



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, April 13, 2016 - 5:30 P.M.
Site 18, Room 125
37230 – 37th Street East, Palmdale, CA 93550

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL: Mr. Ned Beadel, Commissioner
Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mrs. Vicki Galli, Director, Personnel Commission

I. PRELIMINARY BUSINESS

ACTION

A. Approval of Meeting Minutes – March 9, 2016

63-15/16

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 items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

ACTION

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

64-15/16

65-15/16

66-15/16

67-15/16

IV. NEW BUSINESS

- A. Public Hearing
 - 1. Proposed 2016 - 2017 Personnel Commission Annual Budget

ACTION

- B. Approval of 2016 – 2017 Personnel Commission Annual Budget

68-15/16

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: May 11, 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 March 9, 2016 Scheduled Meeting

CALL TO ORDER	The meeting was called to order by the Chairperson, Mrs. Kathleen Duren at 5:30 P.M., followed by the Pledge of Allegiance led by Mrs. Deneese Thompson.
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
PRELIMINARY BUSINESS	Meeting Minutes Mr. Beadel motioned to approve the minutes of the regularly scheduled meeting of February 10, 2016. Mrs. Thompson seconded the motion and discussion was called for. Hearing no discussion, vote was called for. Unanimously approved.
PUBLIC COMMENTS CONCERNING AGENDA ITEMS	None.
PUBLIC COMMENTS CONCERNING NON AGENDA ITEMS	Ms. Astrid Cante, President of CSEA Chapter 296, spoke regarding the Paraeducator Certified Interpreter II job description approved in December. She requested information on the status of a personnel requisition and when approval to post the position for recruitment was obtained. Commissioner Duren requested Mrs. Galli to research and respond. Ms. Cante reported a Paraeducator working in a roving position at Palmdale Learning Plaza. She conveyed that the union was not advised of the position prior to staffing. Ms. Cante requested information on the personnel request and approvals obtained for the roving position. Commissioner Duren requested Mrs. Galli to research and respond.
CONSENT AGENDA	Mr. Beadel motioned to approve the Consent Agenda to ratify, extend, and nullify eligibility lists, and ratify transfers. Mrs. Thompson seconded the motion and discussion was called for. Hearing no discussion, vote was called for. Unanimously approved.
NEW BUSINESS	Approval of New Classification Early Childhood Education Disabilities/Mental Health Specialist Mr. Beadel motioned to approve the new classification as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing no discussion, vote was called for. Unanimously approved.

**Approval of Americans with Disabilities Act (ADA) Form
Early Childhood Education Disabilities/Mental Health Specialist**

Mr. Beadel motioned to approve the ADA form as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing no discussion, vote was called for. Unanimously approved.

**Approval of Revised Job Description
Warehouse Worker/Delivery Driver II**

Mr. Beadel motioned to approve the revised job description as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing no discussion, vote was called for. Unanimously approved.

**Approval of Americans with Disabilities Act (ADA) Form
Warehouse Worker/Delivery Driver II**

Mr. Beadel motioned to approve the ADA form as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing no discussion, vote was called for. Unanimously approved.

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 reported on the following topics:

- CSPCA Conference: Reaching Excellence with Merit.
- Distinguished Personnel Commissioner Award received from CSPCA to present to Ronald Williams for 40 years of service to PSD.
- Classification/Total Compensation Study with Educational Management Solutions (EMS).
- Posting for eligibility lists.
- NEOGOV enhancement to the Job Opportunities page.

Comments from Commissioners

Mrs. Duren and Mrs. Thompson reported their satisfaction with training sessions offered at the CSPCA Conference in Anaheim. All information presented was valuable, especially in the session offered on the Brown Act. Mrs. Duren conveyed that she would be proud to introduce a CSEA representative at the next conference, and welcomes their participation. Mr. Beadel shared his experience with attending CSPCA conferences, and also encouraged CSEA to attend with the Commission next year.

Mrs. Galli was advised to route the notification for next year's conference to CSEA when received.

Mrs. Duren communicated that she had an out of area family matter and will catch up with e-mail communication received.

CLOSED SESSION

None.

REPORT OUT

None.

NEXT MEETING

The next regularly scheduled meeting for the Personnel Commission is April 13, 2016 at 5:30 P.M., Site 18, Room 125.

ADJOURNMENT

Mr. Beadel motioned to adjourn the meeting. Mrs. Thompson seconded the motion. Meeting adjourned at 6:06 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Deneese Thompson, Vice-Chairperson

Ned Beadel, Commissioner

Classified Update for March 9, 2016

1. Testing Status:

Benefits/Payroll Clerk	Performance/Written examinations scheduled 03/16/16 and 03/17/16
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Bilingual ECE Teacher Assistant	QAIs scheduled 03/11/16
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
ECE Teacher Assistant	QAIs scheduled 03/11/16
Family Health Provider	Examination to be scheduled
Translator	Performance/Written examination scheduled 03/10/16

2. Postings:

Executive Assistant-Confidential	Closes 03/29/16
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Special Education Instructional Assistant	Closes 03/30/16

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 13, 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
April 13, 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
Benefits/Payroll Clerk	01/15/16	02/04/16	3/16/16, 3/17/16	04/01/16	357	107	21	21	19	19	04/01/16	03/31/17	No	13
Bilingual ECE Teacher Assistant	01/13/16	02/20/16	03/02/16	03/11/16	41	21	5	NA	5	5	03/14/16	03/13/17	Yes*	6
ECE Teacher Assistant	01/13/16	02/20/16	03/02/16	03/11/16	90	39	7	NA	6	6	03/14/16	03/13/17	Yes*	10
Translator	06/26/15	07/15/15	10/29/15	03/31/16	47	15	3	1	1	1				
Translator	11/13/15	12/03/15	12/17/15	03/31/16	55	19	4	1	1	1				
Translator	01/28/16	02/19/16	03/10/16	03/31/16	91	18	5	5	5	5	03/31/16	03/30/17	Yes	6

*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: April 13, 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 ranks.

Job Classification	Effective Date	Expiration Date	Date Extended
Administrative Clerk II	05/14/15	05/13/16	11/13/16
Bilingual Attendance Clerk	11/19/14	05/18/16	11/18/16

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 13, 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 have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Child Nutrition Assistant I	03/12/15	03/11/16
Grounds/Utility Maintenance Worker II	04/07/15	04/06/16

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE April 13, 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. Alcantar, Marie
Effective 02/26/16, Early Childhood Education Teacher Assistant, from (MQ), 3.75 hours/185 days to (CH) 7.5 hours/185 days, Increase in Hours by Seniority Replacement for Dona Jeffery
- b. Crisp, Melissa
Effective 02/29/16, Special Education Instructional Assistant I, from 5.75 hours/182 days (OC) to 6.5 hours/182 days (LA), Increase in Hours by Seniority Replacement for Shelley Dunne
- c. De Francis, Jennifer
Effective 02/29/16, Paraeducator Moderate – Severe 6.5 hours/182 days, from (PDC) to (YN), Involuntary transfer
- d. Lobato, Ivonne
Effective 02/29/16, Paraeducator Moderate-Severe, 6.5 hours/182 days, from (YN) to (PDC), Voluntary Transfer
- e. Pettits, Brandi
Effective 02/23/16, Instructional Assistant I, 5.75 hours/182 days, from (BS) to (QV), Reassignment
- f. Powell, Stephanie
Effective 03/02/16, Child Nutrition Assistant II, 5.75 hours/182 days from (YN) to (SW), Replacement for Kayla Lunsford, Voluntary Transfer
- g. Tolento, Jessica
Effective 03/11/16, Child Nutrition Assistant II, 5.75 hours/182 days, from (DGM) to (YN), Replacement for Stephanie Powell, Voluntary Transfer

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: April 13, 2016 _____ REPORT

TO: Personnel Commission x ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL OF PERSONNEL COMMISSION 2016-2017 BUDGET

BACKGROUND

As a Merit District, it is necessary to submit an annual proposed Personnel Commission budget, hold a public hearing, and take action on the proposed budget prior to May 30th of the said year per California Education Code Section 45253. Notices of the public hearing and proposed budget are sent to all governing Board members. In accordance with Personnel Commission Rules and Regulations, Item 2.16, the budget will be proposed to the Commissioners not later than the first meeting in April.

STATUS

On April 13, 2016, a public hearing will be held regarding the attached 2016-2017 Personnel Commission budget.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed 2016-2017 annual budget as presented.



Annual Budget of Personnel Commission
Fiscal Year 2016 - 2017
(Education Code Section 45253 [K-12 Districts] or 88073 [CC Districts])

_____ Palmdale _____ School District, Los Angeles County, California.

Notice of Public Hearing by the Personnel Commission

To the Governing Board and District Administration:

The Public Hearing on this proposed budget will be held at

Personnel Commission - 37230 37th Street East- Room 125, Palmdale CA 93550
(Place)

on April 13, 20 16 at 5:30 o'clock P M.

You are invited to attend and present your views.

Signed _____

Chairman or Director of Personnel Commission

Adopted Annual Budget of Personnel Commission

To: Los Angeles County
Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____, 20____

Signed _____

Chairman or Director of Personnel Commission

Approval Annual Budget of Personnel Commission

To the Governing Board and Personnel Commission:

This report has been examined and approved by

Los Angeles County Office of Education

By _____, Deputy

Date _____, 20____

Annual Financial and Budget Report

Fiscal Year 2016 - 2017

Expenditure by Object	Column I 2014 - 2015 Actual (dollars only)	Column II 2015 - 2016 Actual or Estimated (dollars only)	Column III 2016 - 2017 Budget (dollars only)
2000 Classified Salaries ¹			
Commission Members ²	\$ 1,950.00	\$ 1,550.00	\$ 3,000.00
Director	112,264.00	67,850.00	116,314.00
Secretaries, Clerks	47,558.00	26,740.00	46,452.00
Other	166,135.00	94,569.00	182,720.00
3000 Employee Benefits	171,872.00	138,326.00	230,394.00
Subtotal	499,779.00	329,035.00	578,880.00
4000 Supplies and Equipment Replacement	11,426.00	9,626.00	22,000.00
5000 Operating Expenses	44,086.00	52,275.00	123,600.00
6000 Equipment			
Subtotal	55,512.00	61,901.00	145,600.00
Appropriation for Contingencies ³			
Total Expenditures	\$ 555,291.00	\$ 390,936.00	\$ 724,480.00

¹ Do not include those expenditures not directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with the personnel director.

² Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (E.C. Section 45250)

³ Include as Appropriation for Contingencies only such amount as may seem necessary for unforeseen requirements.

PERSONNEL COMMISSION (Location 2300000) 2016-17 BUDGET WORKSHEET

Description	Object	Function	2014-15	2015-16	2015-16	2016-17	Up/Down	Justification
			Actuals	Budget	YTD Actual	Proposed		
Commissioners	2305	74400	\$ 1,950	\$ 2,400	\$ 1,550	\$ 3,000	\$ 600	Appeals, regular/special meetings
PC Director	2350	74400	\$ 112,264	\$ 116,314	\$ 67,850	\$ 116,314	\$ -	
Personnel Analysts	2406	74400	\$ 144,047	\$ 177,381	\$ 87,047	\$ 167,720	\$ (9,661)	Two new Personnel Analysts
Secretary	2410	74400	\$ 47,558	\$ 46,452	\$ 26,740	\$ 46,452	\$ -	
Classified Extra Hours	2411	74400	\$ 14,329	\$ 14,363	\$ 7,429	\$ 15,000	\$ 637	Extra hours
Admin Subs	2422	74400	\$ 7,759		\$ 93		\$ -	
TOTAL OBJECT 2000			\$ 327,907	\$ 356,910	\$ 190,709	\$ 348,486	\$ (8,424)	
PERS - Classified	3212	74400	\$ 35,375	\$ 41,240	\$ 21,257	\$ 39,510	\$ (1,730)	
OASDI - Classified	3312	74400	\$ 20,115	\$ 21,203	\$ 12,499	\$ 21,608	\$ 405	
Medicare - Classified	3332	74400	\$ 4,718	\$ 5,169	\$ 2,926	\$ 5,055	\$ (114)	
ARP Classified	3342	74400	\$ 35		\$ 7		\$ -	
H/W - Classified	3412	74400	\$ 81,781	\$ 134,000	\$ 79,732	\$ 135,776	\$ 1,776	
U/I - Classified	3512	74400	\$ 161	\$ 180	\$ 100	\$ 177	\$ (3)	
W/C - Classified	3612	74400	\$ 10,075	\$ 10,976	\$ 6,337	\$ 1,077	\$ (9,899)	
OPEB Active	3712	74400	\$ 10,997	\$ 11,974	\$ 6,406	\$ 11,711	\$ (263)	
OPEB	3752	74400	\$ 8,615	\$ 17,415	\$ 9,062	\$ 15,480	\$ (1,935)	
TOTAL OBJECT 3000			\$ 171,872	\$ 242,157	\$ 138,326	\$ 230,394	\$ (11,763)	

PERSONNEL COMMISSION (Location 2300000) 2016-2017 BUDGET WORKSHEET

Description	Object	Function	2014-15 Actuals	2015-16 Budget	2015-16 YTD Actual	2016-17 Proposed	Up/Down	Justification
Supplies - Buyout	4320	74400	\$ 5,104	\$ 6,000	\$ 6,972	\$ 12,000	\$ 6,000	Color toner, pre-employment supplies
Supplies - In Service	4340	74400	\$ 937	\$ 1,500	\$ 1,363	\$ 2,000	\$ 500	Refreshments for QAI, hearings, mtgs, events
Supplies - Technology	4380	74400	\$ 1,254	\$ 2,000	\$ 169	\$ 2,000	\$ -	Tech equipment upgrades
Supplies - Tech Non Cap	4420	74400	\$ -	\$ 500		\$ 500	\$ -	SkillPath DVDs
Equip Tech Non Cap	4480	74400	\$ 4,131	\$ 5,500	\$ 1,122	\$ 5,500	\$ -	computer, shredder, copier, printer
TOTAL OBJECT 4000			\$ 11,426	\$ 15,500	\$ 9,626	\$ 22,000	\$ 6,500	
Mileage	5210	74400	\$ 11	\$ 100		\$ 100	\$ -	
Travel & Conference	5220	74400	\$ 2,006	\$ 5,500	\$ 4,497	\$ 15,000	\$ 9,500	CSPCA (Commissioners, Union, PC), NeoGov, PD
Dues & Membership	5310	74400	\$ 3,892	\$ 3,000	\$ 2,871	\$ 3,000	\$ -	CODESP, CSPCA
Direct Costs - Printing	5712	74400	\$ 2,194	\$ 1,000	\$ 1,018	\$ 2,000	\$ 1,000	pre-employment, contracts
Advertising	5810	74400	\$ 2,896	\$ 10,000	\$ 2,074	\$ 10,000	\$ -	Advertising, promotional
Legal	5822	74400	\$ 16,717	\$ 40,000	\$ 14,905	\$ 40,000	\$ -	Legal advice and appeal hearings
Software Support	5828	74400	\$ 14,261	\$ 14,500	\$ 14,261	\$ 14,500	\$ -	NeoGov with OPAC annual fee
Consultants	5830	74400	\$ 744	\$ 46,000	\$ 12,203	\$ 37,000	\$ (9,000)	NeoGov, OPAC, WorkSTEPS, Comp/class study
Postage	5910	74400	\$ 1,365	\$ 2,000	\$ 446	\$ 2,000	\$ -	Legal notices
TOTAL OBJECT 5000			\$ 44,086	\$ 122,100	\$ 52,275	\$ 123,600	\$ 1,500	
TOTAL OBJECT 6000								
TOTAL			\$ 555,291	\$ 736,667	\$ 390,936	\$ 724,480	\$ (12,187)	