.00	\$200.00	\$27.44	\$113.68	\$86.32	\$86.32	\$0.00	0.00%
Transaction Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
4449953030119JAN FEB	91183	191773	AP POSTING		SPARKLETTS		Accounts Payable		\$27.44	
							Detail Total:		\$27.44	
Encumbrance Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>		<u>Name</u>		<u>Journal</u>		<u>Amount</u>	
0	91183	191773			SPARKLETTS				(\$27.44)	
							Detail Total:		(\$27.44)	
Function: Operations - 82000										
		\$22,599.00	\$0.00	\$22,599.00	\$62.21	\$11,824.34	\$10,774.66	\$1,474.27	\$9,300.39	41.15 %
Grand Total:		\$776,000.00	\$0.00	\$776,000.00	\$41,935.52	\$390,787.88	\$385,212.12	\$38,347.48	\$346,864.64	44.70%

End of Report