



Personnel Commission  
AGENDA OF SCHEDULED MEETING  
Wednesday, February 10, 2016 - 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. Ned Beadel, Commissioner  
Mrs. Vicki Galli, Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

**ACTION**

- |   |          |
|---|----------|
| A. Approval of Regular Meeting Minutes – January 13, 2016 | 48-15/16 |
| B. Approval of Special Meeting Minutes – February 3, 2016 | 49-15/16 |

**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 item's 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)  | 50-15/16 |
| B. Extension of Eligibility List(s)     | 51-15/16 |
| C. Nullification of Eligibility List(s) | 52-15/16 |
| D. Ratification of Transfers            | 53-15/16 |

**IV. NEW BUSINESS**

None

**V. OLD BUSINESS**

None

**VI. INFORMATION/REPORTS**

Classified Update  
Information from the Director, Personnel Commission  
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.

**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.

**IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: March 9, 2016 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 January 13, 2016 Scheduled Meeting**

<b>CALL TO ORDER</b>	The meeting was called to order by the Chairperson, Mrs. Kathe Duren at 5:30 P.M., followed by the Pledge of Allegiance led by Mrs. Thompson.
<b>MEMBERS PRESENT</b>	Mrs. Kathleen Duren, Chairperson Mrs. Deneese Thompson, Vice-Chairperson
<b>MEMBERS ABSENT</b>	Mr. Ned Beadel, Commissioner
<b>STAFF PRESENT</b>	Mrs. Vicki Galli, Director, Personnel Commission Ms. Helena de Vos, Administrative Secretary
<b>PRELIMINARY BUSINESS</b>	<b>Meeting Minutes</b> Mrs. Thompson motioned to approved the minutes of the regularly scheduled meeting of December 9, 2015. Mrs. Duren seconded the motion. Hearing no discussion, vote was called for. Approved unanimously.
<b>PUBLIC COMMENTS CONCERNING AGENDA ITEMS</b>	None
<b>PUBLIC COMMENTS CONCERNING NON AGENDA ITEMS</b>	Ms. Valorie Smith-Harris, applicant, stated that she applied for positions with the District. She received correspondence indicating the applications were received, but waited for communication regarding the next step in the process. Ms. Smith-Harris contacted the Personnel Commission Office via phone calls and e-mails regarding this matter. She felt that her inquiries remain unanswered.  Ms. Astrid Cante, President of CSEA Chapter 296, conveyed classified employees' concerns regarding the posting period being shortened once limited applications were received. Ms. Cante communicated displeasure with this procedure, as the limit is established by the number of applications received and not qualified individuals.
<b>CONSENT AGENDA</b>	Mrs. Thompson motioned to approve the Consent Agenda. Mrs. Duren seconded the motion. Hearing no discussion, vote was called for. Unanimously approved.
<b>NEW BUSINESS</b>	<b>Approval of Eligibility List With Less Than Three Ranks Paraeducator-Certified Interpreter (DHH)</b> Mrs. Thompson motioned to approve list as presented. Mrs. Duren seconded the motion and discussion was called for.

Mrs. Duren requested confirmation of a continuous posting and inquired about positions available.

Mrs. Thompson requested confirmation that this is a difficult job to fill, and that Antelope Valley College is contacted as a recruitment source.

Hearing no further discussion, vote was called for. Approved unanimously.

**OLD BUSINESS**

None

**INFORMATION/REPORTS**

**Classified Update**

Mrs. Galli distributed the Classified Update. Copy is attached as part of the official minutes.

**Information from the Director, Personnel Commission**

Mrs. Galli gave a PowerPoint presentation on:

- Eligibility Lists
- Update on the Classified Compensation Study with Educational Management Solutions.
- NEOGOV presentation available upon request.

Mrs. Duren commented:

- Requested flow chart from Educational Management Solutions.
- Any further information provided to Steering Committee regarding Classified Compensation Study.
- Consider posting PowerPoint presentations on the PC web page.

**Comments from Commissioners**

Mrs. Thompson expressed appreciation for the presentation.

Mrs. Duren communicated that she had an out of area family matter and she will be catching up on e-mail communication.

**CLOSED SESSION**

None

**REPORT OUT**

None


**NEXT MEETING**

The next regularly scheduled meeting for the Personnel Commission is February 10, 2016 at 5:30 P.M., Site 18, Room 125.

**ADJOURNMENT**

Mrs. Thompson motioned to adjourn the meeting. Mrs. Duren seconded the motion. Meeting adjourned at 6:12 P.M.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Vicki Galli". The signature is written in a cursive, flowing style.

Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Ned Beadel, Commissioner

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

## **Classified Update for January 13, 2016**

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

Accounting Clerk I	QAIs to be scheduled
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual Typist Clerk	QAIs scheduled 01/22/16
Director I – Transportation	Supplemental questions to be rated, QAIs to be scheduled
District Receptionist-Bilingual Preferred	Performance/written examination to be scheduled
Family Health Provider	Examination to be scheduled
Library Aide	Performance/written examinations to be scheduled
Maintenance Worker II	Screening applications
Technology Support Liaison	Examinations scheduled 01/21/16
Translator	QAIs to be scheduled

### **2. Postings:**

Bilingual Administrative Clerk II	Closes 01/27/16
Bilingual ECE Teacher Assistant	Closes 02/02/16
Custodian I	Closes 01/20/16
ECE Teacher Assistant	Closes 02/02/16
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of the February 3, 2016 Special Joint Meeting  
of the Personnel Commission  
and CSEA E-Board**

**CALL TO ORDER**

The meeting was called to order by the Chairperson, Mrs. Kathleen Duren, at 5:30 P.M. and adjourned at 5:33 P.M. to address public attendance and room capacity.

The meeting re-opened and was called to order by the Chairperson, Mrs. Kathleen Duren, at 5:38 P.M. followed by the Pledge of Allegiance led by Mr. Ned Beadel.

**MEMBERS PRESENT**

Mrs. Kathleen Duren, Chairperson  
Mrs. Deneese Thompson, Vice-Chairperson  
Mr. Ned Beadel, Commissioner

**STAFF PRESENT**

Mrs. Vicki Galli, Director, Personnel Commission  
Ms. Mary Theus, Personnel Analyst

**PUBLIC COMMENTS  
AGENDA ITEMS**

None.

**INFORMATION / REPORTS**

**Information from Director, Personnel Commission**

After brief discussion regarding the room capacity, it was determined that two presentations will be provided by Educational Management Solutions (EMS) to allow all attendees to participate.

**Presentation – Classification/Total Compensation Study**

Providing the joint presentation on the Classification/Total Compensation Study for classified employees was Mr. Randy Lamer, Project Manager from EMS. Ms. Kris Dovalina, EMS Job Analyst, was also present. Over the course of the presentation, an overview of the project and its components were discussed. Mr. Lamer expanded on the design and goal of the study, job analysis and data collection, validation processes, position descriptions, market analysis, and compensation. He reported that CSEA will present a list of districts/organizations within one week to commence the competitive market survey.

Mr. Beadel inquired about final compensation recommendations presented to the District that is negotiable by CSEA. Mr. Lamer confirmed and stated that EMS does not recommend pay cuts.

At the conclusion of the presentation, Mr. Lamer responded to questions/concerns presented from the public, Commissioners, and members of the CSEA E-Board. After hearing concerns regarding employee participation and the supervisory validation, Mr. Lamer conveyed that draft job descriptions will be presented to all classified employees soon for review and input.

**ADJOURNMENT**

Mr. Beadel moved to adjourn the first meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 6:24 p.m.

**RECONVENED**

The repeat meeting for the Classification/Total Compensation Study presentation was called to order by the Chairperson, Mrs. Kathleen Duren, at 6:30 P.M.

Mr. Randy Lamer, Project Manager from EMS, gave a second presentation on the Classification/Total Compensation Study for attendees, and responded to questions/concerns presented.

**Comments from the Commissioners**

Mrs. Thompson commented that she found the presentation to be very interesting and a positive step in the right direction. As a former employee, she feels it is important to share information with the classified employees as the study progresses.

Mrs. Duren encouraged classified employees to participate when the draft descriptions are routed. She expressed gratitude to Mr. Lamer and Ms. Dovalina from EMS for their attendance and multiple presentations.

**Comments from CSEA**

Ms. Astrid Cante, CSEA President, Chapter 296, stated that she will discuss an arrangement with the District to allocate time for unit members to assemble by classification groups to work together to review the draft job descriptions. She also expressed that this project should be a joint effort.

Ms. Astrid Cante and Ms. Ana Lyon, E-Board member, thanked the Commission for scheduling a joint meeting, and classified employees for attending.

**NEXT MEETING**

The next meeting for the Personnel Commission is scheduled for February 10, 2016 at 5:30 P.M., Site 18, Room 125.

**ADJOURNMENT**

Mr. Beadel moved to adjourn the second meeting. Mrs. Duren seconded the motion. Meeting adjourned at 7:11 P.M.

Respectfully submitted,



Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Kathleen Duren, Chairperson

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Deneese Thompson, Vice-Chairperson

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Ned Beadel, Commissioner

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: February 10, 2016        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  
February 10, 2016**

**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
Accounting Clerk I	11/19/15	12/09/15	01/06/16, 01/07/16, 01/08/16	01/26/16	333	107	27	33	27	27	01/27/16	01/26/17	No	10
Bilingual Typist Clerk	09/28/15	10/16/15	12/09/15	01/22/16	220	150	15	15	14	14	01/25/16	01/24/17	No	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

*02/02/16*

Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: February 10, 2016 \_\_\_\_\_ 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 candidates.

Job Classification	Effective Date	Expiration Date	Date Extended
Personnel Administrative Clerk	03/02/15	03/01/16	09/01/16

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: February 10, 2016 ☐ REPORT

TO: Personnel Commission ☒ ACTION

FROM: Vicki S. Galli  
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications has/have expired or has/have less than three eligible candidates remaining.

Job Classification	Effective Date	Expiration Date
Custodian I	07/30/14	01/29/16
Executive Assistant-Confidential	01/16/15	01/15/16

RECOMMENDATION

It is recommended that the eligibility list(s) for the above-mentioned classification(s) be nullified.

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE February 10, 2016        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. Aparicio, Rocio Effective 11/09/15, from Special Education Instructional Assistant I (BV), 5.75 hours/182 days to Paraeducator Moderate-Severe, Promotion, Growth
- b. Apodaca, Lillian Effective 01/20/16, Bilingual Attendance Clerk from 5.75 hours/12 months to 8 hours/12 months (DR) Increase in Hours by Seniority, Growth  
  
Effective 12/07/15, Child Nutrition Cashier I, 3 hours/182 hours, Involuntary Transfer
- c. Arbuckle, Rebecca from (DGM) to (SW)  
Erceg, Susan from (SW) to (DGM)
- d. Bennett, Michelle Effective 01/19/16, Special Education Instructional Assistant I, from 5.75 hours/182 days (LA) to 6.5 hours/182 days (MQ), Increase in Hours by Seniority Replacement for Jaclyn Yochim
- e. Bishop, Deborah Effective 12/28/15, Executive Assistant - Non Confidential, from Educational Services to District Office, Voluntary Transfer, Growth
- f. Cante, Astrid Effective 11/11/15, from Attendance Clerk (ECE) to Administrative Secretary, Education Services Replacement for Narda Iris Gonzalez, Promotion
- g. Effective 01/04/16, Bilingual Typist Clerk, from 3.5 hours/10 months to 5.75 hours/10 months, Growth  
  
Chaparro, Ana  
Chavarria, Jacqueline  
Frisan, Mariana  
Gilmartin, Lupe  
Melgoza Carrillo, Claudia  
Molina, Dalit  
Perez Munguia, Eneidy  
Rico, Jessica  
Rivas, Zenida  
Rivera, Ruth  
Robles-Panduro, Anain

## Transfers and Reassignments

- |    |   |   |
|----|---|---|
| h. | Gomez, Dayana   | Effective 11/17/15, Instructional Assistant I, from 3.5 hours/182 days (CH) to 5.75 hours/182 days (BS)<br>Increase in Hours by Seniority, Growth   |
|    |   | Effective 12/01/15, Instructional Assistant I, from 5.75 hours/182 days (BS) to 3.5 hours/182 days (CH)<br>Voluntary Decrease in Hours  |
| i. |   | Effective 01/04/16, Administrative Clerk I, from 3.5 hours/10 months to 5.75 hours/10 months, Increase in Hours, Growth   |
|    | Greve-Escobar, Cathleen<br>Hissong-Hart, Beverly<br>Kurtik, Lydia<br>Russell, Carol |   |
| j. | Herrera, Ana  | Effective 11/02/15, Accounting/Data Processing Technician, from Fiscal Services to (SESS), Voluntary Transfer, Replacement for Tammy Jones, Growth  |
| k. | Hoxie, Susan  | Effective 11/30/15, Special Education Instructional Assistant I, 5.75 hours/182 days, from (MZ) to (YU) Voluntary Transfer, Growth  |
| l. | LaBelle, Robert   | Effective 11/30/15, Warehouse Worker/Delivery Driver II (CN), from 5 hours/10 months to 8 hours/10 months<br>Increase in Hours by Seniority, Growth                                       |
| m. | Perez Jr, Sergio  | Effective 11/13/15, from Special Education Instructional Assistant II (DGM), 5.75 hours/182 days to Paraeducator Moderate-Severe (PDC), Promotion Replacement for Hope Magee              |
| n. | Rivera, Joshua  | Effective 11/30/15, Campus Security Assistant, from 3.5 hours/182 days (YN) to 8 hours/182 days (OT)<br>Increase in Hours by Seniority, Replacement for Krista Martinez-Parker            |
| o. | Rollins, Jakedia-Genielle   | Effective 12/11/15, Special Education Instructional Assistant I, from 5.75 hours/182 days (JH) to 6.5 hours/182 days (DW), Increase in Hours by Seniority<br>Replacement for Morgan Stone |

## Transfers and Reassignments

- |                        |  |
|------------------------|--|
| p. Rosby, Charity      | Effective 01/04/16, Administrative Clerk I, from 3.5 hours/182 days to 5.75 hours/204 days (CH), Growth  |
| q. Smith, Micah        | Effective 12/02/15, Student Interventionist, from 3.5 hours/182 days (BV) to 5.75 hours/182 days, Increase in Hours by Seniority, Local Control Accountability Plan (LCAP), Growth |
| r. Velazquez, Ana      | Effective 11/24/15, Administrative Clerk II, from Welcome Enrollment Center to Education Services Voluntary Transfer, Growth   |
| s. Washington, Claudia | Effective 11/02/15, Bilingual Administrative Clerk II from Education Services to (SESS), Voluntary Transfer Growth   |