

Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, April 25, 2018 - 5:30 P.M.  
Site 18, Room 125  
37230 37<sup>th</sup> 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 – April 11, 2018

63-17/18

**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. Extension of Eligibility Lists
  - 3. Nullification of Eligibility Lists
  - 4. Ratification of Transfers

64-17/18

**IV. UNFINISHED BUSINESS**

**ACTION**

- A. Approval of Job Description Revision, Director II-Food Services and Title Change to Director-Child Nutrition
- B. Approval of Americans with Disabilities Act (ADA) Compliant Form Director-Child Nutrition

61-17/18

62-17/18

**V. NEW BUSINESS**

**ACTION**

- A. Public Hearing
  - 1. Proposed 2018-2019 Personnel Commission Annual Budget
- B. Approval of 2018-2019 Personnel Commission Annual Budget
- C. Approval of Eligibility List With Less Than Three Ranks:  
Early Childhood Education Disabilities/Mental Health Specialist
- D. Approval of Eligibility List With Less Than Three Ranks:  
Bilingual Early Childhood Education Teacher Assistant

65-17/18

66-17/18

67-17/18

**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: May 09, 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 April 11, 2018 Regular Meeting**

<b>CALL TO ORDER</b>	Chairperson Kathleen Duren called the meeting to order at 5:30 p.m., followed by the Pledge of Allegiance led by Don Wilson.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Mr. Don Wilson, Vice Chairperson Mrs. Deneese Thompson, Commissioner  A quorum was present
<b>STAFF PRESENT</b>	Ms. Mary Theus, Interim Director, Personnel Commission Mrs. Susan McCormick, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	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.
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	None.
<b>PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS</b>	No comments from the public. Mrs. Duren mentioned that CSEA Chapter President, Ms. Astrid Cante, will not attend the meeting due to illness.
<b>CONSENT AGENDA</b>	Mr. Wilson moved to approve the Consent Agenda as presented, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote, and the motion passed unanimously.
<b>UNFINISHED BUSINESS</b>	None.
<b>NEW BUSINESS</b>	<b>Monthly Expenses Review</b> The Commissioners reviewed the expenses for the month of March.  Mrs. Theus presented a detailed overview of the proposed 2018-2019 Personnel Commission Annual Budget.  <b>Public Hearing: 2018-2019 PC Annual Budget</b> The Commission recessed at 5:50 P.M. to conduct a public hearing. Hearing no comments from the public, the meeting reconvened to open session at 5:52 P.M.

#### **Approval of 2018-2019 Personnel Commission Annual Budget**

Mrs. Thompson moved to approve the 2018-2019 Personnel Commission Annual Budget as presented, with Mr. Wilson providing a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote, and the motion passed unanimously.

#### **Approval of the Job Description Revision, Director II – Food Services**

Mrs. Thompson moved to approve the Job Description Revision, with Mr. Wilson providing a second. After brief discussion regarding the requirements, Mrs. Duren put forth an amended motion to table the approval, with Mrs. Thompson providing a second. The amended motion was passed unanimously and the Approval of the Job Description Revision is tabled until the next scheduled Personnel Commission meeting. Areas of concern will be presented to the District.

#### **Approval of Americans With Disabilities Act (ADA) Compliant Form for Director-Food Services**

Mr. Wilson moved to table the approval of the ADA Compliant Form for Director-Food Services to the next scheduled meeting, with Mrs. Thompson providing a second, and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously. The Approval of the ADA Compliant Form for Director-Food services is tabled until the next scheduled Personnel Commission meeting.

### **INFORMATION / REPORTS**

#### **Classified Update**

Ms. Theus distributed the Classified Update.

#### **Interim Director, Personnel Commission**

Mrs. Theus shared several items from the District:

- 1) The District's resolution for Administrative Professionals recognition.
- 2) The District's Spring Fling luncheon on May 4<sup>th</sup>. Ms. Theus extended an invitation to the Commissioners to attend.
- 3) The Retirement Celebration scheduled for the evening of May 11<sup>th</sup>.

Ms. Theus also distributed to the Commissioners information on the PCASC mini-conference scheduled for June 1<sup>st</sup> in Anaheim.

#### **Comments from Commissioners**

Mrs. Thompson stated that she was encouraged by the budget provision adding laptops to extend the department's online testing capabilities.

Mr. Wilson asked for information about the PCASC mini-conference and expressed his interest in attending. Mrs. Thompson expressed that

she is unable to attend due to conflict with another event on her calendar.

Mrs. Duren echoed Mrs. Thompson's excitement about the new laptops and the efficiency they will provide the testing process. She also mentioned the recent promotional opportunities that were posted and encouraged all Classified employees to take advantage of these opportunities whenever possible.

**RECESS TO CLOSED SESSION**

Recess to closed session at 6:12 P.M.

**RECONVENE TO OPEN SESSION**

Reconvened to open session at 8:01 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 25, 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 8:02 P.M.

Respectfully submitted,



Mary Theus

Interim Director, Personnel Commission

**APPROVED:**

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Kathleen Duren, Chairperson

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Don Wilson, Vice Chairperson

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Deneese Thompson, Commissioner

## **Classified Update for April 11, 2018**

### **1. Testing Status:**

Benefits/Payroll Clerk	QAI scheduled 04/13/18
Bilingual/ECE Teacher Assistant	QAI scheduled 04/16/18
Director of Accounting	SME ratings, QAI scheduled 04/26/18
ECE Disabilities/Mental Health Spec.	QAI scheduled 04/12/18
Fiscal Services Administrator	SME ratings, QAI scheduled 04/26/18
Special Ed Instructional Assistant	Written exam scheduled 04/25/18

### **2. Postings:**

Bilingual ECE Teacher Assistant	Continuous
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Special Ed Instructional Assistant	Closes 04/18/18

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE April 25, 2018 \_\_\_\_\_ REPORT

TO: Personnel Commission   X   ACTION

FROM: Mary Theus  
Interim Director, Personnel Commission

RE: EXTENSION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications still contain(s) a sufficient number of qualified ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Child Nutrition Manager	05/24/17	05/23/18	11/23/18
Director I-Transportation Services	05/04/17	05/03/18	11/03/18
District Receptionist	04/27/17	04/26/18	10/26/18
Health Assistant – LVN	12/12/16	06/11/18	12/11/18
Student Interventionist	05/01/17	04/30/18	10/30/18

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 25, 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
Bilingual ECE Teacher Assistant	03/01/18	02/28/19
ECE Teacher Assistant	03/01/18	02/28/19
Instructional Assistant I	12/07/17	12/06/18

RECOMMENDATION

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



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE April 25, 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. Benitez, Alma	4/11/2018	From Accounting Clerk II (Business Office) to Accounting/Data Processing Technician (SELPA), 8.0 hours/12 month	Promotion Replacement for Nelda Barber
b. Brown, Erika	4/11/2018	Paraeducator-Moderate to Severe from (YN), 5.75 hours/182 days to (BV), 6.5 hours/182 days	Increase in hours by Seniority Replacement for Janice J. Wilson
c. Dameron-Brown, Rebecca	2/14/2018	From Early Childhood Education Disabilities/Mental Health Specialist to Special Education Instructional Assistant I (PT), 5.75 hours/182 days	Replacement for Kayla Spragin, Voluntary Demotion
d. Gulke, Mark	3/26/2018	From Custodian I (SH), to Custodian II (PDC), 8.0 hours/12 month	Promotion, Growth
e. Hoffman, Ashley	2/13/2018	From Administrative Clerk II to Risk Management Specialist (Risk Mgmt)	Promotion Replacement for Dawn Schmucker
f. King, Daniel	3/26/2018	From Custodian I (PLP), to Custodian II (LA), 8.0 hours/ 12 month	Promotion, Replacement for Omar Reyes
g. Pomposo, Norma	2/20/2018	Bilingual Typist Clerk, from (DGM), 5.75 hours/182 days to (WEC), 5.75 hours/12 months	Increase in work year by seniority, Growth
h. Stokes, Terranice	2/20/2018	Instructional Assistant I, from (GP), 5.75 hours/182 days, to (CH/MZ), 6.5 hours/182 days	Increase in hours by Seniority, Replacement for Raquel Aguayo
i. Theus, Mary	1/29/2018	From Personnel Analyst-Confidential to Interim Director of Personnel Commission	

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE April 25, 2018 \_\_\_\_\_ REPORT

TO: Personnel Commission \_\_\_\_\_ X ACTION

FROM: Mary Theus  
Interim Director, Personnel Commission

RE: APPROVAL OF JOB DESCRIPTION REVISION, DIRECTOR II-FOOD SERVICES  
AND TITLE CHANGE TO DIRECTOR-CHILD NUTRITION

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-Child Nutrition, 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-Child Nutrition as presented.

# ~~DIRECTOR II - FOOD SERVICES~~

## DIRECTOR - CHILD NUTRITION

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 the nutritional, aesthetic, ~~psychological~~ ***and special dietary*** 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/technology 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 district 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. *Maintain appropriate certifications; stay abreast of latest federal, state, county, and district regulations, and implement accordingly;*
19. *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 food 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. **Experience in a public school setting is desirable.**

## **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 25, 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-CHILD NUTRITION

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-Child Nutrition 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-Child Nutrition classification as presented.



PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

DIRECTOR-CHILD NUTRITION

**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
<b>Other Sources of Information:</b> <input checked="" type="checkbox"/> Referral to company job descriptions      Interview <input checked="" type="checkbox"/> Other <span style="float: right;">(legal requirements)</span>			
Written by: <u>Mary Theus</u> Date: <u>04/04/2018</u>			



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

Palmdale School District

, 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

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

(Place)

on April 25, 2018 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 25, 2018

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 \_\_\_\_\_

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE April 25, 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 30<sup>th</sup> 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 25, 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.

# 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*
<b>2000 Classified Salaries <sup>(1)</sup></b>			
Commission Members <sup>(2)</sup>	\$ 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	210,623
<b>3000 Employee Benefits</b>	200,150	139,334	243,721
<b>Subtotal</b>	592,203	386,973	633,567
<b>4000 Supplies and Equipment Replacement</b>	3,633	7,995	28,500
<b>5000 Operating Expenses</b>	57,397	53,418	108,120
<b>6000 Equipment</b>	0	0	0
<b>Subtotal</b>	61,030	61,413	136,620
<b>Appropriation for Contingencies <sup>(3)</sup></b>			
<b>Total Expenditures</b>	\$ 653,233	\$ 448,386	\$ 770,187

\* 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	\$ 11,778	\$ (3,693)	
Admin Subs	2422	74400	\$ 134	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL OBJECT 2000</b>			<b>\$ 392,053</b>	<b>▶ \$ 362,118</b>	<b>\$ 247,639</b>	<b>▶ \$ 378,188</b>	<b>\$ 16,070</b>	
PERS - Classified	3212	74400	\$ 51,528	\$ 48,115	\$ 36,683	\$ 67,736		
OASDI - Classified	3312	74400	\$ 23,490	\$ 22,452	\$ 16,355	\$ 23,204	\$ 752	
Medicare - Classified	3332	74400	\$ 5,686	\$ 5,251	\$ 3,825	\$ 5,459	\$ 208	
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	\$ 197	\$ 15	
W/C - Classified	3612	74400	\$ 11,875	\$ 11,118	\$ 6,708	\$ 10,159	\$ (959)	
Retirement Benefits	3712	74400	\$ 13,173	\$ 12,168	\$ 8,320	\$ 12,639	\$ 471	
OPEB	3752	74400	\$ 9,671	\$ 15,480	\$ 6,769	\$ 11,610	\$ (3,870)	
<b>TOTAL OBJECT 3000</b>			<b>\$ 200,150</b>	<b>▶ \$ 252,142</b>	<b>\$ 139,334</b>	<b>▶ \$ 235,418</b>	<b>\$ (36,345)</b>	



# PERSONNEL COMMISSION 2018-2019 BUDGET WORKSHEET (Location 2300000)

4/3/2018

Description	Object	Function	2016-17 Actuals	2017-18 Budget	2017-18 YTD Actual	2018-19 Proposed	Up/Down	Justification
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)
<b>TOTAL OBJECT 4000</b>			<b>\$ 3,633</b>	<b>\$ 21,500</b>	<b>\$ 7,995</b>	<b>\$ 28,500</b>	<b>\$ 7,000</b>	
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)	NEOGOV, OPAC, WorkSTEPS
Other Operating Services	5890	74400	\$ 370	\$ 800	\$ 350	\$ 800	\$ -	Shredding service
<b>TOTAL OBJECT 5000</b>			<b>\$ 57,397</b>	<b>\$ 111,825</b>	<b>\$ 53,418</b>	<b>\$ 108,120</b>	<b>\$ (3,705)</b>	
<b>TOTAL OBJECT 6000</b>								
Custodian	2230	82000	\$ -	\$ -	\$ -	\$ 11,658	\$ 11,658	25% PC (25% DO; 50% Yellen)
PERS - Classified	3212	82000	\$ -	\$ -	\$ -	\$ 2,111	\$ 2,111	25% PC (25% DO; 50% Yellen)
OASDI - Classified	3312	82000	\$ -	\$ -	\$ -	\$ 723	\$ 723	25% PC (25% DO; 50% Yellen)
Medicare - Classified	3332	82000	\$ -	\$ -	\$ -	\$ 170	\$ 170	25% PC (25% DO; 50% Yellen)
ARP - Classified	3342	82000	\$ -	\$ -	\$ -	\$ -	\$ -	
H/W - Classified	3412	82000	\$ -	\$ -	\$ -	\$ 4,102	\$ 4,102	25% PC (25% DO; 50% Yellen)
U/I - Classified	3512	82000	\$ -	\$ -	\$ -	\$ 6	\$ 6	25% PC (25% DO; 50% Yellen)
W/C - Classified	3612	82000	\$ -	\$ -	\$ -	\$ 315	\$ 315	25% PC (25% DO; 50% Yellen)
Retirement Benefits	3712	82000	\$ -	\$ -	\$ -	\$ 392	\$ 392	25% PC (25% DO; 50% Yellen)
OPEB	3752	82000	\$ -	\$ -	\$ -	\$ 484	\$ 484	25% PC (25% DO; 50% Yellen)
<b>TOTAL OPERATIONS/Custodial</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,961</b>	<b>\$ 19,961</b>	
<b>TOTAL</b>			<b>\$ 653,233</b>	<b>\$ 747,585</b>	<b>\$ 448,386</b>	<b>\$ 770,187</b>	<b>\$ 2,981</b>	

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	April 25, 2018	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: Early Childhood Education Disabilities/Mental Health Specialist	

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 Early Childhood Education Disabilities/Mental Health Specialist commenced February 26, 2018 through March 26, 2018, with sufficient applicant response. Currently we have two eligible applicants who meet all minimum qualifications and successfully completed the competitive examination process. Early Childhood Education would like the ability to interview and select, as appropriate, from the two applicants. Therefore, a list of fewer than three ranks is presented for your consideration and approval.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Early Childhood Education Disabilities/Mental Health Specialist with two ranks.


**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
April 25, 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
ECE Disabilities/Mental Health Specialist	02/26/18	03/26/18	04/12/18	04/12/18	21	8	2	NA	3	2	04/18/18	04/17/19	No	2

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

This certifies the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

  
 \_\_\_\_\_  
 Mary Theus  
 Interim Director, Personnel Commission

4/18/18  
 \_\_\_\_\_  
 Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	April 25, 2018	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Mary Theus Interim Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: Bilingual Early Childhood Education Teacher Assistant	

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

The Bilingual Early Childhood Education Teacher Assistant classification is posted continuously. It is difficult to find candidates to meet the minimum qualifications of bilingual and ECE college units, as well as minimal working hours per day. The outcome of two recent recruitments is less than three ranks each.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Bilingual Early Childhood Education Teacher Assistant with two ranks in total.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
April 25, 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
Bilingual ECE Teacher Assistant	01/26/18	02/28/18	03/30/18	04/16/18	23	1	1	NA	1	1	04/19/18	04/18/19	Yes	1
Bilingual ECE Teacher Assistant	03/02/18	04/05/18	03/30/18	04/16/18	23	2	2	NA	1	1	04/19/18	04/18/19	Yes	1

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

This certifies the eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.



Mary Theus  
Interim Director, Personnel Commission

4/19/18

Date