



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, August 09, 2017 - 5:30 P.M.
Site 18, Room 125
37230 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mrs. Kathleen Duren, Chairperson
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 – July 12, 2017

09-17/18

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. Ratification of Eligibility List(s)

10-17/18

B. Nullification of Eligibility List(s)

11-17/18

C. Ratification of Transfers

12-17/18

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

ACTION

A. Monthly Expenses Review

B. Ratification of Expense Over \$500: NEOGOV and OPAC Annual Software Licenses

13-17/18

C. Approval of 2018-18 Membership Renewal:

Personnel Commissioners Association of Southern California (PCASC)

14-17/18

D. Approval of Revised Job Description: Risk Manager

15-17/18

E. Approval of Americans With Disabilities Act (ADA) Compliant Form:

Risk Manager

16-17/18

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: September 13, 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 July 12, 2017, Scheduled Meeting

CALL TO ORDER	The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:31 P.M., followed by the Pledge of Allegiance.
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	<p>Ms. Fuller moved to approve the minutes of the June 14, 2017, regular meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p> <p>Ms. Fuller moved to approve the minutes of the June 27, 2017, special meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.</p>
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	None.
CONSENT AGENDA	<p>Ms. Fuller requested that each item of the Consent Agenda be examined individually.</p> <p>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. Ms. Fuller commented that it is curious the continuing difference in number of initial applicants and number of applicants passing the exam in the ECE Teacher Assistant classification. The vote was then called for, and motion passed unanimously.</p> <p>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. Hearing none, the vote was called for. Approved unanimously.</p>

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. In response to Mrs. Duren's request for clarification, Mrs. Galli confirmed that the lists being nullified were due to merging eligible on the lists. The vote was then called for. Approved unanimously.

Ratification of Transfers

Mrs. Thompson moved to approve the Ratification of Transfers. Ms. Fuller seconded the motion and discussion was called for. In response to a question from Ms. Fuller about dates, Mrs. Galli explained that the Board approves first and then the Personnel Commission ratifies the transfers. Delays may be a result of Board agenda lead times. The vote was then called for. Approved unanimously.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Monthly Expenses Review

The Commission reviewed the expenses for the month of June. Mrs. Galli noted that a more detailed reporting process has been provided to the department, and that an updated report would be available along with the report for July at the August meeting.

Presentation of Recruitment Plan

Mrs. Galli gave a presentation outlining the recruitment process, and the results of seeking stakeholder input to streamline the process. Six recommendations were presented. A copy of the presentation is attached to these minutes.

Discussion followed. Some proposed steps are not in the Commission's authority to change. It will take a collaborative effort between the District and the Personnel Commission to implement those types of steps. The PC can, however, focus on projecting needs, regular communication with Human Resources, explicit and careful verbiage explaining application limits, inclusion of promotional candidates and related substitutes, and establishing assessment points to measure the effectiveness of the changes. Suggestions from the Commissioners included examining the timing of job postings, merging lists at different times so that they would carry through the summer months, and remembering that the change process must remain fluid and be revisited frequently. Mrs. Galli also noted that an assessment timeline must acknowledge "crunch" times when the PC receives unusually high numbers of PRs at once and/or when major transitions are taking place. Mrs. Galli stated that the Open Positions Report may not be a good indicator, as the number of PRs fluctuates. These will all have an effect

on the hiring timeline. Mrs. Thompson expressed that the recruitment plan must be fluid and try different things. Mrs. Fuller noted that she is happy with the progress being made.

Approval of Recruitment Plan Implementation

Ms. Fuller moved to approve implementation of the presented Recruitment Plan. Mrs. Thompson seconded the motion and discussion was called for. Ms. Fuller indicated that it would be more appropriate to approve implementation of the first three points of the plan, and make recommendations to the District regarding the second three points. Mrs. Duren amended the motion to reflect Ms. Fuller's comments. Ms. Fuller seconded the amended motion and discussion was again called for. Hearing none, the vote was called for. The amended motion passed unanimously.

Approval of Expense over \$500: NEOGOV Onboarding Module

Ms. Fuller moved to approve the expenditure for the NEOGOV Onboarding Module. Mrs. Thompson seconded the motion and discussion was called for. Ms. Fuller stated she is strongly in favor of this program. The vote was called for and motion passed unanimously.

Approval of Initial Placement: Director I, Transportation Services

Ms. Fuller moved to approve the salary placement for the Director I, Transportation Services. Mrs. Thompson seconded the motion and discussion was called for. Mrs. Duren expressed concern not with the salary, but that the placement would leave no room for growth in a position that has historically been difficult to keep filled. She also noted that there has been a great deal of discussion between the Commission and the District on this matter and she will support the District's decision. The vote was called for and motion passed unanimously.

INFORMATION/REPORTS

Classified Update

Mrs. Galli distributed the Classified Update.

Director, Personnel Commissioner

Mrs. Galli thanked the Commissioners for the opportunity to present the Recruitment Plan recommendations. She is very excited to begin implementation.

Comments from the Commissioners

Mrs. Duren expressed her appreciation for the detailed work put into Mrs. Galli's plan, and she is looking forward to noticeable change. Mrs. Thompson shared her belief that the department is heading in the right direction with this plan. Ms. Fuller also noted she is pleased with the progress and looks forward to seeing positive change.

CLOSED SESSION

Recessed to closed session at 6:56 P.M.

REPORT OUT OF CLOSED SESSION

Reconvened to open session at 8:08 P.M. With no action taken, there was no report.

NEXT MEETING

The next regularly scheduled meeting of the Personnel Commission is August 09, 2017 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

Ms. Fuller moved to adjourn the meeting. Mrs. Thompson seconded the motion and the meeting was adjourned at 8:09 P.M.

Respectfully submitted,



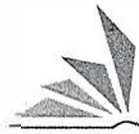
Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Deneese Thompson, Vice-Chairperson

Rosa B. Fuller, Commissioner



Classified Update for July 12, 2017

1. Testing Status:

Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual Typist Clerk	Performance/written exam 07/18/17
Custodian I	Written exam 07/20/17

2. Postings:

Accounting Clerk II	Closes 07/25/17
Internet and Media Communications Spec.	Closes 07/17/17
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Technology Support Specialist	Closes 07/17/17

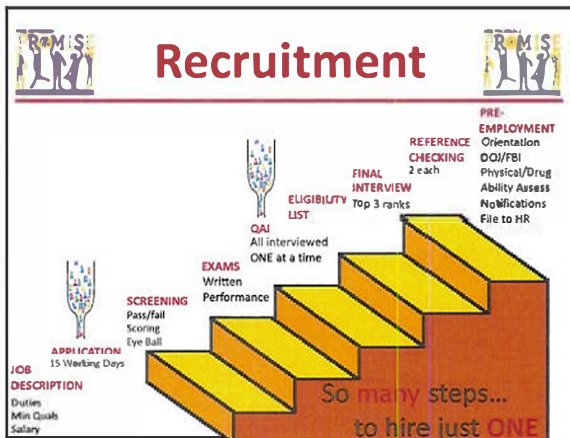


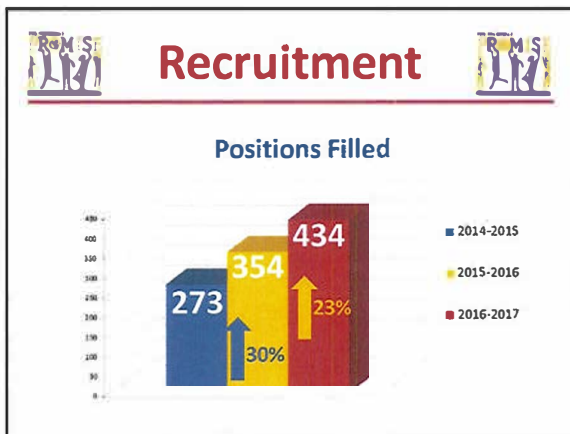
Stakeholder Input Recruitment



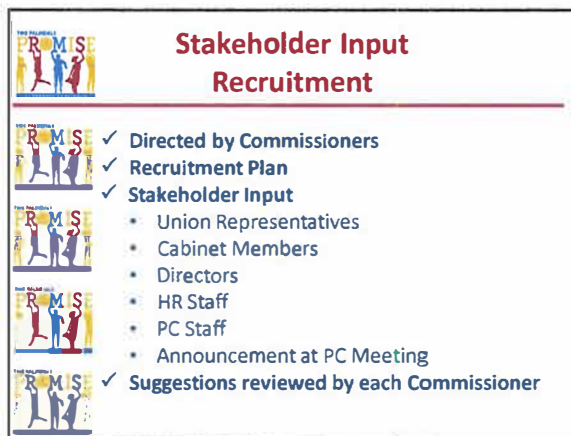
RE Imagine

Vicki Galli
Director, Personnel Commission
July 12, 2017











Stakeholder Input Recruitment	
Name	Title
Elena Esquer	Assistant Superintendent, Education Services
Elvin Cova	Personnel Analyst
Frances Ufodu	Interim Chief Business Officer
Jim Smith	Manager of Information Services
John Porter	Assistant Superintendent, Special Education/Student Services
Julie Braswell	Director of Special Education
Julie Ferebee	Director of Health Services
Linda Brandt	Administrator
Mary Theus	Personnel Analyst
Mike Perkins	Director of Student Services
Ryan Beardley	Administrator
Sandra McCoy	Assistant Director, Human Resources
Stacey Elliott	Personnel Analyst
Susan McCormick	Administrative Secretary
Todd Cherland	Director of Child Nutrition, Health and Wellbeing
Tracy Marsh	Assistant Superintendent, Human Resources
Vicki Gall	Director, Personnel Commission




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Stakeholders

Stakeholder Input Recruitment	
Categories	
• Application	10
• Testing/Transcripts	14
• Eligibility Lists/Transfers/Sub	7
• Interviews	26
• Reference Checking	7
• Pre-employment	15
• Compensation	4
• Miscellaneous	4
86 Suggestions	

Stakeholder Input Recruitment	
Top Half Dozen	
1. Limit Applications	
2. Qualifications Appraisal Interviews (QAI)	
3. NEOGOV Onboarding	
4. Classification/Compensation Study	
5. Increase in Hours	
6. ECETA hours/day	









Stakeholder Input Recruitment



Biggest bottlenecks:

- Too many applications to manage through competitive examination process
- Qualifications Appraisal Interviews (QAI)
 - Finding QAI panelists
 - Too many candidates to interview

















Do
LESS
to do
MORE




LESS Processing → **MORE** Result



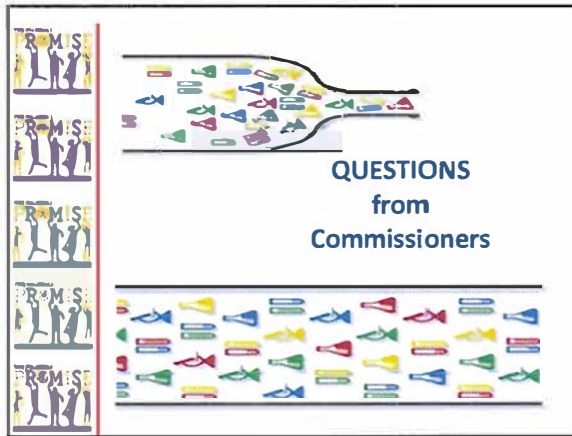
Minimize the **BOTTLENECKS** identified...

Keep **FILLING** positions



Recruitment Plan is fluid...

- Implement
- Assess
- Reconsider



PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 09, 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
August 9, 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
Bilingual Typist Clerk	05/18/17	06/07/17	07/18/17	07/27/17	67	50	10	10	10	10	07/27/17	07/26/18	*Yes	8
Custodian I	06/08/17	06/28/17	07/20, 07/21/17	N/A	207	115	54	N/A	N/A	54	07/26/17	07/25/18	*Yes	12

*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

07/28/17

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 09, 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
Bilingual Typist Clerk	11/04/16	11/03/17
Custodian I	02/10/16	08/09/17

RECOMMENDATION

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

VG: smc
11-17/18

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 09, 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. Abrego, Maritza Effective 06/07/17, from Bilingual Typist Clerk, 5.75 hours/ (SW) to District Receptionist (DO), Replacement for Ana Marcello, Promotion
- b. Aguirre, Nancy Effective 08/09/17, Child Nutrition Assistant I, from (CH) to (SH), 3 hours/182 days, Replacement for Alma Contreras
- c. Almanza, Maria Effective 08/09/17, from Child Nutrition Assistant I (MZ) 3 hours/184 days to Child Nutrition Assistant II (PLP), 5.75 hours/184 days, Replacement for Marla Morales, Promotion
- d. Aranzubia, Patricia Effective 08/09/17, Child Nutrition Assistant II, from (YU) to (OT), 6 hours/182 days, Reassignment Due to Elimination of Position, Growth
- e. Avila, Martha Effective 08/02/17, Child Nutrition Manager, from (CA) to (SH), 8 hours/10 months, Pay Location Change, Replacement for Beverly Laughlin
- f. Bates, LaKinya Effective 08/09/17, Special Education Instructional Assistant I, (YU) to (OC), 5.75 hours/184 days, Replacement for LaShell Long, Voluntary Transfer
- g. Beckles, Jessika Effective 06/15/17, from Child Nutrition Assistant I (PLP), 3 hours/184 days to Custodian I (DW), Replacement for Joel Flores
- h. Carbajal Carlos, Rosicela
Gamez, Eva
Hurtado, Maria
Jerry, Saira
Riviera, Elsy
Velgara, Blanca Effective 08/04/17, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days, Dual Immersion Program, Voluntary Transfer
- i. Contreras, Sonia
Cruz, Maria
Davila, Claudia
Flores, Concepcion
Gusbeth, Rocio
Monje, Elizabeth
Ramirez, Breeanna
Silva Bernal, Deisy Effective 08/09/17, Child Nutrition Assistant I, 3 hours/182 days, Reassignment Due to Elimination of Position, Growth
- j. Curtis, Danielle Effective 08/02/17, from Child Nutrition Assistant II (PT) 5.75 hours/184 days to Child Nutrition Manager (CA), 8 hours/10 months, Replacement for Martha Avila, Promotion

Transfers and Reassignments

- k. Espinoza, Cynthia
Hoxie, Susan
Kessler, Jeanne
Santoro, Barbara
Effective 08/09/17, Special Education Instructional Assistant I, 6.5 hours/182 days, Reassignment Due to Classroom Relocation
- l. Flores, Ariana
Effective 08/04/17, Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/185 days, Avenue J (HS) AM Shift, Replacement for Marlene Cordoba, Voluntary Transfer
- m. Guzman, Marisa
Effective 06/14/17, Attendance Clerk, from (SH) to (SAGE), Voluntary Transfer
- n. Haack, Amanda
Effective 08/09/17, Child Nutrition Assistant I, from (QV) to (PLP), 3 hours/182 days, Reassignment Due to Elimination of Position, Replacement for Nicole Sewalson
- o. Hoffman, Ashley
Effective 06/22/17, from Personnel Administrative Clerk (HR) to Administrative Clerk II (Risk Mgmt), Replacement for Janet Barragan, Voluntary Demotion
- p. Kelley, Lester
Effective 08/09/17, from Child Nutrition Assistant I (QV), 3 hours/184 days to Special Education Instructional Assistant I, (MQ), 5.75 hours/184 days, Replacement for Ahjahni Moultry, Voluntary Demotion
- q. Lopez, Claudia
Effective 08/04/17, Bilingual Early Childhood Education Teacher Assistant to (Site 18 SP), AM Shift, 3.75 hours/185 days, Voluntary Transfer
- r. Morales, Marla
Effective 08/09/17, Child Nutrition Assistant II, 5.75 hours/ 184 days, from (PLP) to (Site 18), Replacement for Elizabeth Diaz, Voluntary Transfer
- s. Moreno, Mirna
Effective 08/04/17, Bilingual Early Childhood Education Teacher Assistant to (TW SP), AM Shift, 3.75 hours/185 days, Dual Immersion Program, Replacement for Cecilia Lopez, Voluntary Transfer
- t. Nava, Stephanie
Effective 08/09/17, from Bilingual Early Childhood Education Teacher Assistant, 3.75 hours/184 days to Parent/ Community Liaison (SAGE), 8 hours/184 days, Promotion Growth
- u. Navarro Cuevas, Genaro
Effective 06/19/17, Custodian I, from (DO) to (SAGE), Voluntary Transfer, Growth
- v. Nunez Cipriano, Karen
Effective 08/09/17, Instructional Assistant I (GP/QV), from 6.5 hours/184 days to (CM), 5.75 hours/182 days Replacement for Monica Victoria, Voluntary Decrease in Hours

Transfers and Reassignments

- w. Reyes, Leslie Effective 08/09/17, Paraeducator Moderate-Severe (PDC) 7 hours/184 days, Reassignment to Same Site Due to Elimination of Position, Growth
- x. Schechter, Chantell Effective 06/14/17, from Custodian I (QV) to Custodian II (SAGE), Growth
- y. Williams, Cassandra Effective 08/09/17, Special Education Instructional Assistant I (QV), from 1:1 to Resource, 5.75 hours/184 days Replacement for Kimberly Heredia, Voluntary Transfer

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 09, 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.

Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 7/31/2017

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.4320. 23000000	Supplies	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$1,000.00	\$11,000.00	91.67%
01.0.00000.0.00000.74400.4360. 23000000	Supplies-Technology	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.4399. 23000000	Holding	\$47,799.00	\$0.00	\$47,799.00	\$0.00	\$0.00	\$47,799.00	\$0.00	\$47,799.00	100.00%
01.0.00000.0.00000.74400.4420. 23000000	Non Cap Asset	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
01.0.00000.0.00000.74400.4480. 23000000	Non Cap Asset Technology	\$6,500.00	\$0.00	\$6,500.00	\$522.22	\$522.22	\$5,977.78	\$3,693.89	\$2,283.89	35.14%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
100166041	524	180593	AP POSTING	SEHI COMPUTER PRODUCTS	Accounts Payable	\$522.22
					Detail Total:	\$522.22

01.0.00000.0.00000.74400.5210. 23000000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.5220. 23000000	Conferences/Mileage	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00	100.00%
01.0.00000.0.00000.74400.5310. 23000000	District Membership	\$3,290.00	\$0.00	\$3,290.00	\$3,250.00	\$3,250.00	\$40.00	\$0.00	\$40.00	1.22%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
3188	492	44	AP POSTING	CODESP	Accounts Payable	\$2,050.00
58201718	494	530	AP POSTING	CSPCA.	Accounts Payable	\$1,200.00
					Detail Total:	\$3,250.00

01.0.00000.0.00000.74400.5712. 23000000	Direct Costs-Printing	\$1,960.00	\$0.00	\$1,960.00	\$0.00	\$0.00	\$1,960.00	\$0.00	\$1,960.00	100.00%
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
16	0	0	Reversing journal entry for journal entry 9	amodlin	Adjusting	(\$28.00)
9	0	0	JE170695 REPROGRAPHICS CHARGEBACKS JUNE 2017	amodlin	Adjusting	\$28.00
					Detail Total:	\$0.00

01.0.00000.0.00000.74400.5719. 23000000	Direct Costs-Mailing Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
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Palmdale School District

Personnel Commission 230

From Date: 7/1/2017

To Date: 7/31/2017

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>			<u>Journal</u>		<u>Amount</u>	
15	0	0	Reversing journal entry for journal entry 8	amodlin			Adjusting		(\$69.84)	
8	0	0	JE170696 POSTAGE CHARGEBACKS JUNE 2017	amodlin			Adjusting		\$69.84	
							Detail Total:		\$0.00	
01.0.00000.0.00000.74400.5810. 23000000	Advertising - Legal	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$192.46	\$9,807.54	98.08%
01.0.00000.0.00000.74400.5822. 23000000	Legal Expenses	\$40,000.00	\$0.00	\$40,000.00	(\$2,040.00)	(\$2,040.00)	\$42,040.00	\$40,000.00	\$2,040.00	5.10%
Transaction Detail (Standard)										
<u>Reference Number</u>	<u>Requisition Number</u>	<u>PO/Ship Number</u>	<u>Description</u>	<u>Name</u>			<u>Journal</u>		<u>Amount</u>	
158	0	0	JEAP7020R - ACCRUAL REVERSAL OF FAGEN FRIEDMAN & FULFROST, PO #171555	mmpuzio			Adjusting		(\$2,040.00)	
							Detail Total:		(\$2,040.00)	
01.0.00000.0.00000.74400.5828. 23000000	Software Support	\$27,375.00	\$0.00	\$27,375.00	\$0.00	\$0.00	\$27,375.00	\$14,836.00	\$12,539.00	45.80%
01.0.00000.0.00000.74400.5830. 23000000	Consultants	\$6,400.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00	100.00%
01.0.00000.0.00000.74400.5890. 23000000	Other Operation Services	\$800.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00	100.00%
Function: Personnel Commission - 74400		\$747,583.00	\$0.00	\$747,583.00	\$2,736.46	\$2,736.46	\$744,846.54	\$59,722.35	\$685,124.19	91.65 %
01.0.00000.0.00000.82000.2231. 23000000	Custodian-extra duty	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	100.00%
01.0.00000.0.00000.82000.2232. 23000000	Custodian-sub	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	100.00%
01.0.00000.0.00000.82000.4393. 23000000	Water, Bottled	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	0.00%
Function: Operations - 82000		\$102.00	\$0.00	\$102.00	\$0.00	\$0.00	\$102.00	\$100.00	\$2.00	1.96 %
Grand Total:		\$747,685.00	\$0.00	\$747,685.00	\$2,736.46	\$2,736.46	\$744,948.54	\$59,822.35	\$685,126.19	91.63%

End of Report

Palmdale School District

Personnel Commission 230

From Date: 6/1/2017

To Date: 6/30/2017

Fiscal Year: 2016-2017

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.4320. 2300000	Supplies	\$10,000.00	\$0.00	\$10,000.00	\$183.01	\$3,514.73	\$6,485.27	\$0.00	\$6,485.27	64.85%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
6132017	70230	170008	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$39.90
6152017	70230	170008	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$25.82
6292017	70230	170008	AP POSTING	VINCE'S PASTA & PIZZA	Accounts Payable	\$17.88
JUNE2017	70281	170154	AP POSTING	STATER BROTHERS MARKETS	Accounts Payable	\$99.41
Detail Total:						\$183.01

01.0.00000.0.00000.74400.4380. 2300000	Supplies-Technology	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$117.83	\$1,882.17	\$0.00	\$1,882.17	94.11%
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01.0.00000.0.00000.74400.4420. 2300000	Non Cap Asset	\$550.00	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	\$0.00	\$550.00	100.00%
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01.0.00000.0.00000.74400.5210. 2300000	Mileage	\$500.00	\$0.00	\$500.00	\$198.66	\$486.96	\$13.04	\$0.00	\$13.04	2.61%
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Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
JUNE2017MILG	0	0	AP POSTING	ELLIOTT, STACEY	Accounts Payable	\$8.51
JUNE2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$68.59
MAY2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$121.56
Detail Total:						\$198.66

01.0.00000.0.00000.74400.5220. 2300000	Conferences/Mileage	\$15,000.00	\$0.00	\$15,000.00	\$2,206.73	\$13,173.66	\$1,826.34	\$0.00	\$1,826.34	12.18%
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Palmdale School District

Personnel Commission 230

From Date: 6/1/2017

To Date: 6/30/2017

Fiscal Year: 2016-2017

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
CF17404LG	11209	16767	AP POSTING	CONFERENCES	Accounts Payable	\$692.64				
CF17404LG2	11209	16767	AP POSTING	CONFERENCES	Accounts Payable	\$1,038.96				
CF17404MIML	11209	16767	AP POSTING	CONFERENCES	Accounts Payable	\$114.05				
CF17404MIPKML	11209	16767	AP POSTING	CONFERENCES	Accounts Payable	\$164.16				
CF17404MIPKML1	11209	16767	AP POSTING	CONFERENCES	Accounts Payable	\$140.16				
CF17404ML	11209	16767	AP POSTING	CONFERENCES	Accounts Payable	\$30.76				
CF17404ML1	11209	16767	AP POSTING	CONFERENCES	Accounts Payable	\$26.00				
						Detail Total:	\$2,206.73			
01.0.00000.0.00000.74400.5310. 2300000	District Membership	\$3,050.00	\$0.00	\$3,050.00	\$0.00	\$3,050.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712. 2300000	Direct Costs-Printing	\$1,100.00	\$0.00	\$1,100.00	\$54.10	\$1,503.65	(\$403.65)	\$0.00	(\$403.65)	-36.70%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
4899	0	0	JE170684 REPROGRAPHICS CHARGEBACKS MAY 2017	amodlin	Adjusting	\$26.10				
5078	0	0	JE170695 REPROGRAPHICS CHARGEBACKS JUNE 2017	amodlin	Adjusting	\$28.00				
						Detail Total:	\$54.10			
01.0.00000.0.00000.74400.5713. 2300000	Direct Costs-Data Proc	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00	100.00%
01.0.00000.0.00000.74400.5714. 2300000	Direct Costs-Call Out	\$100.00	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	100.00%
01.0.00000.0.00000.74400.5715. 2300000	Direct Costs-Maint	\$185.00	\$0.00	\$185.00	\$0.00	\$140.40	\$44.60	\$0.00	\$44.60	24.11%
01.0.00000.0.00000.74400.5719. 2300000	Direct Costs-Mailing Services	\$2,000.00	\$0.00	\$2,000.00	\$155.86	\$843.81	\$1,156.19	\$0.00	\$1,156.19	57.81%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
4558	0	0	JE170641 POSTAGE CHARGEBACKS MAY 2017	amodlin	Adjusting	\$86.02				
5077	0	0	JE170696 POSTAGE CHARGEBACKS JUNE 2017	amodlin	Adjusting	\$69.84				
						Detail Total:	\$155.86			
01.0.00000.0.00000.74400.5810. 2300000	Advertising - Legal	\$5,033.00	\$0.00	\$5,033.00	\$0.00	\$1,815.80	\$3,217.20	\$0.00	\$3,217.20	63.92%
01.0.00000.0.00000.74400.5822. 2300000	Legal Expenses	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$8,613.25	\$31,386.75	\$0.00	\$31,386.75	78.47%
01.0.00000.0.00000.74400.5828. 2300000	Software Support	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$14,261.00	\$739.00	\$0.00	\$739.00	4.93%

Palmdale School District

Personnel Commission 230

From Date: 6/1/2017

To Date: 6/30/2017

Fiscal Year: 2016-2017

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5830.2300000	Consultants	\$40,400.00	\$0.00	\$40,400.00	\$0.00	\$11,098.50	\$29,301.50	\$0.00	\$29,301.50	72.53%
01.0.00000.0.00000.74400.5890.2300000	Other Operation Services	\$2,000.00	\$0.00	\$2,000.00	\$50.00	\$370.00	\$1,630.00	\$0.00	\$1,630.00	81.50%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
4544	72647	172333	AP POSTING	SHREDS UNLIMITED	Accounts Payable	\$50.00				
						Detail Total:	\$50.00			
Function: Personnel Commission - 74400										
		\$766,465.36	\$0.00	\$766,465.36	\$90,468.38	\$651,192.77	\$115,272.59	\$0.00	\$115,272.59	15.04 %
01.0.00000.0.00000.82000.4320.2300000	Supplies	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$816.48	\$2,183.52	\$0.00	\$2,183.52	72.78%
01.0.00000.0.00000.82000.4393.2300000	Water, Bottled	\$60.00	\$0.00	\$60.00	\$3.17	\$90.43	(\$30.43)	\$0.00	(\$30.43)	-50.72%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
4449953060117	70738	170536	AP POSTING	SPARKLETTS	Accounts Payable	\$3.17				
						Detail Total:	\$3.17			
Function: Operations - 82000										
		\$3,060.00	\$0.00	\$3,060.00	\$3.17	\$906.91	\$2,153.09	\$0.00	\$2,153.09	70.36 %
Grand Total:		\$769,525.36	\$0.00	\$769,525.36	\$90,471.55	\$652,099.68	\$117,425.68	\$0.00	\$117,425.68	15.26%

End of Report

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 9, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: RATIFICATION OF EXPENSE OVER \$500: NEOGOV and OPAC Annual
Software Licenses

BACKGROUND

The attached expense is over \$500. The NEOGOV Applicant Tracking System continues to be used to facilitate the application and examination processes. The OPAC module from Biddle Consulting integrates the examination components. The District pays for half of the NEOGOV Insight Enterprise Software license.

STATUS

The NEOGOV and OPAC modules will continue to be used to track the application process and integrate the examination modules. The annual maintenance invoices are attached.

RECOMMENDATION

It is recommended that the Personnel Commission ratify the expense over \$500 to continue the annual software licenses for NEOGOV and OPAC.

NEOGOV

Invoice

Governmentjobs.com, Inc.
300 Continental Blvd
Suite 565
El Segundo CA 90245

Bill To

Vicki Galli
Palmdale USD, (CA)
39139 North 10th Street East
Palmdale CA 93550
United States

Date	7/10/2017
Number	INV21672
Due Date	8/9/2017
Terms	Net 30
P.O. No.	

Description

Insight Enterprise Software License - \$24,150.00

Period Covered

8/1/2017 - 7/31/2018

Thank you for your business!

Please note remittance information below.

To view and download a copy of our W9 please visit www.neogov.com/w-9

Total	24,150.00
Amount Due	\$24,150.00

NEOGOV

Payments Online

To pay via credit card, please login to our Netsuite Customer Billing Center. If you do not have access to our Customer Center, please email us at accounting@neogov.com or call 310.426.6304 for assistance.

Payments by Wire:

Silicon Valley Bank
Account #: 3302022848
Account Name: Governmentjobs.com, Inc.
Bank Routing No.: 121140399
Swift Code: SVBKUS6SIBO

Remittance Slip

Customer	Palmdale USD, (CA)
Invoice #	INV21672
Amount Due	\$24,150.00
Amount Paid	<hr/>

Make Checks Payable To

NEOGOV
Governmentjobs.com, Inc.
300 Continental Blvd
Suite 565
El Segundo CA 90245

Start Date

Governmentjobs.com, Inc.
300 Continental Blvd
Suite 565
El Segundo CA 90245

Bill To

Vicki Galli
Palmdale USD, (CA)
39139 North 10th Street East
Palmdale CA 93550
United States

Date	7/10/2017
Number	INV21673
Due Date	8/9/2017
Terms	Net 30
P.O. No.	

Item	Description	Period Covered	Amount
Biddle Software - Renewal	Biddle Software License	7/31/2017 - 7/30/2018	2,761.00

Thank you for your business!

Please note remittance information below.

To view and download a copy of our W9 please visit www.neogov.com/w-9

Total	2,761.00
Amount Due	\$2,761.00

NEOGOV

Payments Online

To pay via credit card, please login to our Netsuite Customer Billing Center. If you do not have access to our Customer Center, please email us at accounting@neogov.com or call 310.426.6304 for assistance.

Payments by Wire:

Silicon Valley Bank
Account #: 3302022848
Account Name: Governmentjobs.com, Inc.
Bank Routing No.: 121140399
Swift Code: SVBKUS6SIBO

Remittance Slip

Customer	Palmdale USD, (CA)
Invoice #	INV21673
Amount Due	\$2,761.00
Amount Paid	<hr/>

Make Checks Payable To

NEOGOV
Governmentjobs.com, Inc.
300 Continental Blvd
Suite 565
El Segundo CA 90245

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE August 9, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF 2017-2018 MEMBERSHIP RENEWAL:
Personnel Commissioners Association of Southern California (PCASC)

BACKGROUND

The Personnel Commission Association of Southern California (PCASC) is an organization which perpetuates and promotes the concept of the merit system. As a member, the Palmdale School District is afforded resources on the website, training on issues that affect merit districts, and a network of Personnel Commission Directors in the southern California area. Membership provides significant discounts for training conferences.

STATUS

Membership in PCASC for the 2017-2018 school year is \$40 and was included on the Personnel Commission 2017-2018 budget.

RECOMMENDATION

It is recommended that the Personnel Commission approve the membership for PCASC.

rec'd
08/01/17



PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: 2017/18-035

June 29, 2017

Ms. Vicki Galli, Director of Personnel Commission
Palmdale School District
37230 37th Street East
Site 18 – Room 122
Palmdale, CA 93550

<u>Description</u>	<u>Unit Price</u>
Annual Membership: <i>Personnel Commissioners Association of Southern California (PCASC)</i> 2017 - 2018 (18-19 will increase next year)	 \$40.00

Checks only (No purchase orders, please) payable to:

Personnel Commissioners Association of Southern CA (PCASC)

Please send check with copy of invoice to: PCASC Treasurer A. Perez
1012 W. Beverly Blvd #341
Montebello, CA 90640

More information visit pcasc.meritsystem.org or email pcascsecretary@gmail.com

[Tax ID: 80-0925314] – TIN

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 9, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF REVISED JOB DESCRIPTION: RISK MANAGER

BACKGROUND

The District has requested changes in the reporting relationship and some duties for the classification of Risk Manager, a classified management classification.

STATUS

The Risk Manager job description has been revised to update the duties and reporting relationship. The proposed job description is attached. The salary range will remain the same on the Leadership Team Salary Schedule.

RECOMMENDATION

It is recommended that the revised classified management Risk Manager job description be approved as presented.

Risk Manager

Class Code: 517045

SALARY RANGE

\$79,948.00 - \$88,247.00 Annually

Bargaining Unit: Management

DEFINITION:

Under the direction of the ~~Deputy Superintendent~~ **Assistant Superintendent of Human Resources**, plans, organizes, manages and implements a comprehensive risk management program for the District, including worker's compensation, ~~employee Health and Welfare benefits~~, property and liability self-insured programs, ~~unemployment~~; serves as the District's Safety Officer and directs and leads committees, training and regulatory compliance programs related to District safety issues; supervises and evaluates assigned technical and clerical staff; and performs related duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Assistant Superintendent of Human Resources, or designee.

EXAMPLE OF DUTIES:

Duties of this position include, but are not limited to:

1. Plans, organizes, manages and implements a comprehensive risk management program for the District, including worker's compensation, ~~employee health and welfare benefits~~, property and liability self-insured programs. ~~and unemployment~~;
2. Participates in development of policies and administrative procedures regarding risk management;
3. Performs research in the area of risk management and analyzes data concerning past experience in worker's compensation, liability and related programs for the purpose of developing, recommending and implementing plans and programs incident to the reduction of losses;
4. Provides technical assistance and expertise in evaluating existing and proposed insurance coverage and insurance contract language;
5. Ensures all programs administered comply with the intent of the Americans with Disabilities Act;
6. Serves as District's Safety Officer; directs and leads committees; ~~district contact person for coordination of activities and~~ **participates** in programs related to Disaster/Emergency Preparedness and School Safety.
7. Acts as liaison with insurance representatives of carriers serving the district, legal representatives, employee organizations, medical personnel and facilities, and related local, state and federal agencies;
8. Investigates and handles claims filed against the district in the incumbent's areas of responsibility; processes and/or directs and manages processing of all worker's compensation claims;

9. Monitors and evaluates related services provided to the district; reviews current legislation and prepares written analyses and recommendations regarding risk management;
10. Prepares reports; makes presentations to the Board of Trustees, employee groups, management team;
11. Directs, trains, supervises and evaluates the performance of assigned staff;
12. **Oversees general safety training programs.**
13. Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Principles, practices, procedures, methods and trends of risk management and insurance administration;
2. Federal, state and local laws, rules, regulations pertinent to Worker's Compensation and industrial injury, CAL/OSHA regulations, general insurance coverage, employer liability group health, life, **and** disability.
3. District organization, operations, and policies;
4. Claims reporting and claims adjustment techniques;
5. Principles and practices of business administration;
6. Statistical, research and survey methods and techniques;
7. Report writing; presentations;
8. English usage, spelling, grammar and punctuation;
9. Principles and practices of effective supervision;

Ability to:

1. Plan, organize and direct a comprehensive risk management program;
2. Obtain, organize, analyze and evaluate a wide range of data and information and make appropriate recommendations to the District and administrators;
3. Understand, interpret and apply laws, rules, and regulations pertinent to risk management and insurance;
4. Analyze complex problems, prescribe solutions/alternatives;
5. Prepare accurate statistical calculations, clear and concise reports;
6. Prepare and deliver oral and written presentations;
7. Plan, direct, coordinate, and evaluate the work of others;
8. Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals;
9. Communicate effectively, both orally and in writing.
10. Maintain sensitivity to ethnic, cultural and sexual differences.

EXPERIENCE AND EDUCATION:

Education:

Graduation from an accredited college or university, with major coursework in business administration, ~~or~~ public administration, **or related field, desired.** Course work in accounting, insurance, data processing, ~~and or~~ risk management **are** is highly desirable.

Experience:

Four years experience ~~at a professional level~~ directly involved in the administration of a risk management program in a public or private entity of comparable size to the District. This experience should include ~~professional level~~ responsibility for risk management, Workers' Compensation claims, and general liability claims. Additional years of experience in the field of risk management may be substituted for education on a year-to-year basis, up to a maximum of two (2) years.

LICENSE AND CERTIFICATIONS:

~~Must possess and maintain a valid Class C California Driver's license and remain insurable, and have use of a personal automobile.~~

Possession of an appropriate, valid driver's license.

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

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

WORK ENVIRONMENT:

~~Office environment; subject to walking or driving to District sites to observe work environments; requires the ability to speak, see, hear and enter data into a computer terminal using a keyboard; moderate lifting, and the ability to sit or stand for extended periods of time; possible contact with hostile and violent individuals.~~

OTHER:

The ability to speak, read and write a second language other than English, such as Spanish, is desirable.

APPOINTMENT:

~~Employees in this class must serve a probationary period of one (1) year of paid service. During this period, an employee must demonstrate an overall satisfactory level of performance. Failure to do so shall result in the employee's termination without right of appeal to the Personnel Commission.~~

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: August 9, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki Galli
Director, Personnel Commission

RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM:
RISK MANAGER

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 revised Risk Manager classified management classification as presented.

VG:smc
16-17/18

**PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS**

RISK MANAGER

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-O	Above Shoulders	O
Bending	O	Balancing	I	At/ Below Shoulders	F
Stooping	I-O	Foot Controls	I	Neck Extension (up)	C
Squatting	I-O	Pushing	I-O	Neck Flexion (down)	C
Lying Down	I	Pulling	I-O	Neck Rotation (turning)	C

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	Papers, office supplies, books
11-25	O	O	O	Paper, supplies/equipment/tools
26-50	I	I	I	Equipment/tables/chairs/tools
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	O	100'	Papers, office supplies, books	
11-25	O	100'	Paper, supplies/equipment/tools	
26-50	I	20'	Equipment/tables/chairs/tools	
51-75	N	N	N/A	
76-100	N	N	N/A	
Over 100	N	N	N/A	

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	I	Office supplies/equipment
Gross Manipulation	I	Office supplies/equipment
Power Grasp	I	Kitchen supplies/equipment

Mental and Psychological Demands		Frequency	
Basic Work Abilities: (please also refer to section X)		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

Communication/ Sensory Demands				
Method	Freq.	Function #'s: ESSENTIAL	Freq.	Function #'s: NON-ESSENTIAL
Seeing	C	Records, computer monitor, office machines	N	N/A
Hearing	C	Phone, conversation with employees and community members	N	N/A
Speaking	C	Communicate with staff and community	N	N/A
Reading	C	Applications, records, correspondence	N	N/A
Writing	C	Information, records	N	N/A
Math	F-C	Records, reports	N	N/A

Environmental Conditions				
	Freq.	Description: ESSENTIAL	Freq.	Description: 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	O	Office equipment, phones	N	N/A
Vibration	I		N	N/A
Fumes/ Odors	I		N	N/A
Toxic Substances	N		N	N/A
Radiation	N	N/A	N	N/A
Mechanical Hazards	I	Office equipment	N	N/A
Electrical Hazards	N		N	N/A
Explosive Hazards	N		N	N/A
Safety Equipment/ Training/ Attire: Appropriate office attire per Board Dress Code Policy				

Operation of Vehicles, Equipment or Machinery			
During ESSENTIAL Functions	Freq.	During NON-ESSENTIAL Functions	Freq.
Computer, Copier, Office equipment	C	N/A	
Personal or District Vehicle	O		

Work Setting*				
Brief Description of Work Site: District Office				
Breaks:2- 15 min., 30 min. lunch		Overtime: None		
Supervised by: Assistant Superintendent, HR, or designee		Supervises: Assigned staff		
Number of Employees at Work Site: Approximately 2				
Characteristics of Site:	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	70	Variable Tasks	30	Routine + Variable = 100 %
Slow Paced	40	Fast Paced	60	Slow + Fast Paced = 100%
Low Pressure	40	High Pressure	60	Low + High Pressure = 100%

Job Analysis Participants			
Name	Signature	Job Title	Date
Tracy Marsh		Assistant Supt., Human Resources	08/03/17

Other Sources of Information:
 Observation of work ☒ Referral to company job descriptions ☐ Interview

Written by: Vicki Galli Date: 08/04/17