



Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, June 14, 2017 - 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  
Ms. Rosa B. Fuller, Commissioner  
Mrs. Deneese Thompson, Vice Chairperson  
Mrs. Vicki Galli, Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

**ACTION**

A. Approval of Meeting Minutes – May 10, 2017

92-16/17

**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. Ratification of Eligibility List(s)
- B. Extension of Eligibility List(s)
- C. Nullification of Eligibility List(s)
- D. Ratification of Transfers

93-16/17  
94-16/17  
95-16/17  
96-16/17

**IV. UNFINISHED BUSINESS**

None

**V. NEW BUSINESS**

A. Monthly Expenses Review

**ACTION**

- B. Approval of 2017-2018 Membership Renewal for CODESP
- C. Approval of 2017-2018 Membership Renewal for CSPCA
- D. Approval of Expense over \$500: New Copier
- E. Approval of New Classification: Family Services Advocate
- F. Approval of Americans with Disabilities (ADA) Compliant Form: Family Services Advocate
- G. Approval of New Classification: Internet and Media Communications Specialist

97-16/17  
98-16/17  
99-16/17  
100-16/17  
101-16/17  
102-16/17

**ACTION**

- |  |           |
|--|-----------|
| H. Approval of Americans with Disabilities (ADA) Compliant Form:<br>Internet and Media Communications Specialist | 103-16/17 |
| I. Approval of New Classification: IT Technician   | 104-16/17 |
| J. Approval of Americans with Disabilities (ADA) Compliant Form: IT Technician                                   | 105-16/17 |
| K. Approval of New Classification: Network Technician  | 106-16/17 |
| L. Approval of Americans with Disabilities (ADA) Compliant Form: Network Technician                              | 107-16/17 |
| M. Approval of New Classification: Technology Support Specialist   | 108-16/17 |
| N. Approval of Americans with Disabilities (ADA) Compliant Form:<br>Technology Support Specialist                | 109-16/17 |

**VI. INFORMATION/REPORTS**

- A. Classified Update
- B. Director, Personnel Commission
- C. Comments from Commissioners

**VII. 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 Evaluation – Director, Personnel Commission

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

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957
  - 1. Public Employee Evaluation – Director, Personnel Commission

**IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: July 12, 2017 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 May 10, 2017, Scheduled Meeting**

**CALL TO ORDER**

The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:30 P.M., followed by the Pledge of Allegiance led by Ms. Rosa Fuller.

**MEMBERS PRESENT**

Mrs. Kathleen Duren, Chairperson  
Mrs. Deneese Thompson, Vice-Chairperson  
Ms. Rosa Fuller, Commissioner

**STAFF PRESENT**

Mrs. Vicki Galli, Director, Personnel Commission  
Mrs. Stacey Elliott, Personnel Analyst  
Mrs. Elvira Cova, Personnel Analyst  
Ms. Mary Theus, Personnel Analyst  
Mrs. Susan McCormick, Administrative Secretary

**PRELIMINARY BUSINESS**

Ms. Fuller moved to approve the minutes of the April 12, 2017, regular meeting. Mrs. Thompson seconded the motion and discussion was called for. Mrs. Galli noted a typographical error on page 3 of the minutes. Under Information/Reports – Director, Personnel Commission, the Personnel Commission budget date should read '2017-2018'. The minutes were approved unanimously with the correction.

Ms. Fuller moved to approve the minutes of the April 19, 2017, special meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

Ms. Fuller moved to approve the minutes of the April 28, 2017, special meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

**PUBLIC COMMENTS CONCERNING  
AGENDA ITEMS**

None.

**PUBLIC COMMENTS CONCERNING  
NON-AGENDA ITEMS**

None.

**CONSENT AGENDA**

Mrs. Galli requested that each item of the Consent Agenda be examined individually.

**Ratification of Eligibility List(s)**

Ms. Fuller moved to approve the Ratification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

**Extension of Eligibility List(s)**

Ms. Fuller moved to approve the Extension of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Mrs. Galli noted a correction to the expiration date for Fingerprint Technician. The correct date should be 05/12/17. This is a second extension of the list and there is still an appropriate number of ranks. The motion was approved unanimously with the correction.

**Nullification of Eligibility List(s)**

Ms. Fuller moved to approve the Nullification of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Mrs. Galli noted a correction to the expiration date for ECE Teacher Assistant. The correct date should be 02/20/2018. This list was merged with a new list. The motion was approved unanimously with the correction.

**Ratification of Transfers**

Ms. Fuller moved to approve the Ratification of Transfers. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Monthly Expenses Review**

The Commission reviewed the expenses for the month of April.

**Approval of 2017-2018 Fagen Friedman & Fulfroast Contract for Legal Services**

Ms. Fuller moved to approve the contract for legal services. Mrs. Thompson seconded the motion and discussion was called for. In response to a question from Ms. Fuller, Mrs. Galli confirmed that the fees are similar to what they were in the past year with a difference of approximately ten dollars at the top level of services. The motion was approved unanimously.

**Approval of Eligibility List with Less Than Three Ranks:  
Occupational Therapist**

Ms. Fuller moved to approve the Eligibility List with Less Than Three Ranks. Mrs. Thompson seconded the motion and discussion was called for. In response to a question from Mrs. Duren, Mrs. Galli confirmed that there is ongoing recruitment for this position. The motion was approved unanimously.

**INFORMATION/REPORTS**

**Classified Update**

Mrs. Galli distributed the Classified Update.

**Director, Personnel Commissioner**

Mr. James Fernow of Fagen Friedman & Fulfroast gave a presentation on the Brown Act and Robert's Rules of Order.

**Comments from the Commissioners**

Mrs. Thompson noted she was glad to have Mr. Fernow here and found the presentation very good. Ms. Fuller also expressed her thanks.

**CLOSED SESSION**

Recessed to closed session at 7:24 P.M. Mrs. Fuller was excused from the meeting at this time due to illness, although a quorum remained.

**REPORT OUT OF CLOSED SESSION**

Reconvened to open session at 8:36 P.M. With no action taken, there was no report.

**NEXT MEETING**

The next regularly scheduled meeting of the Personnel Commission is June 14, 2017 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

Mrs. Thompson moved to adjourn the meeting. Mrs. Duren seconded the motion. Meeting adjourned at 8:37 P.M.

Respectfully submitted,



Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

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Rosa B. Fuller, Commissioner

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE June 14, 2017 \_\_\_\_\_ REPORT  
TO: Personnel Commission \_\_\_\_\_ X ACTION  
FROM: Vicki S. Galli  
Director, Personnel Commission  
RE: RATIFICATION OF ELIGIBILITY LIST(S)

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
June 14, 2017**

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Administrative Clerk I	04/13/17	05/03/17	5/24/17, 5/25/17, 5/26/17, 5/31/17	NA	225	158	56	56	NA	56	05/31/17	05/30/18	*Yes	18
Bilingual Administrative Clerk II	03/31/17	04/20/17	05/04/17	05/11/17	67	43	8	8	6	6	05/12/17	05/11/18	*Yes	5
Campus Security Assistant	04/04/17	04/25/17	05/11/17	05/15/17	104	36	23	NA	15	15	05/18/17	05/17/18	*Yes	22
Child Nutrition Manager	04/04/17	04/24/17	05/16/17	05/23/17	17	10	9	NA	9	9	05/24/17	05/23/18	*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.

*Vicki Galli*

Vicki Galli  
Director, Personnel Commission

*06/09/17*

Date



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki S. Galli  
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
Executive Assistant Non-Confidential	07/26/16	07/25/17	01/25/18

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 June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki S. Galli  
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 I - Promotional	03/01/17	02/28/18
Bilingual Administrative Clerk II	11/10/16	11/09/17
Campus Security Assistant	07/15/16	07/14/17
Child Nutrition Manager	08/29/16	08/28/17

RECOMMENDATION

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

VG: smc  
95-16/17

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE June 14, 2017 \_\_\_\_\_ REPORT  
TO: Personnel Commission \_\_\_\_\_ X ACTION  
FROM: Vicki S. Galli  
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

- a. Alonso, Juanita Effective 04/20/17, from Child Nutrition Assistant I (BV) 3 hours/184 days to Administrative Clerk I (SH), 5.75 hours/ 10 months, Replacement for Thania Granados, Promotion
- b. Cervantes, John Effective 04/17/17, Paraeducator Moderate-Severe from (YN), 5.75 hours/184 days to (DW), 6.5 hours/184 days Increase in Hours by Seniority, Growth
- c. Flores, Joel Effective 04/13/17, Custodian I, from (DW) to (DO) Replacement for Robert Lavoie, Involuntary Transfer
- d. Garcia, Emidio Effective 03/31/17, from Bilingual Administrative Clerk II (ECE) to Accounting Clerk II, (Fiscal Services), Promotion Growth
- e. Heredia, Kimberly Effective 04/05/17, from Instructional Assistant I (OC) to Special Education Instructional Assistant I (QV), 5.75 hours/ 184 days, Replacement for Sondra Gist, Promotion
- f. Heredia, Kimberly Effective 04/24/17, from Special Education Instructional Assistant I (QV) to Instructional Assistant I (MQ), 5.75 hours/184 days, Replacement for Karen Nunez Cipriano Voluntary Demotion
- g. Maldonado, Julia Effective 04/10/17, from Bilingual Administrative Clerk II (ECE) to Accounting Clerk II (Fiscal Services), Replacement for Gratzella Wolf, Promotion
- h. Strachan, Brandie Effective 04/27/17, from Family Health Provider (ECE) to Health Assistant-LVN (MQ), 8 hours/11 months Replacement for Gloria Beltran, Promotion
- i. Villegas, Yolanda Effective 05/08/17, Bilingual Early Childhood Education from (YU) to (CH), 3.75 hours/185 days, Replacement for Jessica Lopez-Barba

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017   X   REPORT  
TO: Personnel Commission            ACTION  
FROM: Vicki Galli  
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.

VG:smc

# PALMDALE SCHOOL DISTRICT

## Account Purchase Order Pay History Report

Criteria: Account Mask = 01.0.00000.0.00000.74400.4????.2300000

From: 05/01/2017 To: 05/31/2017

Fiscal Year: 2016-2017

Account Num	PO	Name of Vendor	PO Date	PO Status			
01.0.00000.0.00000.74400.4320.2300000		Supplies			Budgeted	P.O. Amt	Expenditures
BUDGETED AMOUNT.....					10,000.00		
1816	12/19/2016	Warehouse Posting					123.18
3858	04/24/2017	Warehouse Posting					184.44
3860	04/24/2017	Warehouse Posting					42.54
170008	VINCE'S PASTA & PIZZA		07/01/2016	Open		500.00	15.16
Totals:						500.00	365.32
End of Report							
Totals:					10,000.00	500.00	15.16
							245.28

# PALMDALE SCHOOL DISTRICT

## Account Purchase Order Pay History Report

Criteria: Account Mask = 01.0.00000.0.00000.74400.5????.2300000

From: 05/01/2017 To: 05/31/2017

Fiscal Year: 2016-2017

Account Num	PO	Name of Vendor	PO Date	PO Status			
01.0.00000.0.00000.74400.5220.2300000		Conferences/Mileage			Budgeted	P.O. Amt	Expenditures
BUDGETED AMOUNT.....					15,000.00		
	16763	CONFERENCES	04/20/2017	Closed		47.08	45.37
					Totals:	47.08	45.37
01.0.00000.0.00000.74400.5810.2300000		Advertising - Legal			Budgeted	P.O. Amt	Expenditures
BUDGETED AMOUNT.....					5,033.00		
	174867	SCHOOL NEWS ROLL CALL, LLC	05/09/2017	Closed		263.00	263.00
					Totals:	263.00	263.00
					End of Report		
					Totals:	20,033.00	310.08 308.37 0.00

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: APPROVAL OF 2017-2018 MEMBERSHIP RENEWAL FOR CODESP  
(Cooperative Organization for the Development of Employee Selection  
Procedures)

**BACKGROUND**

One of the primary functions of the Personnel Commission is to recruit candidates based on merit and fitness for the classification. One of the tools used to assess knowledge, skills and abilities is a written examination. CODESP is an organization that assists public sector organizations by providing examination content to members.

**STATUS**

Membership in CODESP expires on June 30<sup>th</sup> of each year. The renewal rate is \$2,050 for the 2017-2018 membership.

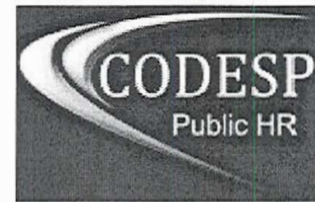
**RECOMMENDATION**

It is recommended that the Personnel Commission approve the renewal of the CODESP membership for the 2017-2018 year. This expense was included in the 2017-2018 budget as approved by the Personnel Commission.



CODESP  
20422 Beach Blvd. Suite 400  
Huntington Beach CA 92648  
Phone: 714-374-8644

# INVOICE



Palmdale School District  
Elvira Cova  
37230 37th Street  
East Palmdale CA 93550

Invoice #:	0003188
Date:	July 1, 2017
Balance Due (USD):	\$2,050.00

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
Annual	Products and services beginning July 1, 2017 and ending Membership Fee June 30, 2018.	2,050.00	1	2,050.00
<p>NOTES: Please note that our address has changed – we are now in Suite 400.</p> <p>Make all checks payable to CODESP</p> <p>THANK YOU FOR YOUR MEMBERSHIP!</p> <p>Help us go green - Rather than fax, please scan and email documents to codesp@codesp.com</p>				
				<b>Subtotal:</b> 2,050.00
				<b>Total:</b> 2,050.00
				Amount Paid: 0.00
				<b>Balance Due (USD):</b> \$2,050.00
<p><b>NET 45</b> <b>Taxpayer ID No. 54-2166843</b></p> <p><b>No additional fees for taxes required. CODESP is a Public Agency</b></p> <p><b><u><a href="http://www.codesp.com">www.codesp.com</a></u></b></p> <p><b>Contact us: codesp@codesp.com or (714) 374-8644</b></p>				

This invoice was sent using **FRESHBOOKS**





California School Personnel Commissioners Association  
Supporting Education Through Merit

### Annual Association Dues Invoice

Invoice # 58-2017-18

Date: April 9, 2017

Bill To:	Send Payment To:
Palmdale ESD 37230 37 <sup>th</sup> St. Palmdale, CA 93550 Vicki Galli, Director <a href="mailto:vsgalli@palmdalesd.org">vsgalli@palmdalesd.org</a> (661) 285-2137	Jennie Batiste 681 Daniel Dr. Santa Maria, CA 93454 <a href="mailto:jennibatiste2@gmail.com">jennibatiste2@gmail.com</a> (805) 714-6455

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2017-18	1000	\$1,200.00

Please update any information for your district or Personnel Commissioners so we may update our records.

	Board Appointee	Employee Appointee	Joint Appointee
Name	Rosa Brambilia Fuller	Kathleen Duren	Deneese Thompson

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: APPROVAL OF EXPENSE OVER \$500: New Copier

BACKGROUND

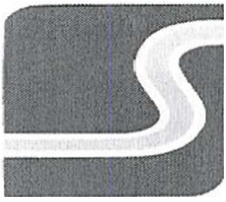
The attached expense is over \$500. A new copier has not been purchased in approximately a decade. The current copier is in need of replacement.

STATUS

The current copier is in need of replacement. The expense for the copier was approved in the 2017-2018 Personnel Commission budget. The copier is on the IT website as equipment available for purchase having satisfied procurement and support requirements.

RECOMMENDATION

It is recommended that the Personnel Commission approve the expense over \$500 to purchase a new copier for the Personnel Commission Office.



**Sehi Computer Products, Inc.**  
1275 Puerta Del Sol  
San Clemente, CA 92673  
1-800-346-6315

Quote	Q00081200
Date	3/28/2017
Page	1

**Bill To:**

Palmdale School District  
DO NOT MAIL - Please Email Invoices to:  
acctpaysable@palmdalesd.org  
Palmdale, CA 93550-3419

**Ship To:**

Palmdale School District  
39139 10th Street East  
PSD Warehouse  
Palmdale CA 93550-3419

Quote Number	Customer ID	Salesperson ID	Shipping Method	Payment Terms	Master No.
Q00081200	PAL550	ehart	BEST	Net 30	235,381

Quantity	Item Number	Description	UOM	Unit Price	Ext. Price
1	B3G85A#BGJ	LASERJET ENTERPRISE M630F MONO LASER 60/57PPM MFP L	Each	\$2,855.00	\$2,855.00
1	B3M76A	HP 900-SHEET 3-BIN STAPLING MAILBOX	Each	\$518.00	\$518.00
1	NASPO-HPI-CA	WSCA NASPO Contract MNNVP-133 CA PA 7-15-70-34-001 Pricing is valid until 6/30/17.	Each	\$0.00	\$0.00

Thanks, Erica

Subtotal	\$3,373.00
Misc	\$0.00
Tax	\$295.14
Freight	\$0.00
Trade Discount	\$0.00
Total	\$3,668.14

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF NEW CLASSIFICATION:  
Family Services Advocate

BACKGROUND

The Early Childhood Education Department proposed to merge the Family Community Liaison, Bilingual Family Community Liaison, and the Bilingual Head Start Enrollment Assistant classifications to meet the needs of fluctuating periods of high enrollment processing.

STATUS

The proposed job description incorporates duties from the Family Community Liaison, Bilingual Family Community Liaison, and Bilingual Head Start Enrollment Assistant job descriptions to create a more flexible job description to meet enrollment needs.

RECOMMENDATION

It is recommended that the job description for Family Services Advocate be approved as presented. The proposed salary range is range 21 (\$16.05/hour - \$19.55/hour) on the current classified salary schedule.

# FAMILY SERVICES ADVOCATE

## PROPOSED SALARY RANGE

**\$16.05 - \$19.55 Hourly**

(Range 21 - Classified Salary Schedule)

## DEFINITION:

To assist in recruitment, eligibility, and enrollment of eligible children for Early Childhood Education (ECE) programs; assist families in addressing their needs to improve family conditions and quality of life; facilitate the maximum use of community services and resources; assist in the implementation of applicable standards and regulations, Adult Care Food Program (CACFP), Title IV, and Title XXII.

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision under the direction of the Director of Early Childhood Education or designee.

## EXAMPLE OF DUTIES:

**Duties may include, but are not limited to, the following:**

Recruitment, eligibility, enrollment and case management of Early Childhood Education families.

1. Participate in the annual community assessment process by distributing surveys to participating families; attend community meetings/events and participate in the analysis of community needs which can include evening and/or weekend meetings/events.
2. Identify and recruit ECE families; schedule and complete eligibility and enrollment documents with potential families to certify qualification; maintain waitlist for program enrollment; participate in Eligibility Recruitment Selection Enrollment Attendance (ERSEA) Team workgroups to determine the annual eligibility criteria for the program.
3. Collaborate with families to complete and assess progress with family assessment and individual/family partnership agreement to empower families through the identification of individual/family strengths and needs to aide in setting realistic individual, family, and/or school readiness goals.
4. Follow-up on services and manage a caseload of families to assure delivery of services are completed in a timely manner and family needs are being met.
5. Identify and recruit ECE families, including children with disabilities.
6. Complete eligibility process and enrollments.
7. Collaborate and establish effective communication with all ECE program areas to ensure services are being provided and implemented.
8. Participate, prepare and present in Case Management and Multidisciplinary Team meetings.
9. Encourage families to attend parent orientation and participate in program governance by attending meetings and other parent activities, serving on the Policy Council, and assisting teaching staff with committees/workshops.
10. Develop annual recruitment plans for assigned recruitment and enrollment area.
11. Work closely with program staff to determine center or program option vacancies as a result of children withdrawing, transferring or transitioning from the program, and fill the vacancies.
12. Document all recruitment efforts in logs retained in centralized binders.



## **DRAFT**

13. Review all applications in data entry system for potential applicants.
14. Complete enrollment documentation of selected families including enrollment application, immunization information, disabilities, mental health, health and nutrition forms, service area checklist, emergency cards, and other documents deemed necessary by the agency; enter and scan enrollment information into a data entry system.
15. Work as a Substitute ECE Teacher Assistant, as needed.
16. Maintain confidentiality regarding student files and personal matters.
17. Perform a wide variety of general clerical work including typing, filing, and data entry; maintain accurate and detailed records; submit reports according to program deadlines; respond to inquiries regarding ECE programs; operate a variety of standard office machines.
18. Provide comprehensive service area and community referrals, as needed.
19. Act as liaison between ECE and elementary school districts.
20. Collaborate with Program Director and Leadership Team Facilitators to ensure program needs are met.
21. Collaborate with ERSEA Committee to prepare and update annual ERSEA written plans consistent with applicable standards for Head Start.
22. Conduct home visits to follow up on progress or to make contacts when other means of communication/contact are lacking.
23. Transport families in ECE vehicle to program meetings and community service agencies for professional assistance, when necessary.
24. Participate in annual Self-Assessment of ECE programs.
25. Attend and support staff and parent workshops, and other meetings as required.
26. Assist in other areas at times of reduced office staff or peak periods.
27. Perform related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Modern office methods, practices, procedures, and equipment.
2. Basic record keeping practices.
3. English usage, spelling, grammar, and punctuation.
4. Family and community social service outreach.

#### **Ability to:**

1. Learn, interpret, and apply District and ECE rules, regulations and policies.
2. Perform clerical work with speed and accuracy, including recording data and information accurately.
3. Operate standard office equipment. Previous experience with ChildPlus preferred, and/or other related program software.
4. Type at a speed necessary for successful job performance.
5. Understand and carry out oral and written directions.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.
8. Speak/write/translate another language (Spanish preferred).



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT  
FORM: Family Services Advocate

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 a recommended format.

STATUS

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form as indicated by the classifications being merged.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the new classification of Family Services Advocate as presented.

VG:smc  
101-16/17

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**Family Services Advocate**

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

Comments:

**Lifting:** During ESSENTIAL Functions

\* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F	N-I	clerical supplies; correspondence, files
11-25	O-F	O	N	enrollment/instructional materials; files
26-50	I	I	N	office equipment; reams of paper
51-75*	N	N	N	N/A
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	F	100'	clerical supplies; mail; correspondence; files
11-25	O-F	100'	enrollment/instructional materials; files
26-50	I	50'	office equipment; reams of paper
51-75*	N	N/A	N/A
76-100*	N	N/A	N/A
Over 100*	N	N/A	N/A

Comments: \*Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F	computer, phone, office supplies
Fine Manipulation	O-F	computer; phone, office supplies
Gross Grasp	N-I	box of materials/supplies; office furniture
Gross Manipulation	N-I	instructional equip; office furniture; case of paper
Power Grasp	N	N/A

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

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq	Function #: ESSENTIAL	Freq	Function #: Non-ESSENTIAL
Seeing	C	Translating materials; computer monitor		
Hearing	F-C	Parents, community, and staff members		
Speaking	F	Parents, community, and staff members		
Reading	F-C	Enrollment materials, reports; computer monitor		
Writing	F-C	Compiling & maintaining reports; eligibility applications/referrals; recruitment/enrollment documents		
Math	F-C	Compiling reports, records and files		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq	Essential	Freq	Non-Essential
Indoors	F-C	Office, administration area		
Outdoors	I	Traveling to school and community locations		
Cold	I	Traveling to school and community locations		
Heat	I	Traveling to school and community locations		
Humidity	I	Traveling to school and community locations		
Temperature Swings	I	Traveling to school and community locations		
Dust/ Wind	I	Traveling to school and community locations		
Noise	I	Traveling to school and community locations		
Vibration	I	Traveling to school and community locations		
Fumes/ Odors	I	Office equipment – white out, cleaning supplies		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	N			
Electrical Hazards	N			
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate attire per Board Dress Code Policy				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq	Non-Essential Functions	Freq.
Operate computer	F		
Operate automobile	I-O		
Office Equipment	O		

WORK SETTING				
Brief Description of Work Site: District Office				
Breaks: 15 min / 4hrs		Overtime: Variable, as needed		
Supervised by: ECE Coordinator and/or designee		Supervises: N/A		
Number of Employees at Work Site: Various				
Characteristics of Site:	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Mary Theus		Interim Director, Personnel Commission	
Donna Lebetsamer		Director, Early Childhood Education	
<b>Other Sources of Information:</b> <input checked="" type="checkbox"/> Referral to company job descriptions <input checked="" type="checkbox"/> Interview                Other <input type="checkbox"/>			
Written by: _____ Date: _____  PC Approval: _____			



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF NEW CLASSIFICATION:  
Internet and Media Communications Specialist

BACKGROUND

The Technology Services department has grown dramatically in scope and complexity as funding and technology have become a priority. The District's network has grown substantially in scope and function with the addition of wireless and mobile devices. This new job description is part of restructuring the department to meet these increasing technological needs.

STATUS

Job descriptions have been proposed to outline the duties necessary to support the technology needs of the District. Compensation has been considered to attract and retain technology staff and create career opportunities.

RECOMMENDATION

It is recommended that the new Internet and Media Communications Specialist job description be approved as presented. The proposed salary is recommended at range 32 (\$21.04/hour - \$25.58/hour) on the current classified salary schedule.

VG:smc  
102-16/17

**Internet and Media Communications Specialist**

**Classified Pay Range 32**

**Proposed Starting Pay \$3,646.24/month - \$21.04/hr**

Definition:

Under general direction of the assigned department Administrator, or designee, provide development, implementation and administration of District websites, internet communications, social media platforms and internet communication resources. The Internet and Media Communications Specialist works independently in a fast-paced environment meeting concurrent timelines while performing the tasks associated with implementing the overall strategic objectives for content and design of the official District website, intranet portals and internet communications; provides support, training, and service to internal and external client groups to develop and implement appropriate web page design and content elements which meet client needs; implements web pages; maintains content and oversees day-to-day management of web sites; and assures quality and integrity of web pages.

Supervision received and exercised:

Receives general direction from the assigned department Administrator, or designee.

Example of Duties:

1. Perform responsible and complex work involving the use of independent judgment and personal initiative to refresh the appearance, modify and update the content and develop new Web site features for the District's websites, internet communications and social media platforms.
2. Coordinate and maintain cooperative and effective working relationships with the Superintendent's office, contributors from other District divisions, departments and schools.
3. Engage in personal ongoing training to keep skills current and as needed for the job; perform ongoing research and evaluation of new tools, software and products related to Web sites, internet communications and social media platforms; make appropriate recommendations.
4. Provide continuity to the entire District website, internet communications and social media platforms including aspects of programming, development, design, and marketing.
5. Program and develop graphic design to support interactive content and develop multimedia applications.
6. Establish systems to monitor website users, and analyze a variety of data including number of user visits, paths utilized, and time spent on each site; evaluate user trends and recommend modifications to provide on-going improvement of the District's website, internet communications and social media platforms.
7. Assist in managing the District's website filtering program; update the library with the addition or removal of website URLs as requested by administrators.
8. Convert files between various formats including but not limited to word processing, spreadsheet, PowerPoint, Adobe PDF, and HTML and various streaming video file formats.

9. Participate in a variety of work groups, committees and task forces to design, develop and implement web-based applications to promote District programs, goals and objectives.
10. Teach Web skills to less technical personnel. This involves the preparation of curriculum and training materials; telephone support, one on one training using tact, patience and courtesy.
11. Configure and administer publishing and download rights to the District's Web server (internet and intranet), internet communications and social media platforms.
12. Assist with the production of district publications and similar public information materials as required.
13. Provide training and support to designated school site personnel on administration of Web presence, internet communications and social media platforms. This involves the preparation of training materials, telephone support and classroom training.

## Knowledge of:

1. Developing requirements, designing solutions, and creating agile web pages, internet communications and social media platforms and applications utilizing modern web and internet tools.
2. Ability to successfully use Web browsing and enhancement tools, utilities and applications, configuration tools and procedures.
3. Advanced knowledge of and experience with some or all of the following: Web design applications, editing, publishing and modifying of web content; Web authoring software tools; multimedia development tools, office suite software, server management software; graphic design software such as Adobe Photoshop.
4. Presentation skills, organizational skills, principles of training and work direction; interpersonal skills.
5. File size and image compression issues.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Help desk functions and software, policies and procedures.
8. Research techniques, methods and procedures.
9. Methods and procedures for the development of system and user documentation and manuals.
10. Methods and procedures for the storage and inventorying of hardware and software.
11. Basic office methods and practices, including filing and record-keeping.

## Ability to:

1. Plan, organize, and integrate web based communications systems.
2. Set priorities and work independently without the need for more than minimum supervision.
3. Design and implement user-friendly and creative web pages, social media forums, forms, and surveys.
4. Operate computer and peripheral equipment.
5. Follow and apply detailed written and oral work instructions.
6. Communicate effectively, orally and in writing.
7. Prepare and maintain records and reports.
8. Exercise sound independent judgment and initiative within established guidelines.
9. Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with Departmental and District policy, and state and federal law.



10. Establish and maintain highly effective customer-focused working relationships with clients/users, other District and site staff, vendors and others encountered in the course of work.

Minimum Qualifications:

Experience and Education:

1. Graduation from high school or a GED equivalent; and
2. Completion of specialized college or university program with a major in computer science, information systems or a closely related field desired; or an Internet or Web-related certification from an accredited institution; and
3. Two years of full-time experience in Web design and maintenance. Experience in an educational environment preferred.

Experience and education may be substituted on a year-for-year basis.

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT  
TO: Personnel Commission \_\_\_\_\_ X ACTION  
FROM: Vicki Galli  
Director, Personnel Commission  
RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT  
FORM: Internet and Media Communications Specialist

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 a recommended format.

STATUS

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the new classification of Internet and Media Communications Specialist as presented.

VG:smc  
103-16/17

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

Internet & Media Communications Specialist

**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	C	Kneeling	I-O	Twisting at Waist	O
Standing	O	Crawling	I-O	Reaching:	
Walking	O	Climbing	I-O	Above Shoulders	O
Bending	O	Balancing	I-O	At/Below Shoulders	O
Stooping	O	Foot Controls	I-O*	Neck Extension (up)	O
Squatting	O	Pushing	O	Neck Flexion (down)	O
Lying Down	I-O	Pulling	O	Neck Rotation (turning)	O

Comments: \*driving

**Lifting:** During ESSENTIAL Functions \* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O	I-O	Lifting computer equipment to carts, files, technology equipment
11-25	O	O	I-O	Ipads, laptops, technology equipment
26-50	I-O	I-O	I	Technology equipment
51-75*	I	I	I	
76-100*	I	I	I	
Over 100*	I	I	I	

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	40'	Technology equipment, parts
11-25	O	40'	
26-50	I-O	40'	
51-75*	I	40'	
76-100*	I	40'	
Over 100*	I	40'	

Comments: \*Over weight items require breaking down or assistance

Internet & Media Communications Specialist

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O	Technology equipment, mouse manipulation
Fine Manipulation	O	Technology equipment, parts
Gross Grasp	O	Arranging technology equipment
Gross Manipulation	O	Placing technology/computer equipment, parts
Power Grasp	I-O	Lifting technology/computer equipment, parts

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

Comments:

COMMUNICATION/ SENSORY DEMANDS				
Method	Freq.	Function	Freq.	Function -ESSENTIAL
Seeing	F	Reading, checking equipment		
Hearing	F	Telephone		
Speaking	F	Help Desk		
Reading	F	Manuals, Help Desk		
Writing	F	E-mail, web content		
Math	O	Budgets, programming		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C			
Outdoors	O	Visiting other buildings/offices		
Cold	O	Visiting other buildings/offices		
Heat	O	Visiting other buildings/offices		
Humidity	O	Visiting other buildings/offices		
Temperature Swings	O	Visiting other buildings/offices		
Dust/ Wind	O	Visiting other buildings/offices		
Noise	O	Visiting other buildings/offices		
Vibration	I			
Fumes/ Odors	I			
Toxic Substances	I			
Radiation	N			
Mechanical Hazards	I-O			
Electrical Hazards	I-O			
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate attire per Board Dress Code policy.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
District Vehicles	O		
Personal Vehicles	O		

Work Setting				
Brief Description of Work Site: District office, occasional site visits				
Breaks: 15 min., 30 min. lunch			Overtime: Various, as needed	
Supervised by: Assigned Administrator			Supervises: N/A	
Number of Employees at Work Site: Varies, 1-10				
Characteristics of Site:	%		%	
Informal	80	Formal	20	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	20	Fast Paced	80	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

<b>JOB ANALYSIS PARTICIPANTS</b>			
<b>Name</b>	<b>Signature</b>	<b>Job Title</b>	<b>Date</b>
Vicki Galli		Director, Personnel Commission	
Jim Smith		Management Systems Administrator	
<b>Other Sources of Information:</b>			
x Referral to company job descriptions      x Interview      Other			
Written by: <u>Vicki Galli</u> Date: _____			



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF NEW CLASSIFICATION:  
IT Technician

**BACKGROUND**

The Technology Services department has grown dramatically in scope and complexity as funding and technology have become a priority. The District's network has grown substantially in scope and function with the addition of wireless and mobile devices. This new job description is part of restructuring the department to meet these increasing technological needs.

**STATUS**

Job descriptions have been proposed to outline the duties necessary to support the technology needs of the District. Compensation has been considered to attract and retain technology staff and create career opportunities.

**RECOMMENDATION**

It is recommended that the new IT Technician job description be approved as presented. The proposed salary is recommended at range 40 (\$25.58/hour - \$31.14/hour) on the current classified salary schedule.

**IT Technician**

**Classified Pay Range 40**  
**Proposed Starting Pay \$4,434.56/month - \$25.58/hr**

Definition:

Under the general direction of the assigned department Administrator, or designee, support the stable operation of the District technology systems. This includes installing, configuring, maintaining and optimizing desktop computers, mobile devices, applications, printers, network hardware, software and virtual systems while ensuring minimal downtime.

Supervision received and exercised:

Receives direction from the assigned department Administrator, or designee.

Example of Duties:

1. Install, maintain, configure and repair District technology systems including desktop computers, mobile devices, servers, printing, peripherals software applications and their deployment.
2. Maintain cloud services, operating systems, storage, backups, software applications and deployment, user administration, security administration, hardware and related systems.
3. Respond to Help Desk calls for support. Prioritize work.
4. Develop and provide training for users and other technology staff on related systems.
5. Perform regular maintenance including monitoring software, hardware and firmware updates.
6. Monitor technology systems for performance and anomalies. Respond accordingly to data observed.
7. Assist the assigned department Administrator, or designee, with implementing and resolving problems with technology systems.
8. Work with and develop solutions for other department's technology needs.
9. Maintain district security practices involving passwords, email, software, hardware and related resources.
10. Recommend equipment, replacement purchases and timelines.
11. Maintain accurate inventory of equipment and services.
12. Stay current with all IT policies, procedures and trends.

Knowledge of:

1. Principles and practices of information services and networking systems management, including hardware and software operations, Active Directory and GPO creation and management.
2. Windows Server and management
3. TCP/IP and UDP protocols.
4. Advanced technology systems diagnostic and analysis tools.
5. Installation, configuration, operation, repair, maintenance, troubleshooting, and diagnosis of PC's and/or Apple computer/network hardware, software, and peripheral equipment.
6. Technology systems control programs and management suites.



## Ability to:

1. Effectively work with technology systems, maintenance, and implementation.
2. Effectively install, upgrade, and maintain district technology hardware and software systems.
1. Effectively communicate with both technical and non-technical staff regarding the use of technology.
2. Read, understand, and interpret manufacturer's schematics, hardware, software, operating systems, and software manuals; apply such information as appropriate.
3. Recognize and diagnose problems in technology systems hardware and software, repair when possible.
4. Use built in and third party diagnostic tools. Identify and resolve complex technology systems problems quickly and effectively.
5. Identify advantages and limitation of various software and hardware systems.
6. Organize and conduct in-service training, including standardized district software and peripheral equipment.
7. Safely operate and care for tools, equipment, and materials used in the diagnostics and installation of technology systems.
8. Communicate effectively orally and in writing.
9. Establish and maintain effective relationships with those contacted in the course of work.
10. Effectively work in a team environment and in isolation as needed.
11. Effectively coordinate projects and meet deadlines.
12. Plan, organize, integrate, monitor and manage technology systems.
13. Document work done and create procedural documentation for related systems.
14. Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with Departmental and District policy, and state and federal law.

## **Minimum Qualifications:**

### Experience and Education:

1. Graduation from high school or equivalent; and
2. Specialized training in computer operating systems, repair, local- and wide-area networking, and data communications and server administration; and
3. Any of the following:
  - a. A+ Certification or equivalent;
  - b. Three years of progressively responsible experience in the design, programming and installation of information and networking systems and hardware;
  - c. Associate's Degree in a related Computer Science field;
  - d. Equivalent combination of training and experience.

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT  
FORM: IT Technician

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 a recommended format.

STATUS

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the new classification of IT Technician as presented.

VG:smc  
105-16/17

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

IT Technician

**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	C	Kneeling	I-O	Twisting at Waist	O
Standing	O	Crawling	I-O	Reaching:	
Walking	O	Climbing	I-O	Above Shoulders	O
Bending	O	Balancing	I-O	At/Below Shoulders	O
Stooping	O	Foot Controls	I-O	Neck Extension (up)	O
Squatting	O	Pushing	O	Neck Flexion (down)	O
Lying Down	I-O	Pulling	O	Neck Rotation (turning)	O

Comments:

**Lifting:** During ESSENTIAL Functions \* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O	I-O	Technology/computer equipment, parts
11-25	O	O	I-O	Technology/equipment, parts
26-50	I	I	I	Technology/computer equipment, printers
51-75*	N-I	N-I	N-I	Technology/computer equipment, parts
76-100*	N	N	N	
Over 100*	N	N	N	

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'	Technology/computer equipment, parts
11-25	O	100'	Technology/computer equipment, parts
26-50	I	50'	Technology/computer equipment, parts
51-75*	N-I	10'	Technology/computer equipment, parts
76-100*	N-I	<10'	
Over 100*	N		

Comments: \*Over weight items require breaking down or assistance

IT Technician

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O	Hand screws, fine wires, mouse manipulation
Fine Manipulation	O	Technology equipment, parts
Gross Grasp	O	Arranging computer equipment
Gross Manipulation	O	Placing computers/equipment
Power Grasp	I-O	Twisting off or mounting screws, lifting technology/computer equipment, parts

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

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	F	Wiring, reading		
Hearing	F	Telephone		
Speaking	F	Telephone		
Reading	F	Manuals		
Writing	F	E-mail, programming		
Math	F	Budgets, programming		

Comments:

IT Technician

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Working on computer equipment		
Outdoors	O	Visiting other buildings/offices		
Cold	I-O	Visiting other buildings/offices		
Heat	I-O	Visiting other buildings/offices		
Humidity	I-O	Visiting other buildings/offices		
Temperature Swings	I-O	Visiting other buildings/offices		
Dust/ Wind	I-O	Visiting other buildings/offices		
Noise	F	Technology/computer equipment noise		
Vibration	I			
Fumes/ Odors	I			
Toxic Substances	I			
Radiation	N			
Mechanical Hazards	I-O	Technology/computer equipment, parts, hand tools		
Electrical Hazards	O	Technology/computer equipment, parts, hand tools		
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate attire per Board Dress Code Policy				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate technology/computer	F		
Operate automobile	I-O		

WORK SETTING				
Brief Description of Work Site: District office, occasional site visits				
Breaks: 15 min./30 min. lunch			Overtime: Various, as needed	
Supervised by: Assigned Administrator			Supervises: N/A	
Number of Employees at Work Site: Varies, usually 1-10				
Characteristics of Site:	%		%	
Informal	80	Formal	20	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	20	Fast Paced	80	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%



JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Vicki Galli		Director, Personnel Commission	
Jim Smith		Management Systems Administrator	
Mary Theus		Personnel Analyst	
<b>Other Sources of Information:</b>			
x Referral to company job descriptions      x Interview      Other			
Written by: <u>Vicki Galli</u> Date: _____			

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT

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

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF NEW CLASSIFICATION:  
Network Technician

**BACKGROUND**

The Technology Services department has grown dramatically in scope and complexity as funding and technology have become a priority. The District's network has grown substantially in scope and function with the addition of wireless and mobile devices. This new job description is part of restructuring the department to meet these increasing technological needs.

**STATUS**

Job descriptions have been proposed to outline the duties necessary to support the technology needs of the District. Compensation has been considered to attract and retain technology staff and create career opportunities.

**RECOMMENDATION**

It is recommended that the new Network Technician job description be approved as presented. The proposed salary is recommended at range 40 (\$25.58/hour - \$31.14/hour) on the current classified salary schedule.

## Network Technician

### Classified Pay Range 40

**Proposed Starting Pay \$4,434.56/month - \$25.58/hr**

#### Definition:

Under the general direction of the assigned department Administrator, or designee, support the stable operation of the District network systems. This includes installing, configuring, maintaining and optimizing network hardware, software and virtual systems while ensuring minimal downtime.

#### Supervision received and exercised:

Receives direction from the assigned department Administrator, or designee.

#### Example of Duties:

1. Install, maintain, troubleshoot, repair or replace network hardware, software and virtual systems.
2. Maintain content filtering, IPS/IDS, cloud services, operating systems, storage, backups, replication, software applications, user administration, security administration, hardware and related systems.
3. Facilitate the installation and maintenance of physical cable plants and infrastructures including patch panels and wall plates and related systems.
4. Respond to Help Desk calls for support. Prioritize work.
5. Develop and provide training for users and other technology staff on related systems.
6. Install, maintain, troubleshoot repair or replace server hardware and related components.
7. Install, maintain, troubleshoot repair or replace network printing and related devices.
8. Assist the assigned department Administrator, or designee, with implementing and resolving problems with networked systems.
9. Perform regular maintenance including monitoring software, hardware and firmware updates.
10. Monitor network systems for performance and anomalies. Respond accordingly to data observed.
11. Work with and develop solutions for other department's network technology needs.
12. Maintain district security practices involving passwords, email, software, hardware and related resources.
13. Recommend equipment, replacement purchases and timelines.
14. Maintain accurate inventory of equipment and services.
15. Stay current with all IT policies, procedures and trends.

#### Knowledge of:

1. Principles and practices of information services and networking systems management, including hardware and software operations, Active Directory and GPO creation and management.
2. Windows Server and management
3. TCP/IP and UDP protocols.
4. Network operating systems such as, but not limited to, Microsoft, Linux and Novell.
5. Advanced network diagnostic and protocol analysis tools.
6. Installation, maintenance, repair, and inspection of network cabling and hardware. Troubleshooting, problem-solving techniques, and repair techniques.



7. Network control programs, systems network architecture, and network management.

Ability to:

1. Effectively work with network technologies, maintenance, and implementation.
2. Effectively install, upgrade, and maintain district network systems and services.
3. Effectively communicate with both technical and non-technical staff regarding the use of technology.
4. Read, understand, and interpret manufacturer's schematics, hardware, software, operating systems, and software manuals; apply such information as appropriate.
5. Recognize and diagnose problems in file server, computer and network hardware and software, repair when possible.
6. Use built in and third party diagnostic tools. Identify and resolve complex network and client/server problems quickly and effectively.
7. Identify advantages and limitation of various software and hardware systems.
8. Organize and conduct in-service training, including standardized district software and peripheral equipment.
9. Safely operate and care for tools, equipment, and materials used in the diagnostics and installation of technology systems.
10. Communicate effectively orally and in writing.
11. Establish and maintain effective relationships with those contacted in the course of work.
12. Effectively work in a team environment and in isolation as needed.
13. Effectively coordinate projects and meet deadlines.
14. Plan, organize, integrate, monitor and manage network systems.
15. Document work done and create procedural documentation for related systems.
16. Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with Departmental and District policy, and state and federal law.

**Minimum Qualifications:**

Experience and Education:

1. Graduation from high school or equivalent, and
2. Specialized training in computer operating systems, repair, local- and wide-area networking, and data communications and server administration; and
3. Any of the following:
  - a. A+ Certification or equivalent; or
  - b. Three years of progressively responsible experience in the design, programming and installation of information and networking systems and hardware, preferably in an educational environment;
  - c. Associate's Degree in a related Computer Science field; or
  - d. Equivalent combination of training and experience.

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017        REPORT

TO: Personnel Commission   X   ACTION

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT  
FORM: Network Technician

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 a recommended format.

STATUS

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the new classification of Network Technician as presented.

VG:smc  
107-16/17

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

Network Technician

**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	C	Kneeling	I-O	Twisting at Waist	O
Standing	O	Crawling	I-O	Reaching:	
Walking	O	Climbing	I-O	Above Shoulders	O
Bending	O	Balancing	I-O	At/Below Shoulders	O
Stooping	O	Foot Controls	I-O	Neck Extension (up)	O
Squatting	O	Pushing	O	Neck Flexion (down)	O
Lying Down	I-O	Pulling	O	Neck Rotation (turning)	O

Comments:

**Lifting:** During ESSENTIAL Functions \* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O	I-O	Technology/computer equipment, parts
11-25	O	O	I-O	Technology/equipment, parts
26-50	I	I	I	Technology/computer equipment, printers
51-75*	N-I	N-I	N-I	Technology/computer equipment, parts
76-100*	N	N	N	
Over 100*	N	N	N	

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'	Technology/computer equipment, parts
11-25	O	100'	Technology/computer equipment, parts
26-50	I	50'	Technology/computer equipment, parts
51-75*	N-I	10'	Technology/computer equipment, parts
76-100*	N-I	<10'	
Over 100*	N		

Comments: \*Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O	Hand screws, fine wires, mouse manipulation
Fine Manipulation	O	Technology equipment, parts
Gross Grasp	O	Arranging computer equipment
Gross Manipulation	O	Placing computers/equipment
Power Grasp	I-O	Twisting off or mounting screws, lifting technology/computer equipment, parts

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

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	F	Wiring, reading		
Hearing	F	Telephone		
Speaking	F	Telephone		
Reading	F	Manuals		
Writing	F	E-mail, programming		
Math	F	Budgets, programming		

Comments:

Network Technician



ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Working on computer equipment		
Outdoors	O	Visiting other buildings/offices		
Cold	I-O	Visiting other buildings/offices		
Heat	I-O	Visiting other buildings/offices		
Humidity	I-O	Visiting other buildings/offices		
Temperature Swings	I-O	Visiting other buildings/offices		
Dust/ Wind	I-O	Visiting other buildings/offices		
Noise	F	Technology/computer equipment noise		
Vibration	I			
Fumes/ Odors	I			
Toxic Substances	I			
Radiation	N			
Mechanical Hazards	I-O	Technology/computer equipment, parts, hand tools		
Electrical Hazards	O	Technology/computer equipment, parts, hand tools		
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate attire per Board Dress Code Policy				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate technology/computer	F		
Operate automobile	I-O		

WORK SETTING				
Brief Description of Work Site: District office, occasional site visits				
Breaks: 15 min./30 min. lunch			Overtime: Various, as needed	
Supervised by: Assigned Administrator			Supervises: N/A	
Number of Employees at Work Site: Varies, usually 1-10				
Characteristics of Site:	%		%	
Informal	80	Formal	20	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	20	Fast Paced	80	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Vicki Galli		Director, Personnel Commission	
Jim Smith		Management Systems Administrator	
Mary Theus		Personnel Analyst	
<b>Other Sources of Information:</b>			
x Referral to company job descriptions		x Interview	Other
Written by: <u>Vicki Galli</u> Date: _____			

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT  
TO: Personnel Commission \_\_\_\_\_ X ACTION  
FROM: Vicki Galli  
Director, Personnel Commission  
RE: APPROVAL OF NEW CLASSIFICATION:  
Technology Support Specialist

**BACKGROUND**

The Technology Services department has grown dramatically in scope and complexity as funding and technology have become a priority. The District's network has grown substantially in scope and function with the addition of wireless and mobile devices. This new job description is part of restructuring the department to meet these increasing technological needs.

**STATUS**

Job descriptions have been proposed to outline the duties necessary to support the technology needs of the District. Compensation has been considered to attract and retain technology staff and create career opportunities.

**RECOMMENDATION**

It is recommended that the new Technology Support Specialist job description be approved as presented. The proposed salary is recommended at range 32 (\$21.04/hour - \$25.58/hour) on the current classified salary schedule.

VG:smc  
108-16/17



**Technology Support Specialist**

**Classified Pay Range 32**

**Proposed Starting Pay \$3,646.24/month - \$21.04/hr**

Definition:

Under general direction of the assigned department Administrator, or designee, provide district-wide computer systems administration, and technical and resource services in the installation, configuration, operation, repair, maintenance, troubleshooting, and diagnosis of network services, wireless services, computer hardware, peripheral equipment, and software for PC's, Apple and other desktop computers, mobile devices and computing platforms.

Supervision received and exercised:

Receives direction from the assigned department Administrator, or designee.

Example of Duties:

1. Provide central and itinerant help desk services for technology system and personnel.
2. Install hardware, software and establish access rights and security.
3. Diagnose technology hardware and peripheral equipment.
4. Install hardware and software, format hard disks, install disk operating systems, establish directory structures and perform related tasks.
5. Install technology devices, peripheral equipment, routers, switches, hubs, firewalls, network appliances, wireless access points, hardware and software upgrades.
6. Backup systems as appropriate; archive data; restore data as needed.
7. Provide user support training and assistance. Serve as a technical resource to other department staff. Provide technical leadership for technology systems configurations, installation, maintenance and diagnostics.
8. Oversee District security practices involving passwords, email, software, hardware and related resources. Perform virus scanning and maintain security software.
9. Under administrative direction, manage, plan and oversee District-wide operations of data networks, infrastructure, servers, user administration and support.
10. Serve as technical resource to other department staff.
11. Maintain accurate inventory of equipment and services.
12. Prepare support documentation.
13. Establish and maintain a variety of records related to responsibilities and generate reports as requested.
14. Oversee and participate in the operation, design and maintenance of related systems.
15. Safely operate and care for tools, equipment, and materials used in the diagnostics and installation of technology systems.
16. Stay current with all IT policies, procedures and trends.
17. Perform related duties as assigned.

Knowledge of:

1. Principles and practices of Information Services and networking management, including design, hardware and software operations.
2. Microsoft Server, Active Directory and user management.

3. Advanced technology diagnostic and analysis tools.
4. Installation, configuration, operation, repair, maintenance, troubleshooting, and diagnosis of network services, wireless services, computer hardware, peripheral equipment, and software for PC's, Apple and other desktop computers, mobile devices and computing platforms.
5. Troubleshooting, problem-solving, and repair techniques. Network & technology systems control programs, systems network architecture, and network management.

Ability to:

1. Effectively work with technology systems, maintenance, and implementation.
2. Effectively install, upgrade, and maintain district technology hardware and software systems.
1. Effectively communicate with both technical and non-technical staff regarding the use of technology.
2. Read, understand, and interpret manufacturer's schematics, hardware, software, operating systems, and software manuals; apply such information as appropriate.
3. Recognize and diagnose problems in technology systems hardware and software, repair when possible.
4. Use built in and third party diagnostic tools. Identify and resolve complex technology systems problems quickly and effectively.
5. Identify advantages and limitation of various software and hardware systems.
6. Organize and conduct in-service training, including standardized district software and peripheral equipment.
7. Safely operate and care for tools, equipment, and materials used in the diagnostics and installation of technology systems.
8. Communicate effectively orally and in writing.
9. Establish and maintain effective relationships with those contacted in the course of work.
10. Effectively work in a team environment and in isolation as needed.
11. Effectively coordinate projects and meet deadlines.
12. Plan, organize, integrate, monitor and manage technology systems.
13. Document work done and create procedural documentation for related systems.
14. Conscientiously preserve the confidentiality of all proprietary and confidential data and information residing in the District, in accordance with Departmental and District policy, and state and federal law.

**Minimum Qualifications:**

**Experience and Education:**

1. Graduation from high school or equivalent, and
2. Specialized training in computer operating systems, repair, computer administration; and
3. A+ Certification or equivalent; and
4. Two years of full-time experience in IT help desk functions.

Experience and education may be substituted on a year-for-year basis.

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: June 14, 2017 \_\_\_\_\_ REPORT  
TO: Personnel Commission \_\_\_\_\_ X ACTION  
FROM: Vicki Galli  
Director, Personnel Commission  
RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT  
FORM: Technology Support Specialist

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 a recommended format.

STATUS

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for the new classification of Technology Support Specialist as presented.

VG:smc  
109-16/17

**PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS**

Technology Support Specialist

**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	C	Kneeling	I-O	Twisting at Waist	O
Standing	O	Crawling	I-O	Reaching:	
Walking	O	Climbing	I-O	Above Shoulders	O
Bending	O	Balancing	I-O	At/Below Shoulders	O
Stooping	O	Foot Controls	I-O*	Neck Extension (up)	O
Squatting	O	Pushing	O	Neck Flexion (down)	O
Lying Down	I-O	Pulling	O	Neck Rotation (turning)	O

Comments: \*driving

**Lifting:** During ESSENTIAL Functions

\* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O	I-O	Lifting computer equipment to carts, files, technology equipment
11-25	O	O	I-O	Ipads, laptops, technology equipment
26-50	I-O	I-O	I	Technology equipment
51-75*	I	I	I	
76-100*	I	I	I	
Over 100*	I	I	I	

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	40'	Technology equipment, parts
11-25	O	40'	
26-50	I-O	40'	
51-75*	I	40'	
76-100*	I	40'	
Over 100*	I	40'	

Comments: \*Over weight items require breaking down or assistance

Technology Support Specialist



OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O	Technology equipment, mouse manipulation
Fine Manipulation	O	Technology equipment, parts
Gross Grasp	O	Arranging technology equipment
Gross Manipulation	O	Placing technology/computer equipment, parts
Power Grasp	I-O	Lifting technology/computer equipment, parts

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

Comments:

COMMUNICATION/ SENSORY DEMANDS				
Method	Freq.	Function	Freq.	Function -ESSENTIAL
Seeing	F	Reading, checking equipment		
Hearing	F	Telephone		
Speaking	F	Help Desk		
Reading	F	Manuals, Help Desk		
Writing	F	E-mail, web content		
Math	O	Budgets, programming		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C			
Outdoors	O	Visiting other buildings/offices		
Cold	O	Visiting other buildings/offices		
Heat	O	Visiting other buildings/offices		
Humidity	O	Visiting other buildings/offices		
Temperature Swings	O	Visiting other buildings/offices		
Dust/ Wind	O	Visiting other buildings/offices		
Noise	O	Visiting other buildings/offices		
Vibration	I			
Fumes/ Odors	I			
Toxic Substances	I			
Radiation	N			
Mechanical Hazards	I-O			
Electrical Hazards	I-O			
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate attire per Board Dress Code policy.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
District Vehicles	O		
Personal Vehicles	O		

Work Setting				
Brief Description of Work Site: District office, occasional site visits				
Breaks: 15 min., 30 min. lunch			Overtime: Various, as needed	
Supervised by: Assigned Administrator			Supervises: N/A	
Number of Employees at Work Site: Varies, 1-10				
Characteristics of Site:	%		%	
Informal	80	Formal	20	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	20	Fast Paced	80	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

<b>JOB ANALYSIS PARTICIPANTS</b>			
<b>Name</b>	<b>Signature</b>	<b>Job Title</b>	<b>Date</b>
Vicki Galli		Director, Personnel Commission	
Jim Smith		Management Systems Administrator	
<b>Other Sources of Information:</b>			
x Referral to company job descriptions      x Interview      Other			
Written by: <u>Vicki Galli</u> Date: _____			