



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, April 11, 2018 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

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

I. PRELIMINARY BUSINESS

ACTION

- A. Approval of Meeting Minutes – March 14, 2018

58-17/18

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. Nullification of Eligibility Lists
3. Ratification of Transfers

59-17/18

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

ACTION

- A. Monthly Expenses Review
B. Public Hearing
1. Proposed 2018-2019 Personnel Commission Annual Budget
C. Approval of 2018-2019 Personnel Commission Annual Budget
D. Approval of Job Description Revision, Director II-Food Services
E. Approval of Americans with Disabilities Act (ADA) Compliant Form
Director-Food Services

Info. Only

60-17/18

61-17/18

62-17/18

VI. INFORMATION/REPORTS

- A. Classified Update
B. Interim Director, Personnel Commission
C. 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. Public Employee: Discipline/Dismissal/Release

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. Public Employee: Discipline/Dismissal/Release

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: April 25, 2018 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 14, 2018 Scheduled Meeting

CALL TO ORDER	Chairperson Kathleen Duren called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Mrs. Duren.
MEMBERS PRESENT	Mrs. Kathleen Duren, Chairperson Mr. Don Wilson, Vice Chairperson Mrs. Deneese Thompson, Commissioner A quorum was present
STAFF PRESENT	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
PRELIMINARY BUSINESS	<p>Mrs. Thompson moved to approve the minutes of the February 28, 2018 meeting, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote, and the motion passed unanimously.</p> <p>Mr. Wilson moved to approve the minutes of the March 02, 2018 meeting, with Mrs. Thompson providing a second, and discussion was called for. Mrs. Duren asked to amend page 1, paragraph 2, second sentence, of the Public Comments Concerning Agenda Items section in order to clarify Ms. Cante's comments. Specifically, to add "in Maintenance and Operations" to the end of the sentence. Mr. Wilson then moved to approve the minutes as amended, with Mrs. Thompson providing a second. Mrs. Duren called for the vote, and the motion passed unanimously.</p>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	Claudia Mejuto spoke on behalf of herself, Danielle Handrich, and Jamie Mosley – Executive Assistants, Non-Confidential. She asked that the Commissioners review their previously presented request for review of their compensation. Ms. Mejuto noted that when they previously presented documentation for review, they were advised to work with their CSEA chapter. Since in the new tentative agreement signed on March 13, 2018 no action was taken for their classification, Ms. Mejuto presented a second petition to the Commissioners to consider their request.

Veronica Rojas, School Secretary and CSEA Negotiating Team Member, thanked the Commissioners for their hard work at the Special Meeting of March 2, 2018 stating that it was a great experience. She added that she looks forward to continuing negotiations and thanked the Commissioners for their neutral position and support of the negotiations process.

CONSENT AGENDA

Mr. Wilson moved to examine the Consent Agenda items individually, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote, and the motion passed unanimously.

Ratification of Eligibility Lists

Mrs. Thompson moved to approve the Ratification of Eligibility Lists, with Mr. Wilson providing a second. After brief discussion concerning open positions, Mrs. Duren called for the vote, and the motion passed unanimously.

Extension of Eligibility Lists

Mr. Wilson moved to approve the Extension of Eligibility Lists, with Mrs. Thompson providing a second, and Mrs. Duren called for discussion. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously.

Nullification of Eligibility Lists

Mr. Wilson moved to approve the Nullification of Eligibility Lists, with Mrs. Thompson providing a second, and Mrs. Duren called for discussion. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously.

Ratification of Transfers

Mrs. Thompson moved to approve the Ratification of Transfers, with Mr. Wilson providing a second, and Mrs. Duren called for discussion. Hearing none, Mrs. Duren called for the vote, and the motion passed unanimously.

UNFINISHED BUSINESS

None

NEW BUSINESS

Monthly Expenses Review

The Commissioners reviewed the expenses for the month of February.

INFORMATION / REPORTS

Classified Update

Ms. Theus distributed the Classified Update. In response to a question, Ms. Theus noted that although there is an available list for Child Nutrition Assistant I, the classification has much movement and staffing is ongoing.

Interim Director, Personnel Commission

Mrs. Theus conveyed that she is considering participation in the College of the Canyons Job Fair on May 4th, which focuses on Early Childhood Education. In the past there has unfortunately been a lack of candidate interest at this event.

Comments from Commissioners

Mrs. Thompson shared her sentiments about the progress being made with CSEA. She appreciates everyone respecting their appropriate positions within the process.

Mr. Wilson complimented Mrs. Thompson and Mrs. Duren on their assistance with his acclimation to the Commission and its functions.

Mrs. Duren expressed her appreciation of CSEA's willingness to take part in the day-long meeting of March 2nd, which was beneficial to all parties. She stated that she is pleased with the work accomplished, and asked the CSEA Board to encourage their members to keep checking PSD News bulletins for transfer and promotion opportunities.

RECESS TO CLOSED SESSION

Recess to closed session at 5:53 P.M.

RECONVENE TO OPEN SESSION

Reconvened to open session at 7:34 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 March 28, 2018 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

Mrs. Thompson moved to adjourn the meeting, with Mr. Wilson providing a second. Meeting was adjourned at 7:35 P.M.

Respectfully submitted,



Mary Theus
Interim Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Don Wilson, Vice Chairperson

Deneese Thompson, Commissioner



Classified Update for March 14, 2018

1. Testing Status:

Administrative Clerk II	Performance/written exam 03/13/18, QAI scheduled 03/30/18
Benefits/Payroll Clerk	Performance/written exam 03/27/18
Bilingual Administrative Clerk II	Performance/written exam 03/14/18, QAI scheduled 03/30/18
Bilingual/ECE Teacher Assistant	Written exam 03/30/18
Paraeducator/LVN	QAI scheduled 03/15/18

2. Postings:

Benefits/Payroll Clerk	Closes 03/16/18
Bilingual ECE Teacher Assistant	Continuous
Crossing Guard	Closes 03/29/18
Director of Accounting	Closes 04/02/18
ECE Disabilities/Mental Health Specialist	Closes 03/26/18
ECE Teacher Assistant	Continuous
Fiscal Services Administrator	Closes 04/02/18
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous


**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
April 11, 2018**

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 (Incl. merged)
Administrative Clerk II	02/09/18	03/02/18	03/13/18	03/30/18	86	55	20	20	20	20	03/30/18	03/29/19	*Yes	12
Bilingual Administrative Clerk II	02/09/18	03/02/18	03/14/18	03/30/18	41	26	8	8	7	7	04/04/18	04/03/19	*Yes	7
Crossing Guard	03/07/18	03/29/18	04/04/18	NA	20	19	9	NA	NA	9	04/04/18	04/03/19	*Yes	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



Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 11, 2018 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim 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
Administrative Clerk II	03/17/17	09/16/18
Bilingual Administrative Clerk II	05/12/17	05/11/18
Crossing Guard	01/26/18	01/25/19

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 11, 2018 _____ 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. Dameron-Brown, Rebecca	03/12/18	Special Education Instructional Assistant I (PT), from 5.75 hours/182 days to (PT), 6.5 hours/182 days	Increase in hours by Seniority
b. Fairley, Gra'Nesha	03/14/18	From Instructional Assistant I (MZ), 5.75 hours/182 days, to Paraeducator-Moderate to Severe (PDC), 5.75 hours/182 days	Promotion Replacement for Kimberly Hoes
c. Garcia, Jeanette	04/01/18	Special Education Instructional Assistant II to Special Education Instructional Assistant III	Completion of Coursework
d. Jamison, Lisa	03/15/18	From Administrative Clerk II (Business Services), 8.0 / 12 month, to School Secretary (MQ), 8.0 hours/11 month	Promotion Replacement for Nina Schroeder
e. Mendoza, Kristina	03/13/18	Special Education Instructional Assistant I from (QV), 5.75 hours/182 days, to (CM) 6.5 hours/182 days	Increase in hours by Seniority Growth
f. Oke, Michael	03/05/18	From Technology Support Liaison, 8.0 hours/11 month, to Technology Support Specialist, 8.0 hours/12 month	Promotion Replacement for Matthew Everhart
g. Ortega, Lily	3/14/2018	Special Education Instructional Assistant I, from (GP) 5.75 hours/182 days, to (DW) 6.5 hours/182 days	Increase in hours by Seniority, Growth
h. Ramirez, Leslie	03/08/18	From Administrative Secretary (Educ. Services), 8.0 hours/12 month, to Bilingual Administrative Secretary (ECE), 8.0 hours/12 month	Voluntary Lateral Transfer, Replacement for Leticia Burgos
i. Robinson, Deborah	03/26/18	Special Education Instructional Assistant I from (QV), 5.75 hours/182 days, to (YU), 6.5 hours/182 days	Increase in hours by Seniority, Replacement for Heather Brady
j. Rodriguez, Desiree	03/15/18	From Instructional Assistant I (MZ), 5.75 hours/182 days, to Paraeducator-Moderate to Severe (BV), 5.75 hours/182 days	Promotion Replacement for Sarah Krekemeyer
k. Stillo, Susana	03/07/18	From Custodian II (TA), 8.0 hours/12 month, to Assistant Director Maintenance & Operations	Promotion Replacement for Daniel Swift
l. Welch, Eriko	03/15/18	From Speech Education Assistant (PDC), 5.75 hours/182 days, to Paraeducator-Moderate to Severe (PDC), 5.75 hours/182 days	Promotion, Replacement for Paula Ajungo
m. Wilson, Janice J.	03/07/18	Paraeducator-Moderate to Severe from (BV), 6.5 hours/182 days, to (PDC), 7.0 hours/182 days	Increase in hours by Seniority, Replacement for Lisa Farina

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 11, 2018 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: 3/1/2018

To Date: 3/31/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.4320.2300000	Supplies	\$11,450.00	\$0.00	\$11,450.00	\$185.76	\$3,779.31	\$7,670.69	\$1,336.64	\$6,334.05	55.32%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
		144	Warehouse Posting	Personnel Commission	Warehouse	\$154.83
3022018	6	11	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$30.93
					Detail Total:	\$185.76

01.0.00000.0.00000.74400.4380.2300000	Supplies-Technology	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.4399.2300000	Holding	\$41,476.00	\$0.00	\$41,476.00	\$0.00	\$0.00	\$41,476.00	\$0.00	\$41,476.00	100.00%
01.0.00000.0.00000.74400.4420.2300000	Non Cap Asse:	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.0.00000.0.00000.74400.4480.2300000	Non Cap Asset Technology	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$4,216.12	\$2,283.88	\$0.00	\$2,283.88	35.14%
01.0.00000.0.00000.74400.5210.2300000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$40.44	\$600.87	\$1,399.13	\$0.00	\$1,399.13	69.96%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
FEB2018MILG	0	0	AP POSTING	THEUS, MARY	Accounts Payable	\$40.44
					Detail Total:	\$40.44

01.0.00000.0.00000.74400.5220.2300000	Conferences/Mileage	\$18,000.00	\$0.00	\$18,000.00	\$488.74	\$9,213.11	\$8,786.89	\$0.00	\$8,786.89	48.82%
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
CF18219MIPKML	11420	17181	AP POSTING	CONFERENCES	Accounts Payable	\$385.48
CF18219ML2	11420	17181	AP POSTING	CONFERENCES	Accounts Payable	\$103.26
					Detail Total:	\$488.74

01.0.00000.0.00000.74400.5310.2300000	Distinct Membership	\$3,290.00	\$0.00	\$3,290.00	\$0.00	\$3,290.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712.2300000	Direct Costs-Printing	\$1,960.00	\$0.00	\$1,960.00	\$0.00	\$796.00	\$1,164.00	\$0.00	\$1,164.00	59.39%
01.0.00000.0.00000.74400.5719.2300000	Direct Costs-Mailing Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$290.17	\$1,709.83	\$0.00	\$1,709.83	85.49%
01.0.00000.0.00000.74400.5810.2300000	Advertising - Legal	\$10,000.00	\$0.00	\$10,000.00	\$614.65	\$1,545.14	\$8,454.86	\$1,000.27	\$7,454.59	74.55%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
181111PD	85310	185045	AP POSTING	SCHOOL NEWS ROLL CALL, LLC	Accounts Payable	\$263.00
32426647	84208	183757	AP POSTING	A V PRESS	Accounts Payable	\$174.60
32435809	84863	184484	AP POSTING	A V PRESS	Accounts Payable	\$177.05
					Detail Total:	\$614.65

Palmdale School District

Personnel Commission 230

From Date: 3/1/2018

To Date: 3/31/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5822.2300000	Legal Expenses	\$46,273.00	\$0.00	\$46,273.00	\$0.00	\$11,170.00	\$35,103.00	\$35,103.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5828.2300000	Software Support	\$27,375.00	\$0.00	\$27,375.00	\$0.00	\$26,065.00	\$1,310.00	\$0.00	\$1,310.00	4.79%
01.0.00000.0.00000.74400.5830.2300000	Consultants	\$6,400.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00	100.00%
01.0.00000.0.00000.74400.5890.2300000	Other Operation Services	\$1,350.00	\$0.00	\$1,350.00	\$100.00	\$350.00	\$1,000.00	\$1,000.00	\$0.00	0.00%

Transaction Detail (Standard)						
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
6222	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00
6406	82271	182057	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00
					Detail Total:	\$100.00

Function: Personnel Commission - 74400

\$784,719.00	\$0.00	\$784,719.00	\$55,307.81	\$448,287.35	\$336,431.65	\$38,439.91	\$297,991.74	37.97 %
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End of Report

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 11, 2018 _____ REPORT
TO: Personnel Commission _____ X ACTION
FROM: Mary Theus
Interim Director, Personnel Commission
RE: APPROVAL OF 2018-2019 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 the said year per Education Code Section 45253. Notices of the public hearing and proposed budget are sent to all governing Board members. In accordance with 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

On April 11, 2018, a public hearing will be held to receive input regarding the attached 2018-2019 Personnel Commission budget.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed 2018-2019 annual budget as presented.



California School Personnel Commissioners Association

Supporting Education Through Merit

15360 Tacony Road Apple Valley, CA 92307

Phone: (760) 617-4297 Fax: (760) 242-5843

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George Cole, Executive Director

THE PERSONNEL COMMISSION BUDGET, WHO CONTROLS THE PURSE STRINGS?

The local governing board of a school district does not control the expenditures of the Personnel Commission as it does most other district expenditures. **The Second Appellate Court of the State of California in *Lynnwood Personnel Commission vs. Lynwood Board of Education* determined that the California Legislature allows the Personnel Commission to be financially independent by formulating its own budget; to be politically independent by appointing its own staff; and to be functionally independent by supervising its own employees.** Under early merit system laws, funding for the Personnel Commissions was often left to the discretion of local school boards, legislators or mayors. Thus commissions had to depend upon the continued support of controlling bodies for their funding. Commissions established in one political climate or by vote of the electorate were often rendered powerless by spoils minded political machines that cut off their funding. The individuals who framed the Merit System provision of California law sought to free school Personnel Commissions from the undue influence of political pressure and shifting governmental pressures. Thus, under the present Education Code, the Commission budget is a legal charge against the funds of the school district. Personnel Commissioners should recognize that the budgets that they approve annually must provide the necessary staffing and operational funding that is necessary for Personnel Commission staffs to efficiently and effectively provide the required services for their School Districts. If Commissions fail to provide adequate funding, they can also expect to be challenged and criticized for not doing their job. The Personnel Commission's budget is not a complicated document compared to the district's budget. Personnel Commissions should be able to justify and support every dollar in their budget and understand that the budget is no more than a spending plan that is administered by their director. The

school district can't authorize any expenditure or make any transfers between object codes without the Director's approval. Commissions should periodically receive budget status reports at regular Commission meetings and advised of any expenditure that requires transfers between staffing or operational expenses. **The Personnel Commission is not intended to operate without accountability in the way it spends its funds. State law mandates a specific set of procedures that a Commission must follow in order to secure budgetary approval. The Commission has the responsibility for determining what is necessary and adequate to carry out its mandates (Attachment 1-Ed Code 45253).**

If the County Superintendent of Schools proposes to reject a Commission budget, CSPCA highly recommends that the County Superintendent of Schools contract with the Office of Administrative Hearings and Appeals of the State of California, for an independent administrative law judge to conduct a public hearing. This is the procedure required by the ED Code for a County Office of Education Merit System.

Having the County Superintendent to follow this procedure removes any political pressure from the process, and basis the decision on the law and the facts.

George Cole
Executive Director, CSPCA

Attachment 1

45253. (a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

45255. The commission may, with respect to the staff of the commission, expend funds for their orientation, training, retraining, and development and for any purpose prescribed by Article 9 (commencing with Section 45380) of this chapter.



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2018-2019
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

_____ Palmdale _____, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

37230 37th Street East, Room 125, Palmdale, CA

(Place)

on _____ April 11 _____, 20 18 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 Theus

Print Name

Interim Director, Personnel Commission

Title

Adopted Annual Budget of Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____ April 11 _____, 20 18

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Approval of Annual Budget of Personnel Commission

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

Annual Financial and Budget Report

Fiscal Year 2018-2019

Name of Local Educational Agency: Palmdale School District

Expenditure by Object	2016-2017 Actual*	2017-2018 Actual or Estimated*	2018-2019 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 2,600	\$ 1,350	\$ 4,000
Director	189,044	91,227	122,591
Secretaries, Clerks	47,618	31,816	52,632
Other	152,791	123,246	202,744
3000 Employee Benefits	200,150	139,334	231,653
Subtotal	592,203	386,973	613,620
4000 Supplies and Equipment Replacement	3,633	7,995	28,500
5000 Operating Expenses	57,397	53,418	108,120
6000 Equipment	0	0	0
Subtotal	61,030	61,413	136,620
Appropriation for Contingencies ⁽³⁾	0	0	0
Total Expenditures	\$ 653,233	\$ 448,386	\$ 750,240

* 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 2018-2019 BUDGET WORKSHEET (Location 2300000)

Description	Object	Function	2016-17 Actuals	2017-18 Budget	2017-18 YTD Actual	2018-19 Proposed	Up/Down	Justification
Commissioners	2305	74400	\$ 2,600	\$ 2,700	\$ 1,350	\$ 4,000	\$ 1,300	Regular meetings (2/month); special meetings; appeals
PC Director	2350	74400	\$ 189,044	\$ 120,872	\$ 91,227	\$ 122,591	\$ 1,719	
Personnel Analysts	2406	74400	\$ 144,485	\$ 174,998	\$ 115,932	\$ 187,187	\$ 12,189	
Secretary	2410	74400	\$ 47,618	\$ 48,077	\$ 31,816	\$ 52,632	\$ 4,555	
Classified Extra Hours	2421	74400	\$ 8,172	\$ 15,471	\$ 7,314	\$ 15,557	\$ 86	
Admin Subs	2422	74400	\$ 134	\$ -	\$ -	\$ -	\$ -	
TOTAL OBJECT 2000			\$ 392,053	\$ 362,118	\$ 247,639	\$ 381,967	\$ 19,849	
PERS - Classified	3212	74400	\$ 51,528	\$ 48,115	\$ 36,683	\$ 65,601	\$ 17,486	
OASDI - Classified	3312	74400	\$ 23,490	\$ 22,452	\$ 16,355	\$ 22,473	\$ 21	
Medicare - Classified	3332	74400	\$ 5,686	\$ 5,251	\$ 3,825	\$ 5,286	\$ 35	
ARP - Classified	3342	74400	\$ -	\$ -	\$ -	\$ -	\$ -	
H/W - Classified	3412	74400	\$ 84,531	\$ 137,376	\$ 60,542	\$ 104,414	\$ (32,962)	
U/I - Classified	3512	74400	\$ 196	\$ 182	\$ 131	\$ 190	\$ 8	
W/C - Classified	3612	74400	\$ 11,875	\$ 11,118	\$ 6,708	\$ 9,838	\$ (1,280)	
Retirement Benefits	3712	74400	\$ 13,173	\$ 12,168	\$ 8,320	\$ 12,241	\$ 73	
OPEB	3752	74400	\$ 9,671	\$ 15,480	\$ 6,769	\$ 11,610	\$ (3,870)	
TOTAL OBJECT 3000			\$ 200,150	\$ 252,142	\$ 139,334	\$ 231,653	\$ (20,489)	

PERSONNEL COMMISSION 2018-2019 BUDGET WORKSHEET (Location 2300000)

4/3/2018

Description	Object	Function	2016-17	2017-18	2017-18	2018-19	Up/Down	Justification
			Actuals	Budget	YTD Actual	Proposed		
Supplies - Buyout	4320	74400	\$ 3,515	\$ 12,000	\$ 3,779	\$ 10,000	\$ (2,000)	toner, supplies
Supplies - Technology	4380	74400	\$ 118	\$ 2,000	\$ -	\$ 2,000	\$ -	iPad/computer accessories; projector bulbs, etc.
Supplies - Tech Non Cap	4420	74400	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	
Equip Tech Non Cap	4480	74400	\$ -	\$ 6,500	\$ 4,216	\$ 15,500	\$ 9,000	Laptop computers (25) for employment exams; charging cart (1)
TOTAL OBJECT 4000			\$ 3,633	\$ 21,500	\$ 7,995	\$ 28,500	\$ 7,000	
Mileage	5210	74400	\$ 487	\$ 2,000	\$ 601	\$ 2,000	\$ -	
Travel & Conference	5220	74400	\$ 13,174	\$ 18,000	\$ 9,213	\$ 18,000	\$ -	CSPCA (Commissioners, CSEA, PC staff); PCASC; NEOGOV User Training
Dues & Membership	5310	74400	\$ 3,050	\$ 3,250	\$ 3,290	\$ 3,290	\$ 40	CSPCA; CODESP; PCASC
Direct Costs - Printing	5712	74400	\$ 1,504	\$ 2,000	\$ 796	\$ 2,000	\$ -	
Direct Costs - Maintenance	5715	74400	\$ 140	\$ -	\$ -	\$ -	\$ -	
Direct Costs - Mailing	5719	74400	\$ 844	\$ 2,000	\$ 397	\$ 1,500	\$ (500)	legal notices; new hire correspondence
Advertising	5810	74400	\$ 1,816	\$ 10,000	\$ 1,545	\$ 10,000	\$ -	recruitment advertisements
Legal	5822	74400	\$ 10,653	\$ 40,000	\$ 11,170	\$ 40,000	\$ -	Legal advice and appeal hearings
Software Support	5828	74400	\$ 14,261	\$ 27,375	\$ 26,056	\$ 24,530	\$ (2,845)	Increase in NEOGOV; OPAC; Jobs Plus (annual fees)
Consultants	5830	74400	\$ 11,099	\$ 6,400	\$ -	\$ 6,000	\$ (400)	NEGOV, OPAC, WorkSTEPS
Other Operating Services	5890	74400	\$ 370	\$ 800	\$ 350	\$ 800	\$ -	Shredding service
TOTAL OBJECT 5000			\$ 57,397	\$ 111,825	\$ 53,418	\$ 108,120	\$ (3,705)	
TOTAL OBJECT 6000								
TOTAL			\$ 653,233	\$ 747,585	\$ 448,386	\$ 750,240	\$ 2,655	

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

**NOTIFICATION OF DISTRICT INTENT TO CONCUR WITH OR REJECT
THE PROPOSED FISCAL YEAR 2017-18 PERSONNEL COMMISSION BUDGET**

- _____ The Governing Board concurs with the proposed fiscal year 2017-18 Personnel Commission Budget.

- _____ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent, on behalf of the district Governing Board, will be submitting a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**

- _____ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

Date

District Name

Signature
District Superintendent/President

NOTE: This "Notification of District Intent" **must** be attached to the proposed Personnel Commission Budget when it is submitted to the Los Angeles County Office of Education.

2017-2018 YTD Actual
Maximum Detail

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.2305. 2300000	Governing Board Member	\$1,800.00	\$0.00	\$1,800.00	\$1,350.00	\$1,350.00	\$450.00	\$0.00	\$450.00	25.00%

Transaction Detail (Maximum)

Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
8/10/2017	446	0	0			0	0	0		Adjusting	\$150.00
9/8/2017	910	0	0			0	0	0		Adjusting	\$150.00
10/10/2017	1567	0	0			0	0	0		Adjusting	\$150.00
11/9/2017	2252	0	0			0	0	0		Adjusting	\$150.00
12/8/2017	2474	0	0			0	0	0		Adjusting	\$150.00
1/10/2018	3064	0	0			0	0	0		Adjusting	\$150.00
2/9/2018	3494	0	0			0	0	0		Adjusting	\$150.00
3/9/2018	4025	0	0			0	0	0		Adjusting	\$300.00
Detail Total:											\$1,350.00

01.0.00000.0.00000.74400.2350. 2300000	Director-Classified	\$168,946.00	\$0.00	\$168,946.00	\$91,226.54	\$91,226.54	\$77,719.46	\$0.00	\$77,719.46	46.00%
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Transaction Detail (Maximum)

Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
8/10/2017	446	0	0			0	0	0		Adjusting	\$10,072.67
9/8/2017	910	0	0			0	0	0		Adjusting	\$10,072.67
10/10/2017	1567	0	0			0	0	0		Adjusting	\$10,072.67
11/9/2017	2252	0	0			0	0	0		Adjusting	\$10,072.67
12/8/2017	2474	0	0			0	0	0		Adjusting	\$10,072.67
1/10/2018	3064	0	0			0	0	0		Adjusting	\$10,072.67
2/9/2018	3494	0	0			0	0	0		Adjusting	\$10,072.67
3/9/2018	4025	0	0			0	0	0		Adjusting	\$20,717.85
Detail Total:											\$91,226.54

01.0.00000.0.00000.74400.2406. 2300000	Confidential/Classified/Non-Supervisory	\$153,164.00	\$0.00	\$153,164.00	\$115,931.72	\$115,931.72	\$37,232.28	\$0.00	\$37,232.28	24.31%
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Transaction Detail (Maximum)

Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
8/10/2017	446	0	0			0	0	0		Adjusting	\$14,889.05
9/8/2017	910	0	0			0	0	0		Adjusting	\$16,055.30
10/10/2017	1567	0	0			0	0	0		Adjusting	\$16,055.30
11/9/2017	2252	0	0			0	0	0		Adjusting	\$14,889.05
12/8/2017	2474	0	0			0	0	0		Adjusting	\$14,889.05
1/10/2018	3064	0	0			0	0	0		Adjusting	\$15,122.01
2/9/2018	3494	0	0			0	0	0		Adjusting	\$15,122.01
3/9/2018	4025	0	0			0	0	0		Adjusting	\$8,909.95
Detail Total:											\$115,931.72

01.0.00000.0.00000.74400.2410. 2300000	Secretaries	\$48,311.00	\$0.00	\$48,311.00	\$31,815.68	\$31,815.68	\$16,495.32	\$0.00	\$16,495.32	34.14%
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Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
8/10/2017	446	0	0			0	0	0		Adjusting \$3,830.32
9/8/2017	910	0	0			0	0	0		Adjusting \$3,830.32
10/10/2017	1567	0	0			0	0	0		Adjusting \$4,025.84
7										
11/9/2017	2252	0	0			0	0	0		Adjusting \$4,025.84
12/8/2017	2474	0	0			0	0	0		Adjusting \$4,025.84
1/10/2018	3064	0	0			0	0	0		Adjusting \$4,025.84
2/9/2018	3494	0	0			0	0	0		Adjusting \$4,025.84
3/9/2018	4025	0	0			0	0	0		Adjusting \$4,025.84
Detail Total:										\$31,815.68

01.0.00000.0.00000.74400.2421. Admin-Extra Hours	\$15,557.00	\$0.00	\$15,557.00	\$7,313.95	\$7,313.95	\$8,243.05	\$0.00	\$8,243.05	52.99%
23000000									

Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
8/10/2017	446	0	0			0	0	0		Adjusting \$852.92
9/8/2017	910	0	0			0	0	0		Adjusting \$1,846.35
10/10/2017	1567	0	0			0	0	0		Adjusting \$725.78
7										
11/9/2017	2252	0	0			0	0	0		Adjusting \$962.29
12/8/2017	2474	0	0			0	0	0		Adjusting \$1,388.92
1/10/2018	3064	0	0			0	0	0		Adjusting \$865.78
2/9/2018	3494	0	0			0	0	0		Adjusting \$462.92
3/9/2018	4025	0	0			0	0	0		Adjusting \$208.99
Detail Total:										\$7,313.95

01.0.00000.0.00000.74400.3212. PERS, Class	\$59,955.00	\$0.00	\$59,955.00	\$36,683.25	\$36,683.25	\$23,271.75	\$0.00	\$23,271.75	38.82%
23000000									

Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
8/10/2017	446	0	0			0	0	0		Adjusting \$4,463.93
9/8/2017	910	0	0			0	0	0		Adjusting \$4,463.93
10/10/2017	1567	0	0			0	0	0		Adjusting \$4,494.29
7										
11/9/2017	2252	0	0			0	0	0		Adjusting \$4,494.29
12/8/2017	2474	0	0			0	0	0		Adjusting \$4,494.29
1/10/2018	3064	0	0			0	0	0		Adjusting \$4,530.47
2/9/2018	3494	0	0			0	0	0		Adjusting \$4,530.47
3/9/2018	4025	0	0			0	0	0		Adjusting \$5,211.58
Detail Total:										\$36,683.25

01.0.00000.0.00000.74400.3312. OASDI, Class	\$23,938.00	\$0.00	\$23,938.00	\$16,355.12	\$16,355.12	\$7,582.88	\$0.00	\$7,582.88	31.68%
23000000									

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
7/25/2017	128	0	0			0	0	0		Adjusting \$808.59
8/10/2017	446	0	0			0	0	0		Adjusting \$1,038.69
8/25/2017	581	0	0			0	0	0		Adjusting \$764.72
9/8/2017	910	0	0			0	0	0		Adjusting \$1,209.44
9/25/2017	1232	0	0			0	0	0		Adjusting \$770.34
10/10/2017	1567	0	0			0	0	0		Adjusting \$1,146.46
10/25/2017	1753	0	0			0	0	0		Adjusting \$768.48
11/9/2017	2252	0	0			0	0	0		Adjusting \$1,086.84
11/20/2017	2275	0	0			0	0	0		Adjusting \$768.49
12/8/2017	2474	0	0			0	0	0		Adjusting \$1,113.29
12/20/2017	2815	0	0			0	0	0		Adjusting \$775.19
12/13/2017	2856	0	0			0	0	0		Adjusting \$182.58
1/10/2018	3064	0	0			0	0	0		Adjusting \$1,088.61
1/25/2018	3203	0	0			0	0	0		Adjusting \$775.16
2/9/2018	3494	0	0			0	0	0		Adjusting \$1,063.63
2/23/2018	3694	0	0			0	0	0		Adjusting \$775.18
3/9/2018	4025	0	0			0	0	0		Adjusting \$1,332.04
3/23/2018	4184	0	0			0	0	0		Adjusting \$887.39
Detail Total:										\$16,355.12
01.0.00000.0.00000.74400.3332. MEDI, Class		\$5,633.00	\$0.00	\$5,633.00	\$3,824.98	\$3,824.98	\$1,808.02	\$0.00	\$1,808.02	32.10%
23000000										

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
7/25/2017	128	0	0			0	0	0		Adjusting \$189.12
8/10/2017	446	0	0			0	0	0		Adjusting \$242.90
8/25/2017	581	0	0			0	0	0		Adjusting \$178.84
9/8/2017	910	0	0			0	0	0		Adjusting \$282.88
9/25/2017	1232	0	0			0	0	0		Adjusting \$180.16
10/10/2017	1567	0	0			0	0	0		Adjusting \$268.11
10/25/2017	1753	0	0			0	0	0		Adjusting \$179.72
11/9/2017	2252	0	0			0	0	0		Adjusting \$254.19
11/20/2017	2275	0	0			0	0	0		Adjusting \$179.72
12/8/2017	2474	0	0			0	0	0		Adjusting \$260.37
12/20/2017	2815	0	0			0	0	0		Adjusting \$181.30
12/13/2017	2856	0	0			0	0	0		Adjusting \$42.69
1/10/2018	3064	0	0			0	0	0		Adjusting \$254.61
1/25/2018	3203	0	0			0	0	0		Adjusting \$181.28
2/9/2018	3494	0	0			0	0	0		Adjusting \$248.76
2/23/2018	3694	0	0			0	0	0		Adjusting \$181.27
3/9/2018	4025	0	0			0	0	0		Adjusting \$311.53
3/23/2018	4184	0	0			0	0	0		Adjusting \$207.53
Detail Total:										\$3,824.98
01.0.00000.0.00000.74400.3412. H/W Benefits,Class		\$92,130.00	\$0.00	\$92,130.00	\$60,541.62	\$60,541.62	\$31,588.38	\$0.00	\$31,588.38	34.29%

Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
9/8/2017	910	0	0			0	0	0		Adjusting \$8,502.66
10/10/2017	1567	0	0			0	0	0		Adjusting \$8,502.66
11/9/2017	2252	0	0			0	0	0		Adjusting \$8,707.26
12/8/2017	2474	0	0			0	0	0		Adjusting \$8,707.26
1/10/2018	3064	0	0			0	0	0		Adjusting \$8,707.26
2/9/2018	3494	0	0			0	0	0		Adjusting \$8,707.26
3/9/2018	4025	0	0			0	0	0		Adjusting \$8,707.26
Detail Total:										\$60,541.62
01.0.00000.0.00000.74400.3512. SUI, Class		\$207.00	\$0.00	\$207.00	\$130.60	\$130.60	\$76.40	\$0.00	\$76.40	36.91%

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
7/25/2017	128	0	0			0	0	0		Adjusting \$6.53
8/10/2017	446	0	0			0	0	0		Adjusting \$8.38
8/25/2017	581	0	0			0	0	0		Adjusting \$6.17
9/8/2017	910	0	0			0	0	0		Adjusting \$9.78
9/25/2017	1232	0	0			0	0	0		Adjusting \$6.22
10/10/2017	1567	0	0			0	0	0		Adjusting \$9.27
10/25/2017	1753	0	0			0	0	0		Adjusting \$6.20
11/9/2017	2252	0	0			0	0	0		Adjusting \$8.78
11/20/2017	2275	0	0			0	0	0		Adjusting \$6.20
12/8/2017	2474	0	0			0	0	0		Adjusting \$9.00
12/20/2017	2815	0	0			0	0	0		Adjusting \$6.26
1/10/2018	3064	0	0			0	0	0		Adjusting \$8.79
1/25/2018	3203	0	0			0	0	0		Adjusting \$6.26
2/9/2018	3494	0	0			0	0	0		Adjusting \$8.59
2/23/2018	3694	0	0			0	0	0		Adjusting \$6.26
3/9/2018	4025	0	0			0	0	0		Adjusting \$10.74
3/23/2018	4184	0	0			0	0	0		Adjusting \$7.17
Detail Total:										\$130.60
01.0.00000.0.00000.74400.3612. W/C, Class		\$10,481.00	\$0.00	\$10,481.00	\$6,708.42	\$6,708.42	\$3,772.58	\$0.00	\$3,772.58	35.99%

Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
8/10/2017	446	0	0			0	0	0		Adjusting \$807.13
9/8/2017	910	0	0			0	0	0		Adjusting \$865.65
10/10/2017	1567	0	0			0	0	0		Adjusting \$840.58
11/9/2017	2252	0	0			0	0	0		Adjusting \$815.39
12/8/2017	2474	0	0			0	0	0		Adjusting \$826.95
1/10/2018	3064	0	0			0	0	0		Adjusting \$819.09
2/9/2018	3494	0	0			0	0	0		Adjusting \$808.17
3/9/2018	4025	0	0			0	0	0		Adjusting \$925.46
Detail Total:										\$6,708.42
01.0.00000.0.00000.74400.3712. Retiree Benefits, Class		\$13,041.00	\$0.00	\$13,041.00	\$8,320.40	\$8,320.40	\$4,720.60	\$0.00	\$4,720.60	36.20%

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud	
Transaction Detail (Maximum)											
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
8/10/2017	446		0	0		0	0	0		Adjusting	\$1,001.08
9/8/2017	910		0	0		0	0	0		Adjusting	\$1,073.65
10/10/2017	1567		0	0		0	0	0		Adjusting	\$1,042.56
7											
11/9/2017	2252		0	0		0	0	0		Adjusting	\$1,011.32
12/8/2017	2474		0	0		0	0	0		Adjusting	\$1,025.66
1/10/2018	3064		0	0		0	0	0		Adjusting	\$1,015.92
2/9/2018	3494		0	0		0	0	0		Adjusting	\$1,002.37
3/9/2018	4025		0	0		0	0	0		Adjusting	\$1,147.84
Detail Total:											\$8,320.40
01.0.00000.0.00000.74400.3752. OPEB Active Emp, Class		\$10,482.00		\$0.00	\$10,482.00	\$6,769.35	\$6,769.35	\$3,712.65	\$0.00	\$3,712.65	35.42%
23000000											

Transaction Detail (Maximum)														
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount			
9/8/2017	910	0	0		0	0	0			Adjusting	\$967.05			
10/10/2017	1567	0	0		0	0	0			Adjusting	\$967.05			
7														
11/9/2017	2252	0	0		0	0	0			Adjusting	\$967.05			
12/8/2017	2474	0	0		0	0	0			Adjusting	\$967.05			
1/10/2018	3064	0	0		0	0	0			Adjusting	\$967.05			
2/9/2018	3494	0	0		0	0	0			Adjusting	\$967.05			
3/9/2018	4025	0	0		0	0	0			Adjusting	\$967.05			
										Detail Total:	\$6,769.35			
01.0.00000.0.00000.74400.4320. Supplies					\$11,450.00		\$0.00	\$11,450.00	\$3,779.31	\$3,779.31	\$7,670.69	\$1,336.64	\$6,334.05	55.32%
23000000														

Transaction Detail (Maximum)											
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
8/18/2017	506	160310	0	8162017	11	1181		0 Refreshments/lunches for interview panelists and P	VINCE'S PASTA & PIZZA	Accounts Payable	\$40.59
8/28/2017	574	0	0			0		41 Paper, White, Dup, 8.5 x 11, 20 lb		Warehouse	\$162.25
9/1/2017	768	161198	0	8302017	11	1268		0 Refreshments/lunches for interview panelists and P	VINCE'S PASTA & PIZZA	Accounts Payable	\$24.43
9/20/2017	1134	161982	0	114719	181490	1354		0 Motorola LI-on 1500mAh battery for CP185	FRANKS RADIO SERVICE	Accounts Payable	\$63.37
10/11/2017	1496	163205	0	10112017	182431	1498		0 SAVE Foundation 9th Annual Dream Awards Dinner - f	S A V E FOUNDATION	Accounts Payable	\$380.00
10/23/2017	1820	163780	0	10122017	11	1566		0 Refreshments/lunches for interview panelists and P	VINCE'S PASTA & PIZZA	Accounts Payable	\$21.12
10/26/2017	1843	164041	0	PINV033049	181979	1593		0 1" Looseleaf Rings	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$1.91
10/26/2017	1843	164041	0	PINV033049	181979	1593		0 Store n' Go USB Flash Drive, 4/Pack 16 GB	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$86.90
10/26/2017	1843	164041	0	PINV033049	181979	1593		0 1/3 Cut Manila File Folders, Letter Size, 100/Box	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$16.42
10/26/2017	1843	164041	0	PINV033049	181979	1593		0 Slash Pocket Poly File Folders, 1/3 ut Top Tab, Le	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$27.29
10/26/2017	1843	164041	0	PINV033049	181979	1593		0 CopperTop Alkaline Batteries, AAA, 24/Box	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$38.98
10/26/2017	1843	164041	0	PINV033049	181979	1593		0 Insertable Big Tab Dividers, 8-Tab, Letter	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$11.21

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
10/26/2017	1843 164041 0 PINV033049	181979	1593	0	Post-It Notes Super Sticky Canary Yellow Pads, Lin	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$55.19	
10/26/2017	1843 164041 0 PINV033263	181979	1593	0	Invisible Permanent Mending Tape, 3/4" x 1000', 1"	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$18.93	
11/8/2017	2036 164941 0 CM115476	182596	1680	0	Mead Legal Ruled Pads	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	(\$17.51)	
11/8/2017	2038 164924 0 OCT2017	320	1684	0	Grocery store items for QALs, PC meetings, and oth	STATER BROTHERS MARKETS		Accounts Payable	\$171.02	
11/17/2017	2243 165381 0 PINV034601	182596	1747	0	HP 504A Magenta Laser Toner Cartridge	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$273.75	
11/17/2017	2243 165381 0 PINV034601	182596	1747	0	HP 504A Cyan LaserJet Toner Cartridge	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$273.75	
11/17/2017	2243 165381 0 PINV034601	182596	1747	0	HP 504A Yellow LaserJet Toner Cartridge	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$273.75	
11/17/2017	2243 165381 0 PINV034601	182596	1747	0	HP 42A Black LaserJet Toner Cartridge	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$150.34	
11/17/2017	2243 165381 0 PINV034601	182596	1747	0	HP 90A Black LaserJet Toner Cartridge	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$164.76	
11/17/2017	2243 165381 0 PINV034601	182596	1747	0	Post-It Self-Stick Easel Pads 25 30	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$40.76	
11/17/2017	2243 165381 0 PINV034601	182596	1747	0	Mead Legal Ruled Pads	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$52.53	
11/17/2017	2243 165381 0 PINV034601	182596	1747	0	Call Bell	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$5.79	
11/17/2017	2243 165381 0 PINV034602	182596	1747	0	HP 26A Black LaserJet Toner Cartridge	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$264.97	
11/28/2017	2360 165620 0 82711	182884	1784	0	500 Business Cards for new Commissioner Don Wilson	FOUR STAR PRINTING		Accounts Payable	\$32.85	
11/28/2017	2360 165620 0 82711	182884	1784	0	Set up charge for new business cards	FOUR STAR PRINTING		Accounts Payable	\$7.50	
12/1/2017	2441 165773 0 KWD3915	183138	1808	0	HP CE484A Color LaserJet Fuser Kit	CDW GOVERNMENT INC		Accounts Payable	\$215.72	
12/21/2017	2778 167023 0 16134	182550	1936	0	2 x 8 Engraved Signage: nameplate for new Personne	PALMDALE TROPHY		Accounts Payable	\$12.32	
12/21/2017	2778 167023 0 16134	182550	1936	0	1-1/2 x 3 PSD Name Tag, Magnet Back	PALMDALE TROPHY		Accounts Payable	\$21.90	
12/21/2017	2778 167020 0 12152017	11	1936	0	Refreshments/lunches for interview panelists and P	VINCE'S PASTA & PIZZA		Accounts Payable	\$43.57	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	MAX Alkaline AA Bateriaes - 36pk	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$22.08	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	CopperTop Alkaline AAA Batteries, 36pk	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$32.06	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	Pentel Mechanical Pencils, 0.7	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$25.61	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	Ticonderoga Wood Pencils #2	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$6.13	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	Papermate Eraser Caps	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$10.16	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	Sanford Expo Dry Erase Cleaner	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$4.82	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	Sanford Expo Marker Board Eraser	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$3.94	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	HP81A LaserJet Toner Cartridge	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$193.79	
1/3/2018	2905 167262 0 PINV036632	183346	1956	0	HP56 Black Ink Cartridge for Fax	SOUTHWEST SCHOOL & OFFICE		Accounts Payable	\$58.37	
1/24/2018	3192 168107 0 554024	183740	2067	0	Portrait for Don Wilson, Personnel Commissioner; 1	O'CONNOR PHOTOGRAPHY		Accounts Payable	\$136.88	

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
1/30/2018 3416 168397 0 6370805 183639 2090	0 Scantron test answer sheets					SCANTRON CORP			\$139.98	
2/23/2018 3738 169754 0 2092018 11 2235	0 Refreshments/lunches for interview panelists and P					VINCE'S PASTA & PIZZA			\$23.37	
3/19/2018 4076 0 0 3022018 11 2380	0 Refreshments/lunches for interview panelists and P					VINCE'S PASTA & PIZZA			\$30.93	
3/21/2018 4097 0 0 0 0	115 Paper, White, Dup, 8.5 x 11, 20 lb								\$154.83	
									Detail Total:	\$3,779.31

01.0.00000.0.00000.74400.4380. Supplies-Technology 23000000 \$2,000.00 \$0.00 \$2,000.00 \$0.00 \$0.00 \$2,000.00 \$0.00 \$2,000.00 100.00%

01.0.00000.0.00000.74400.4399. Holding 23000000 \$41,476.00 \$0.00 \$41,476.00 \$0.00 \$0.00 \$41,476.00 \$0.00 \$41,476.00 100.00%

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%

01.0.00000.0.00000.74400.4480. Non Cap Asset Technology 23000000 \$6,500.00 \$0.00 \$6,500.00 \$4,216.12 \$4,216.12 \$2,283.88 \$0.00 \$2,283.88 35.14%

Transaction Detail (Maximum)											
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
7/20/2017	88	159139	0	I00166041	180593	1035		0 Classroom B&W Printer	SEHI COMPUTER PRODUCTS	Accounts Payable	\$522.22
8/4/2017	311	159686	0	I00166379	180631	1105		0 DEPARTMENT COPIER: LASERJET ENTERPRISE M630F MONO	SEHI COMPUTER PRODUCTS	Accounts Payable	\$3,123.26
8/4/2017	311	159686	0	I00166379	180631	1105		0 HP 900 SHEET 3-BIN STAPLING MAILBOX for department	SEHI COMPUTER PRODUCTS	Accounts Payable	\$570.64
										Detail Total:	\$4,216.12

01.0.00000.0.00000.74400.5210. Mileage 23000000 \$2,000.00 \$0.00 \$2,000.00 \$600.87 \$600.87 \$1,399.13 \$0.00 \$1,399.13 69.96%

Transaction Detail (Maximum)											
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
8/28/2017	660	160818	0	JULY2017MI LG		1235		0 JULY2017MILG	GALLI, VICKI SUE	Accounts Payable	\$137.18
10/4/2017	1400	162767	0	AUG2017MI LG		1454		0 Mileage	GALLI, VICKI SUE	Accounts Payable	\$73.09
10/18/2017	1655	163580	0	SEPT2017MI LG		1548		0 Mileage	GALLI, VICKI SUE	Accounts Payable	\$79.61
11/16/2017	2221	165347	0	OCT2017MI LG		1733		0 Mileage	GALLI, VICKI SUE	Accounts Payable	\$97.85
12/18/2017	2753	166778	0	NOV2017MI LG		1913		0 Mileage	GALLI, VICKI SUE	Accounts Payable	\$87.31
1/22/2018	3151	167987	0	DEC2017MI LG		2044		0 Mileage	GALLI, VICKI SUE	Accounts Payable	\$68.06
2/26/2018	3809	169851	0	JAN2018MI LG		2243		0 Mileage	THEUS, MARY	Accounts Payable	\$17.33
3/7/2018	3957	170394	0	FEB2018MI LG		2310		0 Mileage	THEUS, MARY	Accounts Payable	\$40.44
										Detail Total:	\$600.87

01.0.00000.0.00000.74400.5220. Conferences/Mileage 23000000 \$18,000.00 \$0.00 \$18,000.00 \$9,213.11 \$9,213.11 \$8,786.89 \$0.00 \$8,786.89 48.82%

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud	
Transaction Detail (Maximum)											
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
8/22/2017	513	160360	0	CF18074LG 3	17028	1190		0 Registration Payable to MGM Grand (possible Cal Ca	CONFERENCES	Accounts Payable	\$161.00
8/22/2017	513	160361	0	CF18074LG 2	17028	1190		0 Registration Payable to MGM Grand (possible Cal Ca	CONFERENCES	Accounts Payable	\$161.00
8/22/2017	513	160362	0	CF18074LG	17028	1190		0 Registration Payable to MGM Grand (possible Cal Ca	CONFERENCES	Accounts Payable	\$161.00
9/21/2017	1142	161927	0	CF18074LG 4	17028	1364		0 Registration Payable to MGM Grand (possible Cal Ca	CONFERENCES	Accounts Payable	\$374.16
9/21/2017	1142	161927	0	CF18074RG	17028	1364		0 Registration Payable to Cal Card	CONFERENCES	Accounts Payable	\$1,350.00
9/28/2017	1259	162386	0	CF18125RG	17094	1420		0 Registration Payable to PCASC	CONFERENCES	Accounts Payable	\$30.00
11/2/2017	1918	164402	0	CF18074OE ML2	17028	1638		0 Meals	CONFERENCES	Accounts Payable	\$26.32
11/2/2017	1918	164402	0	CF18074OE ML2	17028	1638		0 Other Expenses	CONFERENCES	Accounts Payable	\$30.14
11/2/2017	1918	164404	0	CF18074ML	17028	1638		0 Meals	CONFERENCES	Accounts Payable	\$48.05
11/2/2017	1918	164405	0	CF18074OE ML	17028	1638		0 Meals	CONFERENCES	Accounts Payable	\$45.53
11/2/2017	1918	164405	0	CF18074OE ML	17028	1638		0 Other Expenses	CONFERENCES	Accounts Payable	\$31.45
11/14/2017	2066	165115	0	CF18125MI ML	17094	1707		0 Mileage	CONFERENCES	Accounts Payable	\$78.11
11/14/2017	2066	165115	0	CF18125MI ML	17094	1707		0 Meals	CONFERENCES	Accounts Payable	\$11.56
12/18/2017	2722	166689	0	CF18219LG 6	17181	1911		0 Lodging Payable to Wyndham San Diego Bayside Hotel	CONFERENCES	Accounts Payable	\$591.96
12/18/2017	2722	166690	0	CF18219LG 5	17181	1911		0 Lodging Payable to Wyndham San Diego Bayside Hotel	CONFERENCES	Accounts Payable	\$591.96
12/18/2017	2722	166692	0	CF18219LG 4	17181	1911		0 Lodging Payable to Wyndham San Diego Bayside Hotel	CONFERENCES	Accounts Payable	\$591.96
12/18/2017	2722	166695	0	CF18219LG 3	17181	1911		0 Lodging Payable to Wyndham San Diego Bayside Hotel	CONFERENCES	Accounts Payable	\$591.96
12/18/2017	2722	166713	0	CF18219LG 2	17181	1911		0 Lodging Payable to Wyndham San Diego Bayside Hotel	CONFERENCES	Accounts Payable	\$591.96
12/18/2017	2722	166698	0	CF18219LG	17181	1911		0 Lodging Payable to Wyndham San Diego Bayside Hotel	CONFERENCES	Accounts Payable	\$591.96
12/18/2017	2722	166699	0	CF18219RG	17181	1911		0 Registration Payable to CSPCA	CONFERENCES	Accounts Payable	\$1,950.00
2/6/2018	3475	168757	0	CF18219PK ML	17181	2129		0 Meals	CONFERENCES	Accounts Payable	\$141.74
2/6/2018	3475	168757	0	CF18219PK ML	17181	2129		0 Parking	CONFERENCES	Accounts Payable	\$57.00
2/15/2018	3623	169308	0	CF18219LG MIPKML	17181	2193		0 Lodging Payable to Wyndham San Diego Bayside Hotel	CONFERENCES	Accounts Payable	\$135.30
2/15/2018	3623	169308	0	CF18219LG MIPKML	17181	2193		0 Mileage	CONFERENCES	Accounts Payable	\$188.57
2/15/2018	3623	169308	0	CF18219LG MIPKML	17181	2193		0 Meals	CONFERENCES	Accounts Payable	\$106.86
2/15/2018	3623	169308	0	CF18219LG MIPKML	17181	2193		0 Parking	CONFERENCES	Accounts Payable	\$38.00
2/20/2018	3677	169524	0	CF18219ML	17181	2213		0 Meals	CONFERENCES	Accounts Payable	\$46.82
3/7/2018	3952	170343	0	CF18219MI PKML	17181	2302		0 Mileage	CONFERENCES	Accounts Payable	\$181.49

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
3/7/2018 3952 170343 0 CF18219MI PKML	17181 2302 0 Meals					CONFERENCES		Accounts Payable	\$83.99	
3/7/2018 3952 170343 0 CF18219MI PKML	17181 2302 0 Parking					CONFERENCES		Accounts Payable	\$120.00	
3/8/2018 3963 170660 0 CF18219ML 2	17181 2314 0 Meals					CONFERENCES		Accounts Payable	\$103.26	
Detail Total:									\$9,213.11	

01.0.00000.0.00000.74400.5310. District Membership \$3,290.00 \$0.00 \$3,290.00 \$3,290.00 \$3,290.00 \$0.00 \$0.00 \$0.00 0.00%

Transaction Detail (Maximum)

Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
7/27/2017	167	159455	0	3188	44	1057		0 CODESP membership fee for for 2017-18 school year,	CODESP	Accounts Payable	\$2,050.00
7/27/2017	167	159457	0	58201718	530	1057		0 CSPCA membership renewal for 2017-18 school year,	CSPCA.	Accounts Payable	\$1,200.00
8/11/2017	378	160050	0	201718035	181419	1138		0 Personnel Commissioners Association of Southern Ca	PCASC	Accounts Payable	\$40.00
Detail Total:											\$3,290.00

01.0.00000.0.00000.74400.5712. Direct Costs-Printing \$1,960.00 \$0.00 \$1,960.00 \$796.00 \$796.00 \$1,164.00 \$0.00 \$1,164.00 59.39%

Transaction Detail (Maximum)

Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
7/12/2017	9	0	0		0	0		0 3488 PersCommission		Adjusting	\$28.00
7/12/2017	16	0	0		0	0		0 3488 PersCommission		Adjusting	(\$28.00)
10/27/2017	1747	0	0		0	0		0 PC - 51		Adjusting	\$345.00
10/27/2017	1747	0	0		0	0		0 PC - 145		Adjusting	\$88.50
10/27/2017	1748	0	0		0	0		0 Personnel Commi		Adjusting	\$33.00
1/11/2018	2969	0	0		0	0		0 PC 294		Adjusting	\$21.50
1/11/2018	2969	0	0		0	0		0 PC 306		Adjusting	\$21.00
1/11/2018	2970	0	0		0	0		0 PC 321		Adjusting	\$87.50
1/11/2018	2970	0	0		0	0		0 PC 321		Adjusting	\$192.00
1/24/2018	3135	0	0		0	0		0 PC 430		Adjusting	\$7.50
1/11/2018	3164	0	0		0	0		0 PC 321		Adjusting	(\$87.50)
1/11/2018	3164	0	0		0	0		0 PC 321		Adjusting	(\$192.00)
1/25/2018	3166	0	0		0	0		0 PC 321		Adjusting	\$87.50
1/25/2018	3166	0	0		0	0		0 PC 321		Adjusting	\$192.00
Detail Total:											\$796.00

01.0.00000.0.00000.74400.5719. Direct Costs-Mailing Services \$2,000.00 \$0.00 \$2,000.00 \$396.69 \$396.69 \$1,603.31 \$0.00 \$1,603.31 80.17%

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
7/12/2017	8	0	0			0	0	0 PERSONNEL COMMISSION - 102		Adjusting \$69.84
7/12/2017	15	0	0			0	0	0 PERSONNEL COMMISSION - 102		Adjusting (\$69.84)
9/29/2017	1211	0	0			0	0	0 PERSONNEL COMMISSION - 99		Adjusting \$65.64
9/29/2017	1212	0	0			0	0	0 PERSONNEL COMMISSION - 99		Adjusting \$65.64
10/19/2017	1602	0	0			0	0	0 PERSONNEL COMMISSION - 33		Adjusting \$25.23
9/29/2017	1696	0	0			0	0	0 PERSONNEL COMMISSION - 99		Adjusting (\$65.64)
10/25/2017	1724	0	0			0	0	0 PERSONNEL COMMISSION - 95		Adjusting \$50.40
12/21/2017	2736	0	0			0	0	0 PERSONNEL COMMISSION - 48		Adjusting \$53.07
12/21/2017	2737	0	0			0	0	0 PERSONNEL COMMISSION - 73		Adjusting \$43.84
1/10/2018	2950	0	0			0	0	0 PERSONNEL COMMISSION - 34		Adjusting \$51.99
4/3/2018	4290	0	0			0	0	0 PERSONNEL COMMISSION - 53		Adjusting \$41.58
4/3/2018	4291	0	0			0	0	0 PERSONNEL COMMISSION - 48		Adjusting \$64.94
Detail Total:										\$396.69
01.0.00000.0.00000.74400.5810.23000000		Advertising - Legal		\$10,000.00	\$0.00	\$10,000.00	\$1,545.14	\$1,545.14	\$8,454.86	\$1,000.27 \$7,454.59 74.55%

Transaction Detail (Maximum)										
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal Amount
9/8/2017	1002	161382	0	91084	181523	1302	0	Print Ad for Classified recruitment to run for 14	SANTA CLARITA SIGNAL	Accounts Payable \$208.50
9/28/2017	1264	162588	0	171098PD	182188	1423	0	1/4 page color ad for Instructional Assistant, ECE	SCHOOL NEWS ROLL CALL, LLC	Accounts Payable \$263.00
11/15/2017	2164	165211	0	171107PD	183090	1719	0	1/4 Page Full Color Ad: Occupational Therapist, E	SCHOOL NEWS ROLL CALL, LLC	Accounts Payable \$263.00
12/14/2017	2662	166641	0	32407080	182991	1898	0	1/4-page ad in AV Press for Occupational Therapist	A V PRESS	Accounts Payable \$195.99
3/19/2018	4076	0	0	181111PD	185045	2380	0	1/4 page Full Color Ad in School News Roll Call	SCHOOL NEWS ROLL CALL, LLC	Accounts Payable \$263.00
3/21/2018	4210	0	0	32426647	183757	2399	0	Newspaper advertisement for Open Positions: Math	A V PRESS	Accounts Payable \$174.60
3/21/2018	4210	0	0	32435809	184484	2399	0	AV Press Classified Ad for open positions: Directo	A V PRESS	Accounts Payable \$177.05
Detail Total:										\$1,545.14
01.0.00000.0.00000.74400.5822.23000000		Legal Expenses		\$46,273.00	\$0.00	\$46,273.00	\$11,170.00	\$11,170.00	\$35,103.00	\$35,103.00 \$0.00 0.00%

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud	
Transaction Detail (Maximum)											
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
7/1/2017	158	0	0			0	0	0 Legal Expenses		Adjusting	(\$2,040.00)
8/7/2017	373	159763	0	530221	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$270.00
8/7/2017	373	159763	0	530222	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,350.00
8/7/2017	373	159763	0	535191	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$420.00
8/7/2017	384	159763	0	530221	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	(\$270.00)
8/7/2017	384	159763	0	530222	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	(\$1,350.00)
8/7/2017	384	159763	0	535191	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	(\$420.00)
8/7/2017	404	159763	0	530221	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$270.00
8/7/2017	404	159763	0	530222	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,350.00
8/7/2017	404	159763	0	535191	171555	1112		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$420.00
8/29/2017	987	160941	0	539831	171555	1239		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$2,916.50
8/29/2017	987	160941	0	539832	171555	1239		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$2,488.50
8/29/2017	987	160941	0	539833	171555	1239		0 2016-2017 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$868.00
10/12/2017	1641	163277	0	544191	182315	1505		0 2017-2018 LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$2,666.00
11/3/2017	2083	164550	0	548811	182315	1648		0 9/21/17 - LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$45.00
11/3/2017	2083	164550	0	548812	182315	1648		0 9/28/17 - LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$93.00
11/3/2017	2083	164550	0	548813	182315	1648		0 9/13/17-9/30/17 - LEGAL SERVICES - PERSONNEL COMM	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,344.00
12/6/2017	2523	166075	0	553241	182315	1834		0 10/23/17 - LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$98.00
12/6/2017	2523	166075	0	553242	182315	1834		0 10/24/17 - LEGAL SERVICES - PERSONNEL COMMISSION	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$31.00
12/20/2017	2858	166968	0	556691	182315	1927		0 11/9/17-11/14/17 - LEGAL SERVICES - PERSONNEL COM	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$279.00
12/20/2017	2858	166968	0	556692	182315	1927		0 11/1/17-11/21/17 - LEGAL SERVICES - PERSONNEL COM	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$341.00
Detail Total:											\$11,170.00
01.0.00000.0.00000.74400.5828.2300000		Software Support		\$27,375.00	\$0.00	\$27,375.00	\$26,065.00	\$26,065.00	\$1,310.00	\$0.00	\$1,310.00 4.79%

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 4/3/2018

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud	
Transaction Detail (Maximum)											
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
8/3/2017	303	159614	0	INV21673	181152	1090		0 Biddle Software License Renewal 7/31/2017 - 7/30/	NEOGOV	Accounts Payable	\$2,761.00
8/23/2017	634	160510	0	INV21672	181175	1202		0 To Pay NeoGov 12 Month Insight Enterprise Users Li	NEOGOV	Accounts Payable	\$12,075.00
9/11/2017	1004	161510	0	INV21876	181366	1305		0 NEOGOV Onboard Software License 7/18/2017 - 7/18/2	NEOGOV	Accounts Payable	\$8,434.00
9/11/2017	1004	161510	0	INV21876	181366	1305		0 NEOGOV Onboard Software Training	NEOGOV	Accounts Payable	\$1,000.00
9/11/2017	1004	161510	0	INV21876	181366	1305		Invoice #INV21 0 NEOGOV Onboard Software Setup	NEOGOV	Accounts Payable	\$1,000.00
11/20/2017	2327	165484	0	20171111	183098	1755		Invoice #INV21876 0 JOBSPLUS - Annual Service Agreement and Software L	EDUCATIONAL MANAGEMENT SOLUTIONS	Accounts Payable	\$795.00
Detail Total:											\$26,065.00
01.0 00000 0.00000 74400.5830.2300000		Consultants			\$6,400.00		\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00 100.00%
01.0 00000 0.00000 74400.5890.2300000		Other Operation Services			\$1,350.00		\$0.00	\$1,350.00	\$350.00	\$350.00	\$1,000.00 \$1,000.00 \$0.00 0.00%
Transaction Detail (Maximum)											
Date	Entry	Check No	Deposit No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
9/28/2017	1265	162570	0	4904	182057	1424		0 Six (6) Security cabinet shred boxes to be kept in	SHREDS UNLIMITED	Accounts Payable	\$50.00
10/4/2017	1404	162727	0	5092	182057	1460		0 Six (6) Security cabinet shred boxes to be kept in	SHREDS UNLIMITED	Accounts Payable	\$50.00
10/26/2017	1837	164105	0	5298	182057	1587		0 Six (6) Security cabinet shred boxes to be kept in	SHREDS UNLIMITED	Accounts Payable	\$50.00
12/1/2017	2438	165898	0	5475	182057	1803		0 Six (6) Security cabinet shred boxes to be kept in	SHREDS UNLIMITED	Accounts Payable	\$50.00
12/18/2017	2754	166747	0	6045	182057	1914		0 Six (6) Security cabinet shred boxes to be kept in	SHREDS UNLIMITED	Accounts Payable	\$50.00
3/12/2018	3988	170878	0	6406	182057	2331		0 Six (6) Security cabinet shred boxes to be kept in	SHREDS UNLIMITED	Accounts Payable	\$50.00
3/12/2018	3988	170878	0	6222	182057	2331		0 Six (6) Security cabinet shred boxes to be kept in	SHREDS UNLIMITED	Accounts Payable	\$50.00
Detail Total:											\$350.00
Function: Personnel Commission - 74400				\$784,719.00		\$0.00	\$784,719.00	\$448,393.87	\$448,393.87	\$336,325.13	\$38,439.91 \$297,885.22 37.96 %

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 11, 2018 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF JOB DESCRIPTION REVISION:
DIRECTOR II - FOOD SERVICES

BACKGROUND

The Chief Business Officer recently requested a revision to the current job description for Director II-Food Services. The proposed revision will more adequately describe the essential functions, and minimum qualifications and experience needed to manage a food service program for the District.

STATUS

The proposed job description specifies a title change revision to Director-Food Services, which will replace the Director II level. Supplementary language was added to the qualifications to modernize our current structure, and align with minimum industry standards in accordance with the Healthy, Hunger-Free Kids Act (HHFKA) and the USDA Professional Standards. The salary structure will be maintained.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed salary and revision to the Director II-Food Services job description and title revision to Director-Food Services as presented.

DIRECTOR # - FOOD SERVICES

Bargaining Unit: Management

SALARY RANGE

\$107,375 - \$118,522 Annually

DEFINITION:

Under ~~the~~ direction of the ~~Deputy~~ **Assistant Superintendent of Business Services**, or designee, plan, organize, direct and administer a fiscally sound food service program in compliance with federal, state, county and district requirements.

Direction and general supervision is exercised over all Nutrition Services personnel including clerical support.

EXAMPLE OF DUTIES:

1. ~~Plan, organize, direct and administer the District's~~ **Manages, plans, coordinates, and directs the operations of the central food service office and all District cafeterias program** in conformance with federal, state, county and district requirements;
2. Responsible for the efficient and economical operation of the food service department;
3. Implement and supervise preparation of cost control records; analyze financial and operating statements;
4. Plan master menu for ~~the~~ District, ~~insuring~~ **assuring** dietary balance and nutritional adequacy, and in conformance with state and federal regulations;
5. Periodic inspection of site cafeterias for cleanliness and conformance to established district operating procedures;
6. Plans, develops, supervises and participates in a training program for all food service personnel;
7. Supervise and participate in the selection, assignment, retention and evaluation of food service personnel;
8. Preparation of department budget for food service operations; control expenditures;
9. Control of the procurement and distribution of foods, supplies and equipment;
10. Control of food service stock in the warehouse;
11. Make recommendations for policies and procedures for the food services department;
12. Provide timely and effective communication to District site administrators regarding issues/situations that may impact the District, its divisions or its schools;
13. Receive and answer requests for information on District policy and procedures as it relates to food services;
14. Attend food service conferences and conventions as the District's representative;
15. ~~Other related duties, as assigned.~~

15. **Coordinate accounting procedures for proper record control and management of money, labor, food, and supplies.**
16. **Other related duties as assigned.**

QUALIFICATIONS

Knowledge of:

1. Principles and methods of education; nutrition and its application to food service and ~~to~~ the education of students;
2. Modern food service methods and equipment;
3. Management principles; ***fundamentals for positive public and employer-employee relations;***
- ~~4. Accounting, purchasing, personnel data processing and programmed budgeting;~~
- ~~5. Food production including preparation, serving, storage, sanitation and safety;~~
4. Menu planning to meet nutritional, aesthetic and psychological needs of students;
5. ***Rules and regulations governing Federal School Breakfast and Lunch programs;***
6. ~~Basic knowledge of computer and software applicable to food service program;~~ ***Basic computer processing practices as they relate to the development of management systems; software applicable to food service programs;***
- ~~7. Principles of supervision and training~~
7. ***Supervisory techniques, including effective evaluation methods; orientation, training and staff development for food service employees;***
8. ***Fundamentals of nutrition; quantity food production, preparation and serving; price and portion controls; food ordering and storage;***
9. ***Basic principles, practices, and terminology as they relate to business and office systems, budgeting and fiscal management, workers' compensation, risk management, and human resources;***
10. ***Inventory and record keeping procedures;***
11. ***Appropriate utilization of commercial cafeteria equipment;***
12. ***Food handling, safety and sanitation procedures and practices including OSHA and Cal/OSHA regulations.***

Ability to:

1. Apply professional knowledge and ~~administrative ability to direct~~ ***skilled management in nutrition education and*** a school food service program;
2. Reason logically and think independently and creatively;
- ~~3. Provide skilled leadership in nutrition education and food service;~~
3. Establish and maintain cooperative working relationships with those contacted in the course of work;
- ~~4. Direct and supervise employees for maximum productivity;~~
4. Analyze situations accurately and adapt a decisive course of action;
- ~~5. Communicate effectively, both orally and in writing.~~

5. ~~Review and analyze work methods, procedures and schedules;~~ **Direct and supervise employees for maximum productivity; review and analyze work methods and schedules; implement personnel rules and procedures;**
6. **Analyze cafeteria operations and make efficient use of cafeteria equipment; propose recommendations for purchase of food, supplies and equipment;**
7. **Demonstrate proper cooking and food serving techniques with a focus on fresh produce and healthy choices;**
8. **Communicate effectively both orally and in writing; compose, edit, and proofread technical material, including letters, memos, and reports that incorporate statistical data;**
9. **Read, analyze, and interpret complex rules, regulations, laws and legislation; e.g., Federal School Lunch and Breakfast Program; read and comprehend budget and financial reports;**
10. **Institute procedural changes with tact and diplomacy; work harmoniously and effectively with all levels of District personnel, students, vendors, and the public;**
11. **Provide technical direction and general supervision over a variety of food service programs, and personnel through field supervisors;**
12. **Interpret and enforce rules and policies with all personnel, including supervisors and administrators;**
13. **Maintain confidentiality of information obtained during the course of work;**
14. **Use practical judgment in the evaluation of data, the development of plans, reports, and other materials, and in the disclosure of information.**
15. **Expand knowledge, skill, and responsibility in business administration; maintain professional competence through selected professional growth activities;**
16. **Manage demands; multi-task effectively with frequent interruptions.**
17. **Sustain and expand positive public relations;**
18. **Work independently with little direction.**

EXPERIENCE AND EDUCATION:

EDUCATION

Graduation from ~~a four (4)-year~~ **an accredited** college or university with a degree in Dietetics, Nutrition, or related field ~~is required~~. Status as a Registered Dietitian and/or graduate coursework in Business, Public Administration is desired.

EXPERIENCE:

Five years of full-time **administrative** experience in institutional or commercial food service, including **experience in volume meal production planning, meal preparation and service, food ordering, financial control, staff training, reporting, and sanitation.**

Qualifying experience as a food service manager must have included responsibility of 1000 meals minimum per day, and ~~at least~~ two years in a supervisory capacity.

CONTINUING EDUCATION/TRAINING:

In accordance with the Healthy, Hunger-Free Kids Act (HHFKA), incumbents must complete at least 12 hours of annual and continuing education/training related to the following topics:

- ***Administrative practices, including training in application, certification, verification, meal counting and meal claiming procedures.***
- ***Supplemental training topics required by the USDA Food and Nutrition Service to address program integrity or other critical issues.***

In addition, incumbents must complete (8) hours of food safety training within 30 days of their start date or not more than five (5) years prior to their start date (verification of compliance may be requested).

LICENSE AND CERTIFICATIONS:

~~A valid California Driver's License and proof of insurance. Use of a private automobile is required.~~

- ***Possession of a valid California Driver's License and automobile insurance***
- ***Ability to be covered under the District property/liability insurance.***
- ***Use of a private automobile is required.***

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 11, 2018 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Interim Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM:
DIRECTOR-FOOD SERVICES

BACKGROUND

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in recommended format.

STATUS

The physical/mental requirements for Director-Food Services is presented for approval in the ADA Compliant Job Analysis form as attached. The essential demands/functions were maintained from the Director II-Food Services ADA compliant form with exception to the revision of the supervising authority and approving parties.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis for the Director-Food Services classification as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

DIRECTOR – FOOD SERVICES

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

- N = Never
- I = Infrequently (less than once per day)
- O = Occasionally (less than 2 ½ hours per day)
- F = Frequently (2 ½ to 5 hours per day)
- C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS					
Postures/ Movements: During ESSENTIAL Functions					
Sitting	F	Kneeling	I	Twisting at Waist	O-F
Standing	O	Crawling	I	Reaching:	
Walking	F	Climbing	I	Above Shoulders	O
Bending	O	Balancing	I	At/Below Shoulders	F
Stooping	I	Foot Controls	O	Neck Extension (up)	C
Squatting	N	Pushing	I-O	Neck Flexion (down)	C
Lying Down	N	Pulling	I-O	Neck Rotation (turning)	C

Comments:

PHYSICAL DEMANDS (continued)

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F	F	Pans, food, papers, office supplies, books
11-25	O	O	O	Case of paper, office supplies/equipment
26-50	I-O	I-O	I-O	Case of food product, tables
51-75*	I*	I*	I*	Cartons/menu case
76-100*	N	N	N	N/A
Over 100*	N	N	N	N/A

Comments: * Overweight Items require breaking down or assistance

Carrying: During ESSENTIAL Functions				* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried	
Up to 10	O	100'	Pans, kitchen and/or office supplies, books	
11-25	O	100'	Case of dry goods, office/kitchen supplies, equipment	
26-50	I	20'	Case food, tables	
51-75*	N	N	N/A	
76-100*	N	N	N/A	
Over 100*	N	N	N/A	

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-C	Pens, paper, office supplies
Fine Manipulation	O-C	Pens, paper, office supplies
Gross Grasp	O-C	Kitchen or office supplies/equipment
Gross Manipulation	O-C	Kitchen or office supplies/equipment
Power Grasp	I-O	Kitchen supplies/equipment

MENTAL AND PSYCHOLOGICAL DEMANDS			
		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	O-C	N
2	Maintain the established work pace.	C	N
3	Adhere to established work and safety procedures.	C	N
4	Respond appropriately to direction, evaluation, or criticism.	C	N
5	Respond appropriately to changes in the work setting.	C	N
Attention to Task/ Details:			
6	Perform simple/ repetitive tasks.	F-C	N
7	Perform complex/varied tasks.	F-C	N
8	Organize tasks and set priorities.	C	N
9	Manage multiple tasks simultaneously.	O-C	N
Interaction with Others:			
10	Work cooperatively with coworkers.	C	N
11	Interact with customers or the public.	F	N
12	Give training/ instruction.	F	N
13	Direct or supervise others.	C	N
Decision Making:			
14	Use basic problem-solving techniques.	C	N
15	Work autonomously, or with minimal supervision.	C	N
16	Make independent decisions based on data/ circumstances.	C	N

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C		N	N/A
Hearing	C		N	N/A
Speaking	C		N	N/A
Reading	C		N	N/A
Writing	C		N	N/A
Math	F-C		N	N/A

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	C		N	N/A
Outdoors	O	Site visitations	N	N/A
Cold	O	Site visitations	N	N/A
Heat	O	Site visitations	N	N/A
Humidity	I	Site visitations	N	N/A
Temperature Swings	I	Site visitations	N	N/A
Dust/ Wind	I	Sites/meetings	N	N/A
Noise	C	Kitchen sites, phone	N	N/A
Vibration	I	Cell phone, kitchen equipment	N	N/A
Fumes/ Odors	O	Cooking odors, forklift	N	N/A
Toxic Substances	I	Cleaning products, i.e., oven cleaners	N	N/A
Radiation	N	N/A	N	N/A
Mechanical Hazards	O	Kitchen equipment, office equipment	N	N/A
Electrical Hazards	I		N	N/A
Explosive Hazards	N	Autos	N	N/A
Safety Equipment/Training/Attire: Gloves, hairnets, aprons, pot holders, arm guards, slicing gloves, freezer ware, breathing mask, eye goggles				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Computer, Copier, Office Equipment	C	N/A	
Automobile	F-C	N/A	
Kitchen Machinery	F-C	N/A	
Hand Carts	O	N/A	

WORK SETTING				
Brief Description of Work Site: District Office with site visitations				
Breaks: 2 -15 min., 30 min. lunch		Overtime: None		
Supervised by: Assistant Superintendent Business Services		Supervises: Assigned Staff		
Number of Employees at Work Site: Approx. 8 in office and approx. 190 at various sites				
Characteristics of Site:	%		%	
Informal	60	Formal	40	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	75	Variable Tasks	25	Routine + Variable = 100 %
Slow Paced	20	Fast Paced	80	Slow + Fast Paced = 100%
Low Pressure	10	High Pressure	90	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Mary Theus		Interim Director, Personnel Commission	04/04/18
Dr. Frances Ufondu		Chief Business Officer	04/04/18
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions Interview <input checked="" type="checkbox"/> Other (legal requirements)			
Written by: <u>Mary Theus</u> Date: <u>04/04/2018</u>			