

Personnel Commission  
**AGENDA OF REGULAR MEETING**  
Wednesday, November 08, 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  
Mrs. Deneese Thompson, Vice Chairperson  
Mr. Don Wilson, Commissioner  
Mrs. Vicki Galli, Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

- A. Approval of Meeting Minutes – October 11, 2017

**ACTION**  
33-17/18

**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.

- A. Approval of Consent Agenda  
1. Ratification of Eligibility List  
2. Extension of Eligibility List  
3. Nullification of Eligibility List  
4. Ratification of Transfers

**ACTION**  
34-17/18

**IV. UNFINISHED BUSINESS**

- A. Approval of 2016-17 Personnel Commission Annual Report

**ACTION**  
29-17/18

**V. NEW BUSINESS**

- A. Monthly Expenses Review  
B. Ratification of Expense Over \$500:  
EMS JOBSPLUS Annual Service Agreement and Software License  
C. Approval of Eligibility List With Less Than Three Ranks: Translator

**ACTION**  
35-17/18  
36-17/18

**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: Re-scheduled for December 06, 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 October 11, 2017 Scheduled Meeting**

**CALL TO ORDER**

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

**MEMBERS PRESENT**

Mrs. Kathleen Duren, Chairperson  
Mrs. Deneese Thompson, Vice Chairperson

A quorum was present.

**STAFF PRESENT**

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

**PRELIMINARY BUSINESS**

Mrs. Duren moved to approve the minutes of the September 13, 2017 meeting. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously.

Mrs. Thompson moved to approve the minutes of the August 09, 2017 meeting. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for. Approved unanimously

**PUBLIC COMMENTS CONCERNING  
AGENDA ITEMS**

Veronica Rojas, School Secretary, addressed the Commission concerning the reclassification of the Technology positions. She stated that the union's previously shared concerns were now coming to pass and unit members could be negatively affected due to having to re-test. Ms. Rojas asked the Commissioners to please table the vote on the reclassification and further consider it.

Scott LaMotte, Technology Technician, spoke regarding Ms. Rojas' concerns, stating his understanding that the employees already performing the tasks of the reclassified positions would stay in those positions and only outside candidates, if any, would have to test. Mr. LaMotte characterized the reclassification as a name change and clean-up of duties that more accurately represented what the classifications are already doing.

Katie Troncoso, Child Nutrition Manager, also spoke about the reclassification of the Technology Technicians. She indicated that this classification was part of the Classification Compensation Study, which

the Union had not completed yet. Ms. Troncoso asked that the Commission allow the Union time to go through the study before making a decision so that they could assure that no jobs would be lost.

Mr. LaMotte, Technology Technician, added that the Compensation Study had been seriously lacking in the area of the Technology classifications. He had sent revisions to EMS, but received no feedback.

**PUBLIC COMMENTS CONCERNING  
NON-AGENDA ITEMS**

None.

**CONSENT AGENDA**

Mrs. Thompson moved to separate the items of the September, 2017 Consent Agenda. Mrs. Duren seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously.

**Ratification of Eligibility Lists (September 13, 2017)**

Mrs. Thompson moved to ratify the Eligibility Lists. Mrs. Duren seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously.

**Nullification of Eligibility Lists (September 13, 2107)**

Mrs. Thompson moved to ratify the Nullification of Eligibility Lists. Mrs. Duren seconded the motion and discussion was called for. After verifying that the nullification was due to the merging of other lists, Mrs. Duren called for the vote and the motion passed unanimously.

**Ratification of Transfers (September 13, 2017)**

Mrs. Thompson moved to ratify the Eligibility Lists. Mrs. Duren seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously.

Mrs. Thompson moved to approve the Consent Agenda for the October 11, 2017 meeting. Mrs. Duren seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

**Monthly Expenses Review**

The Commission reviewed the expenses for the month of September, 2017.

**Approval of 2016-17 Personnel Commission Annual Report**

Mrs. Duren moved to table the vote on this item pending further review of the content. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously. Approval of the 2016-17 Personnel Commission Annual Report is tabled until the next meeting.

**Approval of Eligibility List with Less Than Three Ranks**

Mrs. Thompson moved to approve the Eligibility List with Less Than Three Ranks for Bilingual ECE Teacher Assistant. Mrs. Duren seconded the motion and discussion was called for. Mrs. Duren asked for clarification on the screening of applicants who do not meet minimum qualifications, after which the vote was called for. Motion passed unanimously.

**Approval of Reclassification: Technology Technicians to Network Technician and IT Technician**

Mrs. Thompson moved to approve the reclassification as presented. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for and the motion passed unanimously.

**Appointment of Interim Personnel Commissioner: District Appointee**

Mrs. Thompson moved to appoint Mr. Don Wilson as interim Personnel Commissioner, District Appointee, in the position vacated by Mrs. Rosa Brambilia Fuller. Mrs. Duren seconded the motion and discussion was called for. Hearing none, the vote was called for and the motion passed unanimously.

**INFORMATION/REPORTS**

**Classified Update**

Mrs. Galli distributed the Classified Update.

**Director, Personnel Commissioner**

Mrs. Galli presented a walkthrough of the new website with the Classified and Certificated links under the Employment icon.

**Comments from the Commissioners**

Mr. Wilson commented that he likes the District Website. Mrs. Thompson and Mrs. Duren welcomed Mr. Wilson to the Commission.

**CLOSED SESSION**

Recessed to closed session at 5:56 P.M.

**REPORT OUT OF CLOSED SESSION**

Reconvened to open session at 9:11 P.M. With no action taken, there was no report.

**NEXT MEETING**

The next regularly-scheduled meeting of the Personnel Commission is November 08, 2017 at 5:30 P.M. in Room 125 at Site 18.

**ADJOURNMENT**

Mrs. Thompson moved to adjourn the meeting. Mr. Wilson seconded the motion and the meeting was adjourned at 9:12 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Vicki Galli". The signature is written in a cursive, flowing style.

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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Don Wilson, Commissioner



**Classified Update for October 11, 2017**

**1. Testing Status:**

Library Aide	QAIs scheduled 10/12/17
Occupational Therapist	QAIs scheduled 10/12/17
Paraeducator-Certified Interpreter DHH	Written exam 10/18/17
Paraeducator Moderate to Severe	QAIs scheduled 10/11/17
Parent/Community Liaison	QAIs scheduled 10/17/17
Translator	QAIs scheduled 10/17/17

**2. Postings:**

Bilingual ECE Teacher Assistant	Continuous
Custodian II – Promotional Only	Closes 10/30/17
ECE Teacher Assistant	Continuous
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous





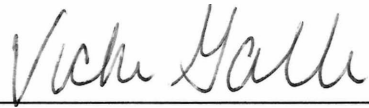
**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
November 8, 2017**

**CLASSIFIED RECRUITMENT SUMMARY REPORT**

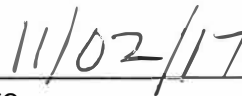
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Bilingual ECE Teacher Assistant	08/18/17	09/07/17		11/01/17	33	1	1	N/A	1	1	11/01/17	10/31/18	*Yes	3
ECE Teacher Assistant	08/08/17	09/07/17		11/01/17	45	2	1	N/A	1	1	11/01/17	10/31/18	*Yes	6
Library Aide	08/28/17	09/19/17	09/26/17	10/12/17	87	42	28	31	22	22	10/17/17	10/16/18	*Yes	17
Paraeducator-Moderate to Severe	09/07/17	09/27/17	10/04/17	10/11/17	93	30	12	NA	12	12	10/11/17	10/10/18	*Yes	16
Parent/Community Liaison	09/13/17	10/03/17	10/10/17	10/17/17	50	27	10	15	10	10	10/17/17	10/16/18	*Yes	7

\*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  
Director, Personnel Commission



Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE November 08, 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
Health Assistant LVN	12/12/16	12/11/17	06/11/18
Credentials Analyst	05/25/16	11/24/17	05/24/18
Warehouse Worker/Delivery Driver II	11/22/16	11/21/17	05/21/18

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**NULLIFICATION OF CLASSIFIED ELIGIBILITY LIST  
November 8, 2017**

Job Classification	Effective Date	Expiration Date
Bilingual ECE Teacher Assistant	09/15/17	09/14/18
ECE Teacher Assistant	09/15/17	09/14/18
Library Aide	04/26/17	04/25/18
Paraeducator Moderate to Severe	03/13/17	03/12/18
Parent/Community Liaison	04/26/17	04/25/18

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE November 08, 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. Andrews, Alescia Effective 08/08/17, Special Education Instructional Assistant I, 5.75 hours/182 days, from (LA) to (SAGE), Reassignment to Vacancy
- b. Effective 09/11/17, Technology Support Liaison  
Brewer, Dustin from (JH) to (BV)  
De La Cueva, Kevin from (MQ) to (DR)
- c. De La Torre, Amber Effective 09/27/17, Instructional Assistant I, 5.75 hours/182 days, from (TW) to (DC), Replacement for Seventhly Peace Sadorra, Voluntary Transfer
- d. Giron-Huddleston, Iveth Effective 09/27/17, Instructional Assistant I, 5.75 hours/ 182 days, from (PT) to (BV), Replacement for Calvin Widdison-Simmons, Voluntary Transfer
- e. Isaac, Mariah Effective 10/05/17, from Instructional Assistant I (PT), 6.5 hours/182 days to Special Education Instructional Assistant I, (DR), Replacement for Melanie Sova, Promotion
- f. Jones, Antonio Effective 09/26/17, Custodian I, from (MZ) to (PT) Voluntary Transfer, Replacement for Luis Jimenez, Jr.
- g. Schmucker, Dawn Effective 10/11/17, from Risk Management Specialist (Business Office) to Risk Manager, Replacement for Carolyn Sherman, Promotion
- h. Shields, Lakiesha Effective 09/21/17, from Child Nutrition Assistant II (JH) 5.75 hours/182 days to Child Nutrition Manager (PLP), Replacement for Debra Blondeel-Timmerman, Promotion
- i. Wright-Roberts, Marchella Effective 09/27/17, Special Education Instructional Assistant I, from (JH) to (Guidance Charter HS), 6.5 hours/182 days to (DR), 5.75 hours/182 days, Voluntary, Growth

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: October 11, 2017        **REPORT**

TO: Personnel Commission   X   **ACTION**

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF 2016-17 PERSONNEL COMMISSION ANNUAL REPORT

BACKGROUND

Each year, an annual report of the Personnel Commission is brought for review subject to approval by November 30th, per Personnel Commission Rules and Regulations, Chapter 2, Item 2.17 and Education Code 45266.

STATUS

Attached is the 2016-2017 Personnel Commission Annual Report.

RECOMMENDATION

It is recommended that the 2016-2017 Personnel Commission Annual Report be approved as presented.

## COMMISSIONERS

### Kathleen Duren

Mrs. Kathleen "Kathe" Duren was appointed on September 10, 2014 for the remainder of the CSEA appointment. Mrs. Duren retired from the Palmdale School District as the Fiscal Coordinator of AV SELPA. As a CSEA classified employee, Mrs. Duren served on the executive Board and was a Job Steward. She has served the District in many different capacities including the classification committee, insurance committee, and various other committees/foundations. After retirement, Mrs. Duren continued to support the Merit System by serving on Qualifications Appraisal Interview (QAI) panels before being appointed as a Commissioner. Mrs. Duren was reappointed in December 2016.

### Rosa Brambila Fuller

Ms. Fuller was appointed on May 27, 2016 for the remainder of the Board of Trustees' appointment. Ms. Fuller has lived in the Antelope Valley since 1997. She is a professor, tenured counselor, and Chair of the pre-law committee at Antelope Valley College. Professor Fuller received training on legal issues related to EEO, diversity, sexual harassment, and leadership mediation. She has been on numerous campus hiring and performance evaluation committees, and is a former board member of the Children's Center, and served as Chair of the personnel committee.

### Deneese Thompson

Mrs. Deneese Thompson was appointed December 1, 2015. She is the joint appointment of the two commissioners. Mrs. Thompson was a volunteer in the Palmdale School District for many years. She gained employment with the District and served as an Instructional Assistant and Media Center Clerk. Mrs. Thompson retired from the District as a School Secretary. Her retirement days are spent serving as the Area Director for Special Olympics, Antelope Valley. Mrs. Thompson currently supervises the athletic training of 300 athletes with intellectual disabilities.

## PERSONNEL COMMISSION

### MISSION STATEMENT

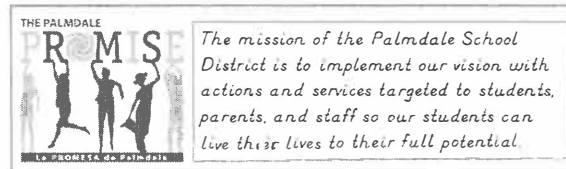
To complement student learning and achievement, the Personnel Commission will...

- Attract, recruit, select, and retain a qualified and talented workforce.
- Adhere to Merit System principles and Personnel Commission Rules and Regulations in alignment with Education Code, Board Policies, contract language, and other pertinent laws.
- Serve and support classified employees.
- Disseminate information and provide resources to employees and community members.

## PALMDALE SCHOOL DISTRICT

### MISSION STATEMENT

The Palmdale PROMISE, including a refocused mission statement, strategic goals, and essentials is foundational in all Palmdale School District Operations.



## PERSONNEL COMMISSION STAFF

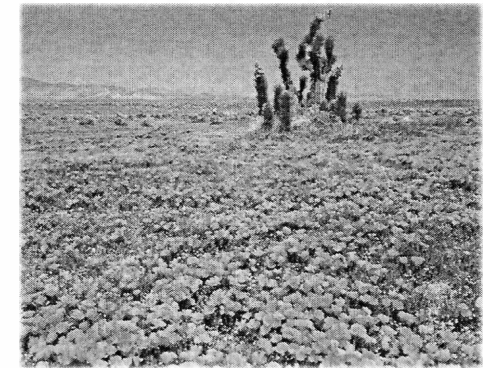
Vicki Galli, Director  
vsgalli@palmdalesd.org

Elvira Cova, Personnel Analyst  
ecova@palmdalesd.org

Stacey Elliott, Personnel Analyst  
slelliott@palmdalesd.org

Mary Theus, Personnel Analyst  
mltueus@palmdalesd.org

Susan McCormick, Administrative Secretary  
smccormick@palmdalesd.org



## PERSONNEL COMMISSION ANNUAL REPORT

# 2016-2017



### Message From the Director:

*In the latter part of the year, input was solicited from stakeholders of the recruitment process including Union Representatives, Cabinet Members, Directors from various departments, Human Resources Staff, and Personnel Commission Staff. The 86 suggestions collected were organized into eight categories: Application, Testing/Transcripts, Eligibility Lists/Transfer/Subs, Interviews, Reference Checking, Pre-employment, Compensation, and Miscellaneous. The biggest bottlenecks were specifically identified. The ideas approved by the Commissioners will be implemented in the upcoming school year. These ideas will incorporate effective application management in accordance with Merit System principles through the NEOGOV Applicant Tracking system and procuring the NEOGOV OnBoarding module to automate the pre-employment process.*

*The 2016-2017 year ended with filling 434 classified positions, a significant increase from 354 positions filled in 2015-2016 and 273 positions filled in 2014-2015. Automating processes and implementing application management strategies will be utilized to continue this trend. Personnel Commission staff members have worked tirelessly to meet the increased recruitment needs of the District.*

### MEMBERSHIPS/RESOURCES

The Personnel Commission maintained memberships in the following organizations:

- ACSA** - Association of California School Administrators
- CSPCA** - California School Personnel Commissioners Association
- CODESP** - Cooperative Organization for the Development of Employee Selection Procedures
- NEOGOV** - applicant tracking system
- OPAC** - Office Proficiency and Assessment Certification
- PCASC** - Personnel Commission Association of Southern California

### THE MERIT SYSTEM

The Merit System provides the framework for personnel management for classified employees of the school district and fosters the advancement of career service. The Personnel Commission is responsible for administering the Merit System principles in the district within the parameters of the Education Code. The Merit System operates to ensure that employment selections and promotions are on the basis of merit and fitness to minimize preference or prejudice as governed by Education Code 45240 through 45320. Through the competitive examination process, vacancies are filled from established eligibility lists as evidenced by the ranking of qualified candidates. Merit System principles also afford an impartial appeal hearing for disciplinary actions.

### MEETINGS

The Personnel Commission ordinarily meets the second Wednesday of each month. If a second meeting is needed, the fourth Wednesday of each month or as approved. All meetings of the Personnel Commission are open to the public and are held at 5:30 P.M. at 37230 - 37<sup>th</sup> Street East, Room 125 in Palmdale, CA, unless otherwise notified.

During the 2016-17 school year, the Personnel Commission held 12 regular meetings as well as six special meetings.

*Personnel Commission  
37230 37<sup>th</sup> Street East • Palmdale, CA 93550  
661 285 2902*

### PERSONNEL REQUISITIONS PROCESSED

Employment (New Hires)	221
Change of Status	14
Promotions	34
Transfers	34
Reassignments	28
Rehire/Reinstatements	3
Increase in Hours/Work Year	<u>100</u>
Total Positions Filled:	434

### COMPETITIVE EXAMINATION PROCESS

Classified Hits on Website	160,658
Classified Applications	6,476
Exam Sessions:	
Written	106
Technical/Skills	44
QAI	56
Basic Skills	57
Substitute Applications:	3,835
Exam Sessions	54
Substitutes Qualified & Referred	408
Applicants Tested	2,277
Eligibility Lists Certified	88

### NEW/REVISED CLASSIFICATIONS

Assistant Director, Transportation Services  
Family Services Advocate  
IT Technician  
Media & Internet Communications Specialist  
Network Technician  
SELPA Mental Health Intensive Case Manager  
Social Emotional Learning Specialist  
Substitute Health Assistant-LVN  
Substitute Paraeducator-LVN  
Technology Support Specialist



**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE November 08, 2017   X   REPORT

TO: Personnel Commission        ACTION

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: MONTHLY EXPENSES REVIEW

BACKGROUND

The annual budget of the Personnel Commission is approved by May 30<sup>th</sup> of each year in accordance with Ed Code 45253. Expenses processed each month are shown by object code.

STATUS

The monthly expenses by object code are provided for review.

RECOMMENDATION

It is recommended that the Personnel Commissioners review the monthly expenses as presented.

# Palmdale School District

## Personnel Commission 230

From Date: 10/1/2017

To Date: 10/31/2017

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.4320.2300000	Supplies	\$11,450.00	\$0.00	\$11,450.00	\$380.00	\$670.64	\$10,779.36	\$2,802.41	\$7,976.95	69.67%
<b>Transaction Detail (Standard)</b>										
<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>				
10112017	82462	182431	AP POSTING	SA V E FOUNDATION	Accounts Payable	\$380.00				
						Detail Total:	\$380.00			
01.0.00000.0.00000.74400.4380.2300000	Supplies-Technology	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	100.00%
01.0.00000.0.00000.74400.4399.2300000	Holding	\$41,526.00	\$0.00	\$41,526.00	\$0.00	\$0.00	\$41,526.00	\$0.00	\$41,526.00	100.00%
01.0.00000.0.00000.74400.4420.2300000	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%
01.0.00000.0.00000.74400.4480.2300000	Non Cap Asset Technology	\$6,500.00	\$0.00	\$6,500.00	\$0.00	\$4,216.12	\$2,283.88	\$0.00	\$2,283.88	35.14%
01.0.00000.0.00000.74400.5210.2300000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$152.70	\$289.88	\$1,710.12	\$0.00	\$1,710.12	85.51%
<b>Transaction Detail (Standard)</b>										
<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>				
AUG2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$73.09				
SEPT2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$79.61				
						Detail Total:	\$152.70			
01.0.00000.0.00000.74400.5220.2300000	Conferences/Mileage	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$2,237.16	\$15,762.84	\$1,562.58	\$14,200.26	78.89%
01.0.00000.0.00000.74400.5310.2300000	District Membership	\$3,290.00	\$0.00	\$3,290.00	\$0.00	\$3,290.00	\$0.00	\$0.00	\$0.00	0.00%
01.0.00000.0.00000.74400.5712.2300000	Direct Costs-Printing	\$1,960.00	\$0.00	\$1,960.00	\$466.50	\$466.50	\$1,493.50	\$0.00	\$1,493.50	76.20%
<b>Transaction Detail (Standard)</b>										
<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>				
1747	0	0	JE180175 REPROGRAPHICS CHARGEBACKS	amodin	Adjusting	\$433.50				
1748	0	0	AUGUST 2017							
			JE180197 REPROGRAPHICS CHARGEBACKS	amodin	Adjusting	\$33.00				
						Detail Total:	\$466.50			
01.0.00000.0.00000.74400.5719.2300000	Direct Costs-Mailing Services	\$2,000.00	\$0.00	\$2,000.00	\$75.63	\$141.27	\$1,858.73	\$0.00	\$1,858.73	92.94%

# Palmdale School District

## Personnel Commission 230

From Date: 10/1/2017

To Date: 10/31/2017

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
<b>Transaction Detail (Standard)</b>										
<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>	
1602	0	0	JE180172 POSTAGE CHARGEBACKS SEPTEMBER 2017	amodlin			Adjusting		\$25.23	
1724	0	0	JE180120 POSTAGE CHARGEBACKS AUGUST 2017	amodlin			Adjusting		\$50.40	
							Detail Total:		\$75.63	
01.0.00000.0.00000.74400.5810.2300000	Advertising - Legal		\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$471.50	\$9,528.50	\$192.46	\$9,336.04 93.36%
01.0.00000.0.00000.74400.5822.2300000	Legal Expenses		\$46,273.00	\$0.00	\$46,273.00	\$2,666.00	\$8,939.00	\$37,334.00	\$37,334.00	\$0.00 0.00%
<b>Transaction Detail (Standard)</b>										
<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>	
544191	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST			Accounts Payable		\$2,666.00	
							Detail Total:		\$2,666.00	
01.0.00000.0.00000.74400.5828.2300000	Software Support		\$27,375.00	\$0.00	\$27,375.00	\$0.00	\$25,270.00	\$2,105.00	\$0.00	\$2,105.00 7.69%
01.0.00000.0.00000.74400.5830.2300000	Consultants		\$6,400.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00 100.00%
01.0.00000.0.00000.74400.5890.2300000	Other Operation Services		\$1,350.00	\$0.00	\$1,350.00	\$50.00	\$100.00	\$1,250.00	\$1,250.00	\$0.00 0.00%
<b>Transaction Detail (Standard)</b>										
<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>	
5092	82271	182057	AP POSTING	SHREDS UNLIMITED			Accounts Payable		\$50.00	
							Detail Total:		\$50.00	
<b>Function: Personnel Commission - 74400</b>										
			\$747,413.00	\$0.00	\$747,413.00	\$53,045.80	\$184,944.48	\$562,468.52	\$43,141.45	\$519,327.07 69.48 %
<b>Grand Total:</b>			\$749,515.00	\$0.00	\$749,515.00	\$54,449.25	\$186,389.14	\$563,125.86	\$43,190.73	\$519,935.13 69.37%

End of Report

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE November 8, 2017        REPORT

TO: Personnel Commission   X   ACTION

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: RATIFICATION OF EXPENSE OVER \$500:  
EMS JOBSPLUS ANNUAL SERVICE AGREEMENT AND SOFTWARE LICENSE

**BACKGROUND**

The attached expense is over \$500. The Education Management Solutions (EMS) JOBSPLUS Software was utilized as part of the Classification/Compensation Study to create job function statements and determine internal equity.

**STATUS**

The JOBSPLUS software was installed on PC Computers. The expense was previously approved in the Personnel Commission annual budget for 2017-2018. The invoice for the annual service agreement and software license is attached.

**RECOMMENDATION**

It is recommended that the Personnel Commission ratify the expense over \$500 to continue the annual service agreement and software license for JOBSPLUS.

Educational Management Solutions  
PO Box 1290  
Murphys, CA 95247  
(209)728-2100

## Invoice

Date	Invoice #
09/01/2017	2017-1111
Terms	Due Date
Due on receipt	09/01/2017

Bill To

Palmdale School District  
37230 37th Street East  
Palmdale, CA 93550  
Attn: Vicki Galli, Dir HR

Amount Due	Enclosed
\$795.00	

Please detach top portion and return with your payment.

Description	Amount
• JOBSPLUS - Annual Service Agreement and Software License 2017-2018.	795.00

Software updates and JobsPlus new releases included.  
Also includes web and phone-based assistance.

Requests for assistance can be made via:

Client Support Website: [www.emsaccess.com](http://www.emsaccess.com)  
Email: [support@emsaccess.com](mailto:support@emsaccess.com)  
Phone: 855-840-2100

NEW RELEASE - Available September 2017

PLEASE REMIT TO  
Educational Management Solutions  
PO Box 1290  
Murphys, CA 95247

Total	\$795.00
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**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: November 8, 2017        **REPORT**

TO: Personnel Commission   X   **ACTION**

FROM: Vicki Galli  
Director, Personnel Commission

RE: APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: TRANSLATOR

BACKGROUND

A primary function of the Personnel Commission is to recruit and select qualified candidates for employment with the District based on the merit system. Through the selection process, candidates are tested and ranked on the basis of their overall knowledge, skills, and abilities.

STATUS

Recruitment efforts for the classification of Translator are challenging. This is a position that is difficult to fill because of the minimum qualifications as well as the written translation scored by subject matter experts in the District.

Due to a need to support the educational needs of the District, it is requested that the eligibility list be approved when qualified candidates are identified. The Personnel Commission is being asked to consider the Translator eligibility list with only two ranks.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Translator with only two ranks.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
November 8, 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
Translator	09/01/17	09/22/17	09/27/17	10/17/17	68	19	2	2	2	2	10/17/17	10/16/18	No	2

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

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



Vicki Galli  
Director, Personnel Commission



Date