



Personnel Commission
AGENDA OF RESCHEDULED REGULAR MEETING
Wednesday, December 06, 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
Mrs. Deneese Thompson, Vice Chairperson
Mr. Don Wilson, Commissioner
Mrs. Vicki Galli, Director, Personnel Commission

- | | |
|---|----------------------|
| I. PRELIMINARY BUSINESS | <u>ACTION</u> |
| A. Approval of Meeting Minutes – November 08, 2017 | 37-17/18 |
| II. ORGANIZATIONAL PROCEDURE | <u>ACTION</u> |
| A. Consider Nominations for Personnel Commission Chairperson | Mrs. Galli |
| B. Approval of Nomination for Personnel Commission Chairperson | 38-17/18 |
| C. Consider Nominations for Personnel Commission Vice-Chairperson | Mrs. Galli |
| D. Approval of Nomination for Personnel Commission Vice-Chairperson | 39-17/18 |
| III. PUBLIC COMMENTS | |
| A. Comments Concerning Items on the Agenda | |
| B. Comments from Members of the General Public Regarding Non-Agenda Items | |

IV. 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.

- | | |
|--------------------------------------|----------------------|
| | <u>ACTION</u> |
| A. Approval of Consent Agenda | 40-17/18 |
| 1. Ratification of Eligibility Lists | |
| 2. Extension of Eligibility Lists | |
| 3. Ratification of Transfers | |

V. UNFINISHED BUSINESS

- | | |
|--|----------------------|
| VI. NEW BUSINESS | <u>ACTION</u> |
| A. Monthly Expenses Review | |
| B. Appointment to the Personnel Commission: District Nominee | 41-17/18 |
| C. Approval of New Casual Job Description: Math Tutor | 42-17/18 |
| D. Approval of Revised Job Description: Risk Management Specialist | 43-17/18 |

VII. INFORMATION/REPORTS

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

VIII. 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. 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

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: January 10, 2018 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Personnel Commission office at 661 285 2902. Notification 48 hours prior to the meeting will enable 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 November 08, 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 Mr. Wilson.
MEMBERS PRESENT	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice Chairperson Mr. Don Wilson A quorum was present.
STAFF PRESENT	Mrs. Vicki Galli, Director, Personnel Commission Mrs. Stacey Elliott, Personnel Analyst Ms. Mary Theus, Personnel Analyst Mrs. Susan McCormick, Administrative Secretary
PRELIMINARY BUSINESS	Mrs. Thompson moved to approve the minutes of the October 11, 2017 meeting. Mr. Wilson seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion was approved unanimously.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON-AGENDA ITEMS	Ms. Claudia Mejuto, Executive Assistant Non-Confidential, addressed the Commission on behalf of herself, Ms. Danielle Handrich, and Ms. Jamie Mosley, also Executive Assistants Non-Confidential. Ms. Mejuto presented to the Commissioners an overview of current salary range disparities that have evolved among the Executive Assistant, Personnel Analyst, Credential Analyst, and Senior Payroll Clerk classifications, which at one time were all in the same salary range under the Leadership/Management/Confidential Salary Schedule. Ms. Mejuto stated her belief that from an internal equity standpoint, the Credential Analyst, Executive Assistant Confidential, Executive Assistant Non-Confidential, Personnel Analyst, and Senior Payroll Clerk classifications' salaries should be aligned and should also increase at an equal rate in the future.
CONSENT AGENDA	Mrs. Duren moved to separate the Extension of Eligibility Lists from the Consent Agenda for separate consideration. Mr. Wilson seconded the motion and discussion was called for. Hearing none, Mrs. Duren called the vote and the motion was passed unanimously.

Mr. Wilson moved to approve the remaining items #1, #3, and #4 of the Consent Agenda as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, Mrs. Duren called for the vote and the motion passed unanimously.

Mrs. Duren moved to approve the Extension of Eligibility Lists. Mrs. Thompson seconded the motion. After brief discussion concerning types of candidates as well as the length and viability of existing lists, the motion was passed unanimously with the stipulation that the Warehouse Worker/Deliver Driver II classification would be posted for a fresh list and have no further extensions.

UNFINISHED BUSINESS

Approval of 2016-17 Personnel Commission Annual Report:

Mrs. Thompson moved to approve the 2016-17 Personnel Commission Annual Report. Mr. Wilson seconded the motion and discussion was called for. Mrs. Duren thanked Mrs. Galli for the research and updates that had been completed. Mrs. Galli clarified that the Annual Report will go to the Board of Trustees for approval. The motion to approve was passed unanimously.

NEW BUSINESS

Monthly Expenses Review

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

Ratification of Expense Over \$500: EMS JOBSPLUS Annual Service Agreement and Software License:

Mrs. Thompson moved to ratify the Expense Over \$500. Mr. Wilson seconded the motion and discussion was called for. It was noted that this software, approved in this year's Annual Budget, is useful for implementing the EMS Classification/Compensation Study components. Mrs. Galli explained that the invoice was mis-directed in the U.S. Mail and arrived very late. The motion for ratification was passed unanimously.

INFORMATION/REPORTS

Classified Update

Mrs. Galli distributed the Classified Update.

Director, Personnel Commissioner

Mrs. Galli presented an overview of training and conferences that the PC staff have attended. An update on the status of the NEOGOV Onboarding implementation was provided.

Comments from the Commissioners

Mr. Wilson commented that his head is spinning with all the new information he is absorbing. He would like to spend more time in the office learning the processes.

Mrs. Thompson noted that she is impressed with the Onboarding progress and is all for lightening the load on the Analysts.

Mrs. Duren stated that she is excited about the progress.

CLOSED SESSION

Recessed to closed session at 6:28 P.M.

REPORT OUT OF CLOSED SESSION

Reconvened to open session at 8:50 P.M. With no action taken, there was no report.

NEXT MEETING

The next regular meeting of the Personnel Commission is re-scheduled for December 06, 2017 at 5:30 P.M. in Room 125 at Site 18.

ADJOURNMENT

Meeting was adjourned at 8:51 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vicki Galli". The signature is fluid and cursive, with the first name "Vicki" and last name "Galli" clearly distinguishable.

Vicki Galli
Director, Personnel Commission



Palmdale School District

Launching a lifetime of learning

Personnel Commission

37230 37th Street East
Palmdale, CA 93550
661.285.2902
661.285.2137 Fax

www.palmdalesd.org

*Kathleen Duren, Commissioner
Deneese Thompson, Commissioner
Don Wilson, Commissioner
Vicki Galli, Director*

Classified Update for November 8, 2017

1. Testing Status:

Administrative Secretary	Performance/written exam 12/06/17
Assistant Director of Child Nutrition	QAI 11/06/17
Attendance Clerk – Promotional Only	Performance/written exam 12/12/17
Bilingual Administrative Secretary	Performance/written exam 12/06/17
Bilingual Attendance Clerk	Performance/written exam 12/12/17
Bilingual ECE Teacher Assistant	QAI 11/01/17
Child Nutrition Assistant I	Written exam 11/30/17
Custodian II – Promotional Only	Written exam 11/07/17, QAI 11/14/17
ECE Teacher Assistant	QAI 11/01/17
Fingerprint Technician – Promotional Only	Written exam 11/08/17
Grounds/Utility Maintenance Worker II	Written exam 11/09/17
Instructional Assistant	Written exam 12/05/17
Translator	Performance/written exam 12/01/17

2. Postings:

Administrative Secretary	Closes 11/21/17
Attendance Clerk – Promotional Only	Closes 11/22/17
Bilingual Administrative Secretary	Closes 11/14/17
Bilingual Attendance Clerk	Closes 11/22/17

The mission of the Palmdale School District is to implement our vision with actions and services targeted to students, parents, and staff so our students can live their lives to their full potential.

Bilingual ECE Teacher Assistant	Continuous
Child Nutrition Assistant I	Closes 11/14/17
ECE Teacher Assistant	Continuous
Instructional Assistant	Closes 11/22/17
Network Technician	Closes 11/30/17
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Translator	Closes 11/14/17

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE December 06, 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
December 6, 2017**

CLASSIFIED RECRUITMENT SUMMARY REPORT

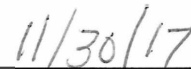
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged *Yes/No	Total # of Ranks
Assistant Director Child Nutrition	02/14/17	03/14/17	10/16/17	11/06/17	7	7	7	NA	7	7	11/06/17	11/05/18	No	7
Custodian II	10/10/17	10/30/17	11/07/17	11/14/17	17	15	14	NA	14	14	11/27/17	11/26/18	No	11

*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 December 06, 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-Confidential	06/15/16	12/14/17	06/14/18

RECOMMENDATION

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

VG:smc
40-17/18

PERSONNEL COMMISSION

DATE December 06, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: RATIFICATION OF TRANSFER(S)

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.

It is recommended that the Personnel Commission ratify the transfer(s) included as "Change of Status" from the Board Agenda.

Transfers and Reassignments

- a. Aguirre, Nancy Effective 10/16/17, Child Nutrition Assistant I, 3 hours/182 Days, from (SH) to (SAGE), Replacement for Jeanine Anderson, Voluntary Transfer
- b. Ajungo, Paula
Montalban, Flor Paraeducator Moderate-Severe (PDC), from 5.75 hours/182 days to 7 hours/182 days, Increase in Hours by Seniority Growth
- c. Avila, Sonia Effective 11/07/17, from Special Education Instructional Assistant I (PLP) to Bilingual Instructional Assistant (CA) 5.75 hours/182 days, Replacement for Maritza Flores-Parra Promotion
- d. Belcher, Lori Effective 10/26/17, from Custodian II (SH) to Grounds/Utility Maintenance Worker II (M&O), Replacement for Gilbert Borquez
- e. Benitez, Alma Effective 10/11/17, from Accounting Clerk I (HR) to Accounting Clerk II (Fiscal Services), Replacement for Julia Maldonado, Promotion
- f. Breen, Michael
Kochie, Paul
LaMotte, Scott
Vahl, John Effective 10/12/17, from Technology Technician to IT Technician, Reclassification, Growth
- g. Buffalo, Brent Effective 10/12/17, from Technology Technician to Network Technician, Reclassification, Growth
- h. Caamal, Gabriela Effective 11/03/17, Paraeducator Moderate-Severe (PDC) from 5.75 hours/182 days to 7 hours/182 days, Replacement for Christine Tisbert, Increase by Seniority
- i. De La Torre, Amber Effective 09/27/17, Instructional Assistant I, 5.75 hours/182 days, from (TW) to (DC), Replacement for Seventhy Peace Sadorra, Voluntary Transfer
- j. Espinoza, Cynthia Effective 08/09/17, Special Education Instructional Assistant I, 6.5 hours/182 days, from (TW) to (SAGE), Reassignment Due to Classroom Relocation, Growth
- k. Giron-Huddleson, Iveth Effective 11/07/17, from Instructional Assistant (BV) to Bilingual Instructional Assistant (LA), 5.75 hours/182 days Replacement for Graciela Montes, Promotion
- l. Heredia, Kimberly Effective 10/19/17, from Instructional Assistant I (MZ), to to Special Education Instructional Assistant I (PDC), 5.75 hours/182 days, Replacement for Aurora Vasquez, Promotion

Transfers and Reassignments

- m. Isaac, Mariah Effective 10/05/17, from Instructional Assistant I (PT), 6.5 hours/182 days to Special Education Instructional Assistant I (DR), 5.75 hours/182 days, Replacement for Melanie Sova Promotion
- n. Kuo, Po-Yuan Effective 09/11/17, Technology Support Liaison, 8 hours/ 225 days, from (SH) to (JH)
- o. Lynch, Marshay Effective 10/19/17, Instructional Assistant I, 5.75 hours/182 days (GP) to 6.5 hours/182 days (BV/PT split), Increase in Hours by Seniority, Growth
- p. Rivera, Bryant Effective 10/18/17, Instructional Assistant I, from (GP) 5.75 hours/182 days to (PLP/SW) 6.5 hours/182 days Replacement for Carey Smith, Increase in Hours by Seniority
- q. Rodio, Nikki Effective 08/09/17, Special Education Instructional Assistant I, from (TW) to (SAGE), Reassignment Due to Elimination of Position, Growth
- r. Rodriguez, Jose Effective 10/30/17, from Custodian I (QV) to Custodian II (SW), Replacement for Martha Carillo
- s. Sanchez Armour, Guadalupe Effective 10/05/17, Paraeducator/LVN, 6.5 hours/182 days from (QV) to (Health Services), Reassignment Due to Elimination of Position, Growth
- t. Sealie, Dvore Effective 10/13/17, from Crossing Guard, 2 hours/182 days to Administrative Clerk I (CM), 5.75 hours/10 months Replacement for Lydia Kurtik, Promotion
- u. Smith, Angelica Effective 10/18/17, Instructional Assistant I, from (GP) 5.75 hours/182 days to (BS/CM) 6.5 hours/182 days Replacement for Tammy Hausey, Increase in Hours by Seniority
- v. Warmington, Brigitte Effective 11/06/17, Paraeducator Moderate-Severe (BV) from 5.75 hours/182 days to 6.5 hours/182 days, Increase in Hours by Seniority, Growth
- w. Wright-Roberts, Marchella Effective 10/23/17, Special Education Instructional Assistant I, from 5.75 hours/182 days (GC) to 6.5 hours/182 days (PT) Increase in Hours by Seniority, Growth

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: December 06, 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: 11/1/2017

To Date: 11/30/2017

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	\$11,450.00	\$0.00	\$11,450.00	\$1,653.91	\$2,602.50	\$8,847.50	\$1,085.55	\$7,761.95	67.79%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
CM115476	82894	182596	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	(\$17.51)
OCT2017	5	320	AP POSTING	STATER BROTHERS MARKETS	Accounts Payable	\$171.02
PINV0346019	82894	182596	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$1,235.43
PINV0346025	82894	182596	AP POSTING	SOUTHWEST SCHOOL & OFFICE	Accounts Payable	\$264.97
Detail Total:						\$1,653.91

01.0.00000.0.00000.74400.4380. 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	\$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. 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	\$0.00	\$4,216.12	\$2,283.88	\$0.00	\$2,283.88	35.14%
01.0.00000.0.00000.74400.5210. 23000000	Mileage	\$2,000.00	\$0.00	\$2,000.00	\$97.85	\$387.73	\$1,612.27	\$0.00	\$1,612.27	80.61%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
OCT2017MILG	0	0	AP POSTING	GALLI, VICKI SUE	Accounts Payable	\$97.85
Detail Total:						\$97.85

01.0.00000.0.00000.74400.5220. 23000000	Conferences/Mileage	\$18,000.00	\$0.00	\$18,000.00	\$271.16	\$2,508.32	\$15,491.68	\$0.00	\$15,491.68	86.06%
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Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
CF18074ML	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$48.05
CF18074OEML	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$76.98
CF18074OEML2	11263	17028	AP POSTING	CONFERENCES	Accounts Payable	\$56.46
CF18125MIML	11331	17094	AP POSTING	CONFERENCES	Accounts Payable	\$89.67
Detail Total:						\$271.16

01.0.00000.0.00000.74400.5310. 23000000	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. 23000000	Direct Costs-Printing	\$1,960.00	\$0.00	\$1,960.00	\$0.00	\$466.50	\$1,493.50	\$0.00	\$1,493.50	76.20%

Palmdale School District

Personnel Commission 230

From Date: 11/1/2017

To Date: 11/30/2017

Fiscal Year: 2017-2018

Account Number	Description	Budget	Adjustments	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
01.0.00000.0.00000.74400.5719. 2300000	Direct Costs-Mailing Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$141.27	\$1,858.73	\$0.00	\$1,858.73	92.94%
01.0.00000.0.00000.74400.5810. 2300000	Advertising - Legal	\$10,000.00	\$0.00	\$10,000.00	\$263.00	\$734.50	\$9,265.50	\$388.45	\$8,877.05	88.77%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount					
171107PD	83375	183090	AP POSTING	SCHOOL NEWS ROLL CALL, LLC	Accounts Payable	\$263.00					
					Detail Total:	\$263.00					
01.0.00000.0.00000.74400.5822.2300000	Legal Expenses		\$46,273.00	\$0.00	\$46,273.00	\$1,482.00	\$10,421.00	\$35,852.00	\$35,852.00	\$0.00	0.00%

Transaction Detail (Standard)

Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
548811	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$45.00
548812	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$93.00
548813	82548	182315	AP POSTING	FAGEN FRIEDMAN & FULFROST	Accounts Payable	\$1,344.00
					Detail Total:	\$1,482.00

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	\$795.00	\$1,310.00	4.79%
01.0.00000.0.00000.74400.5830. 2300000	Consultants	\$6,400.00	\$0.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00	\$0.00	\$6,400.00	100.00%
01.0.00000.0.00000.74400.5890. 2300000	Other Operation Services	\$1,350.00	\$0.00	\$1,350.00	\$0.00	\$150.00	\$1,200.00	\$1,200.00	\$0.00	0.00%

Function: Personnel Commission - 74400

		\$747,413.00	\$0.00	\$747,413.00	\$52,167.30	\$237,439.73	\$509,973.27	\$39,321.00	\$470,652.27	62.97 %
Grand Total:		\$749,515.00	\$0.00	\$749,515.00	\$52,176.81	\$238,893.90	\$510,621.10	\$39,360.77	\$471,260.33	62.88%

End of Report

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE December 6, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki Galli
Director, Personnel Commission

RE: APPOINTMENT OF PERSONNEL COMMISSIONER:
District Appointee

BACKGROUND

Ms. Rosa Fuller, the District's appointee to the Personnel Commission, moved to a residence outside the Palmdale School District boundaries. Mr. Don Wilson was appointed as the Interim Personnel Commissioner. At the Board of Trustees meeting on November 28, 2017, Mr. Don Wilson was nominated as the District's representative on the Personnel Commission for the three-year term.

STATUS

Mr. Don Wilson is presented as the District's appointee on the Personnel Commission.

RECOMMENDATION

It is recommended that the Personnel Commissioners appoint Mr. Don Wilson as the District's appointee for the three-year term.

PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM

DATE December 06, 2017 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Vicki Galli
Director, Personnel Commission

RE: APPROVAL OF NEW CLASSIFICATION (Casual): MATH TUTOR

BACKGROUND

The District has requested a new job description for the casual classification of Math Tutor. The new classification is necessary to meet the requirements as part of the Middle Schools Grant.

STATUS

The proposed casual job description of Math Tutor is similar to an AVID Tutor specifically focusing on the subject of math.

RECOMMENDATION

It is recommended that the new casual job description be approved as presented. The proposed salary for the casual classification is \$11.00 per hour.

MATH TUTOR

Bargaining Unit: Not Eligible
SALARY \$11.00 Hourly

DEFINITION:

This temporary, part-time position supports student achievement by providing math tutors to work intermediate grade-level students and serve as excellent role models of motivated, organized, successful college students who believe that students can and will succeed. They must be enrolled in college or university and should represent balanced academic backgrounds. This position works in a supportive manner with students in the Math program and are able to understand the delicate position they occupy. The math tutors are advocates of students, yet ultimately they are responsible to the teacher. They must be willing to meet regularly to discuss student progress and to confer with the teacher about future plans.

Typical position work two or three days per week, with varied hours. Rate of pay is \$11.00 per hour. Per Education Code 45256, this position is not entitled to fringe benefits or holiday pay.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Site Administrator, and/or designee.

EXAMPLE OF DUTIES:

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

1. Tutor students in small study groups, assisting them in all math subjects based on class notes and lectures.
2. Evaluate student organization, including calendars, class and text notes, book notes, etc.
3. Become familiar with Big Ideas Math, IXL Math, Khan Academy.
4. Become familiar with the textbooks and materials used by math students.
5. Conduct brainstorming and clustering sessions.
6. Contact teachers regarding course outlines and assignment schedules as directed by the math teacher/coordinator.
7. Communicate frequently and honestly with the math teacher regarding student progress and areas of concern.
8. Attend tutoring training.

QUALIFICATIONS:

High school diploma or equivalent plus current enrollment in accredited college/university. Candidates must have 48 completed college semester units, or pass an assessment examination administered by the District.

EXPERIENCE AND EDUCATION:

A copy of the High School Diploma or equivalent AND college transcripts must be attached to the employment application. Failure to include these documents may result in disqualification.

AGENDA ITEM

RE: APPROVAL OF REVISED JOB DESCRIPTION:
RISK MANAGEMENT SPECIALIST

BACKGROUND

The District has requested changes in the reporting relationship for the classification of Risk Management Specialist.

STATUS

The Risk Management Specialist job description has been revised primarily to update the reporting relationship. The proposed job description is attached. The salary range will remain the same (range 38) on the Classified Salary Schedule.

RECOMMENDATION

It is recommended that the revised classified Risk Management Specialist job description be approved as presented.

Risk Management Specialist

SALARY RANGE

\$24.37 - \$29.63 Hourly

DEFINITION:

Under direction of ~~the Chief Business Official~~ **Human Resources**, or designee, to perform a variety of responsible specialized duties in the area of risk management, mandated costs programs, Workmans Compensation claims, property liability and other related areas; provide inservice training to administrators and supervisors concerning risk management and Workers' Compensation matters.

EXAMPLE OF DUTIES:

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

1. Provides inservices to certificated and classified administrators/supervisors on Workmans Compensation related activities.
2. Provides inservice to school secretaries and appropriate office staff members on the preparation of paperwork.
3. Perform a variety of responsible specialized duties related to risk management, mandated costs programs, Worker' Compensation and property liability; assure compliance with applicable laws, codes, rules and regulations.
4. Receive, process and forward Workers' Compensation claims; confer with claims examiners, attorneys, investigators and physicians concerning claims; read and review physician reports; prepare related paperwork for submission to claims administrator; maintain confidentiality of sensitive information.
5. Establish and maintain a variety of confidential files, logs, reports and records related to assigned activities.
6. Implement and monitor employee safety programs through regular employee safety meetings and training sessions; provide training and assistance to staff concerning the proper preparation of required paperwork.
7. Receive, evaluate and maintain files of school incident reports; follow up on incidents involving injury and/or property damage by contacting school staff, witnesses, students and parents; confer with the Safety Coordinator and Safety Inspector as necessary.
8. Receive court actions against the District for liability; assist in the review of liability claims; prepare and present related Board of Education agenda items, as necessary.
9. Coordinate mandated costs program with District staff; provide training and answer related questions; review claims before forwarding to the Superintendent for final signature; maintain records of amounts claimed and received; maintain log sheets.
10. Communicate with other departments, administrators and outside agencies to exchange information, resolve issues and conflicts and coordinate activities.

11. Serve as liaison between the District and third-party administrators and other contracted risk management agencies regarding property and liability, personal injury of student, volunteers and contractors.
12. Maintain and submit OSHA 100 log.
13. Attend a variety of meetings, hearings, conferences and seminars; participate on assigned committees; maintain current knowledge of laws, rules and regulations related to assigned areas.
14. Review and verify responses to special interrogatories on liability claims.
15. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Workmans Compensation and related federal, state and local rules and regulations.
2. Policies and procedures as related to risk management.
3. Mandated cost rules and regulations.
4. Rules and regulations related to property and liability.
5. Claims adjusting practices.
6. Medical reporting vocabulary and procedures.
7. Operation of a computer terminal.
8. Interpersonal skills including tact, patience and courtesy.
9. Record-keeping and filing techniques.
10. Oral and written communication skills.
11. Public speaking techniques.

Ability to:

1. Perform a variety of responsible specialized duties related to risk management, mandated costs programs, Workers Compensation and property liability.
2. Read, interpret, apply and explain applicable laws, codes, rules and regulations.
3. Receive, process and forward Workers' Compensation claims.
4. Present information to large groups of employees and/or community members.
5. Maintain confidentiality of sensitive information;
6. Prepare and maintain records, reports, logs, forms and files.
7. Plan and organize work;
8. Meet schedules and timelines.
9. Communicate effectively both orally and in writing.
10. Operate a computer and other office equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Work independently with little direction.
13. Complete work with many interruptions.
14. Work with a diverse group of individuals.
15. Handle situations with tact, diplomacy, and discretion.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would to obtain the knowledge and abilities would be:

Education and Experience

A bachelor's degree in business administration or equivalent, or four (4) years experience in Workmans Compensation administration, property/liability, and mandated costs.

Any equivalent certification of education and/or experience from which comparable knowledge, skills, and abilities have been achieved as approved by the Personnel Department.

LICENSE AND CERTIFICATIONS:

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:**Working Conditions:**

Work includes indoor environment, subject to lifting, pushing, pulling, bending, reaching, climbing and standing/sitting for long periods, prolonged periods of VDT use, and prolonged periods of keyboard use. Constant interruptions.