



Personnel Commission
AGENDA OF REGULAR MEETING
Wednesday, May 11, 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. <u>PRELIMINARY BUSINESS</u> | <u>ACTION</u> |
| A. Approval of Meeting Minutes – April 13, 2016 | 69-15/16 |

- 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.

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|---|----------------------|
| | <u>ACTION</u> |
| A. Ratification of Eligibility List(s) | 70-15/16 |
| B. Extension of Eligibility List(s) | 71-15/16 |
| C. Nullification of Eligibility List(s) | 72-15/16 |
| D. Ratification of Transfers | 73-15/16 |

- | | |
|--|----------------------|
| IV. <u>NEW BUSINESS</u> | <u>ACTION</u> |
| A. Approval of 2016-2017 CODESP Membership Renewal | 74-15/16 |
| B. Approval of 2016-2017 CSPCA Membership Renewal | 75-15/16 |
| C. Approval of Eligibility List with Less Than Three Ranks - Occupational Therapist | 76-15/16 |
| D. Approval of New Classification - Health Assistant/LVN | 77-15/16 |
| E. Approval of Americans with Disabilities Act (ADA) Compliant Form - Health Assistant/LVN | 78-15/16 |
| F. Approval of Revised Job Description - Lead Library Aide | 79-15/16 |
| G. Approval of Americans with Disabilities Act (ADA) Compliant Form - Lead Library Aide | 80-15/16 |

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: June 8, 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 April 13, 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 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

PRELIMINARY BUSINESS

Mr. Beadel motioned to approve the minutes of the regularly scheduled meeting of March 9, 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 several topics:

- 1) Recruitment posting for Child Nutrition Assistant I - The union is concerned with the 24 hour application window implemented to limit the number of applications submitted. This may exclude internal candidates who are seeking promotional opportunities due to the number of applications received from the public. Ms. Cante requested reconsideration of this practice.
- 2) Posting of Eligibility Lists - Ms. Cante requested the Commission to reconsider posting eligibility lists. She suggested that the Personnel Commission display ranked placement by using employee numbers in place of employee names. This may minimize potential manipulation of the list. Ms. Cante also stated that publicizing the list will assist with consistent scheduling/processing of out-of-class assignments. Commissioner Duren advised Mrs. Galli to look at options.

Ms. Lori Belcher, Custodian II, commented that she was placed on a former eligibility list and overlooked. Publication of the list will be good for clarity and help to minimize errors.

- 3) Incumbent Review of Draft Job Descriptions - Ms. Cante thanked the Personnel Commission for the update on the incumbent review of draft job descriptions created by EMS for the classification/total compensation study. She stated that supervising administrators were not informed that their signature was required before an employee could submit input to the job description. The reviewed descriptions were submitted to union representatives because employees were hesitant to deliver to the P.C. office without supervisors' signature. Ms. Cante conveyed that her

understanding from EMS was that supervisors would have the opportunity to review the draft job descriptions after incumbent review. She reported that a follow-up teleconference with EMS has been requested by the union.

- 4) Roving Paraeducator - Ms. Cante reported that she has not received a follow-up to her request regarding a roving paraeducator position. Commissioner Duren requested that Mrs. Galli provide a status on the response.
- 5) Ms. Cante reported a recent matter regarding the interpretation of a conversation between union and District representatives, and the Personnel Commission Director at a scheduled meeting. She clarified a statement where she requested to observe Personnel Commission staff when processing candidates for hire. Ms. Cante stated the union's request was not intended to be accusatory or imply that the Personnel Analysts are not hard workers. The intent was to gain better understanding of Personnel Commission procedures. Ms. Cante requested that her comments be documented for official record to clear up any misconceptions about the union's request.

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.

Mrs. Duren shared that she was hesitant to approve the eligibility list extensions as presented and suggested the Commission address this item separately.

Mr. Beadel moved to amend the motion to approve the Consent Agenda items by withdrawing Item B, Extension of Eligibility Lists. Therefore, the main motion will be to approve the Consent Agenda to ratify and nullify eligibility lists, and ratify transfers. Mrs. Thompson seconded the motion and vote was called for. Approved unanimously as amended.

Mr. Beadel motioned to approve Item B, Extension of Eligibility Lists. Mrs. Thompson seconded the motion and discussion was called for. Mrs. Duren conveyed her concern with extending the eligibility list for Bilingual Attendance Clerk for an additional six months. Approval of the extension results in the list being active two years from date of certification. Although the Education Code allows this duration, Mrs. Duren opined that the list becomes obsolete and the interest of ranked eligibles will diminish. Mrs. Galli mentioned that the list also contains promotional candidates.

After brief discussion, Mrs. Duren called for separate votes on the two eligibility lists presented for extension:

Administrative Clerk II

Mr. Beadel motioned to extend the eligibility list. Mrs. Thompson seconded the motion and discussion was called for. Hearing none, vote was called for. Unanimously approved.

Bilingual Attendance Clerk

Mr. Beadel motioned to extend the eligibility list. Mrs. Thompson seconded the motion and discussion was called for. Hearing no further discussion, vote was called for: *Thompson (Aye) - Beadel (No) - Duren (No)*. Extension denied.

NEW BUSINESS

Public Hearing

Proposed 2016-2017 Personnel Commission Annual Budget

Mrs. Duren opened the Public Hearing at 5:49 P.M. to receive comments regarding the proposed Personnel Commission budget.

Ms. Astrid Cante of CSEA, commented on the proposed budgets for Travel & Conferences, and Consultants. Discussion ensued regarding the Commission funding CSEA representatives' attendance to the CSPCA conference next year, and budget allocated for the classification/total compensation study.

Ms. Debra Ramirez of CSEA, addressed the same budget areas as well as the proposed budget for the Personnel Commission Director salary.

Hearing no further comments, the Public Hearing was closed at 6:02 P.M.

Approval of 2016-2017 Personnel Commission Annual Budget

Mr. Beadel motioned to approve the Personnel Commission Annual Budget as presented. Mrs. Thompson seconded the motion and discussion was called for. Hearing no further discussion, vote was called for. Unanimously approved.

OLD BUSINESS

None.

INFORMATION/REPORTS

Classified Update

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

Information from the Director, Personnel Commission

Mrs. Galli reported on the following topics:

- 2016-2017 Personnel Commission Annual Budget
- Classification/Total Compensation Study with Educational Management Solutions (EMS).
- Recruitment Postings and Modification to Application Deadlines
- NEOGOV Training for Applicants

Comments from Commissioners

Mr. Beadel announced his resignation from his seat as Personnel Commissioner. For personal reasons, he is relocating out of the area after the meeting in May. Mr. Beadel conveyed that he is appointed by the Board of Trustees, and has submitted names of qualified candidates that they may consider as replacements. However, it is within the Board's authority to select whomever they feel is most qualified to take the seat.

Mrs. Duren thanked Mr. Beadel for his years of service and stated that further recognition and sentiments regarding his departure will be expressed at the next meeting.

CLOSED SESSION

None.

REPORT OUT

None.

NEXT MEETING

The next regularly scheduled meeting for the Personnel Commission is May 11, 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 6:22 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Kathleen Duren, Chairperson

Deneese Thompson, Vice-Chairperson

Ned Beadel, Commissioner

Classified Update for April 13, 2016

1. Testing Status:

Attendance Clerk	Performance/written examination 04/21/16
Bilingual Administrative Secretary	Performance/written examination to be scheduled
Child Nutrition Assistant I	Examination 04/21/16, 04/22/16
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled
Executive Assistant-Confidential	Performance/Written examination 04/12/16
Family Health Provider	Examination to be scheduled
Grounds/Utility Maintenance Wkr II	Examination to be scheduled
Occupational Therapist	QAIs scheduled 04/28/16
Special Education Instructional Asst.	Examination 04/20/16

2. Postings:

Credentials Analyst	Closes 04/26/16
ECE Disabilities/Mental Health Specialist	Closes 04/18/16
Occupational Therapist	Continuous
Paraeducator Certified Interpreter	Continuous
Paraeducator Certified Interpreter II	Continuous
Transportation Field Supervisor	Closes 04/16/16

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	May 11, 2016	REPORT
TO:	Personnel Commission	<u>X</u> 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
May 11, 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
Administrative Secretary#	07/27/15	08/14/15	09/2/15	09/23/15	516	75	15	15	15	15	09/24/15	09/23/16	No	8
Assistant Director Child Nutrition#	10/14/14	11/14/14	12/09/14	01/22/15	16	8	5	N/A	5	5	02/04/15	08/03/16	No	4
Attendance Clerk	03/11/16	04/04/16	04/21/16	04/26/16	18	14	5	5	5	5	04/27/16	04/26/17	No	5
Child Nutrition Assistant I	03/11/16	04/06/16	04/21/16	N/A	205	117	85	N/A	N/A	85	04/27/16	04/26/17	No	16
Custodian I**	12/29/15	01/20/16	02/09/16	N/A	683	162	52	N/A	N/A	52	02/10/16	02/09/17	No	12

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

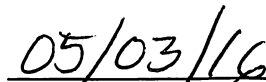
**Revised to make promotional list after candidate(s) completed initial probation in another classification.

#Revised to correct seniority points.

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: May 11, 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
Child Nutrition Assistant II (Promotional)	06/12/15	06/11/16	12/11/16
Child Nutrition Cashier I	06/05/15	06/04/16	12/04/16
Crossing Guard	06/19/15	06/18/16	12/18/16

RECOMMENDATION

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

VG:mt
71-15/16

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 11, 2016 REPORT

TO: Personnel Commission X ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: NULLIFICATION OF ELIGIBILITY LIST(S)

STATUS

The eligibility list(s) for the following classifications have expired or have insufficient ranks remaining.

Job Classification	Effective Date	Expiration Date
Accounting Clerk II	05/07/15	05/06/16

RECOMMENDATION

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

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE	May 11, 2016	REPORT
TO:	Personnel Commission	<u>X</u> 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. Flores, Irma
Effective 03/28/16, from Child Nutrition Cashier I (TW) 3 hours/182 days to Child Nutrition Assistant II (DGM) 5.75 hours/182 days, Replacement for Jessica Tolento Promotion
- b. Garcia, Bonnie
Effective 03/07/16, from Custodian I (District Office) to Custodian II, (YU), Replacement for Dale Speights Promotion
- c. Mejuto, Claudia
Effective 03/21/16, from Executive Assistant-Confidential (Superintendent) to Executive Assistant-Non Confidential (Education Services), Replacement for Deborah Bishop, Local Control Accountability Plan (LCAP), Voluntary Demotion

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 11, 2016 REPORT

TO: Personnel Commission X ACTION

FROM: Vicki S. Galli
Director, Personnel Commission

RE: APPROVAL FOR MEMBERSHIP RENEWAL FOR CODESP
(Cooperative Organization for the Development of Employee Selection Procedures)

BACKGROUND

One of the primary functions of the Personnel Commission is to recruit candidates based on merit and fitness for the classification. One of the tools used to assess knowledge, skills and abilities is a written examination. CODESP is an organization that assists public sector organizations by providing examination content to members.

STATUS

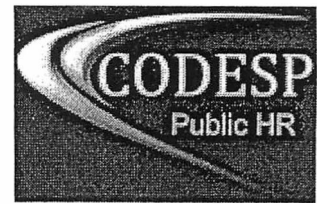
Membership in CODESP expires on June 30th of each year. The renewal rate is \$1,950 for the 2016-2017 membership.

RECOMMENDATION

It is recommended that the Personnel Commission approve the renewal of the CODESP membership for the 2016-2017 year. This expense was included in the 2016-2017 budget as approved by the Personnel Commission and the Board.

CODESP
20422 Beach Blvd. Suite 400
Huntington Beach CA 92648
Phone: 714-374-8644

INVOICE



Palmdale School District
Vicki Galli
37230 37th Street
East Palmdale CA 93550

Invoice #:	0002745
Date:	July 1, 2016
Balance Due (USD):	\$1,950.00

Item	Description	Unit Cost (\$)	Quantity	Price (\$)
Annual Membership Fee	Products and services beginning July 1, 2016 and ending June 30, 2017.	1,950.00	1	1,950.00
NOTES: Please note that our address has changed – we are now in Suite 400. Make all checks payable to CODESP THANK YOU FOR YOUR MEMBERSHIP! Help us go green - Rather than fax, please scan and email documents to codesp@codesp.com				
Subtotal:				1,950.00
Total:				1,950.00
Amount Paid:				0.00
Balance Due (USD):				\$1,950.00
NET 45 Taxpayer ID No. 54-2166843 No additional fees for taxes required. CODESP is a Public Agency www.codesp.com Contact us: codesp@codesp.com or (714) 374-8644				

This invoice was sent using FRESHBOOKS

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE	May 11, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Vicki S. Galli Director, Personnel Commission	
RE:	APPROVAL OF CSPCA MEMBERSHIP RENEWAL California School Personnel Commissioners Association (CSPCA)	

BACKGROUND

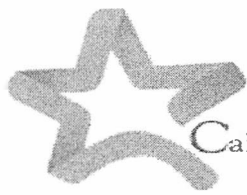
The California School Personnel Commissioners Association (CSPCA) is an organization which perpetuates and promotes the concept of the merit system. As a member, the Palmdale School District is afforded resources on the website, the annual conference for training on issues that affect merit districts, and a network of Personnel Commission Directors.

STATUS

Membership in CSPCA for the 2016-2017 school year is \$1,100 and was approved on the Personnel Commission 2016-2017 budget.

RECOMMENDATION

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



California School Personnel Commissioners Association
Supporting Education Through Merit

Annual Association Dues Invoice

Invoice # 58-2016-17

Date: April 8, 2016

Bill To:	Send Payment To:
Palmdale ESD 37230 37 th St. Palmdale, CA 93550 Vicki Galli, Director vsgalli@palmdalesd.org (661) 285-2137	Jennie Batiste 681 Daniel Dr. Santa Maria, CA 93454 jenniebatiste2@gmail.com (805) 714-6455

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2016-17	700	\$1,100.00

Please update any information for your district or Personnel Commissioners so we may update our records.

Thank you for your continued membership with CSPCA.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	May 11, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Vicki S. Galli Director, Personnel Commission	
RE:	APPROVAL OF ELIGIBILITY LIST WITH LESS THAN THREE RANKS: Occupational Therapist	

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 Occupational Therapist are challenging. This is a position that is difficult to fill because of the minimum qualifications.

Due to a need to support the Special Education needs of the District, it is requested that the eligibility list be approved when a qualified candidate is identified. The Personnel Commission is being asked to consider the Occupational Therapist eligibility list with only one eligible.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list for Occupational Therapist with only one eligible.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
May 11, 2016**

CLASSIFIED RECRUITMENT SUMMARY REPORT

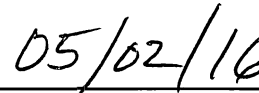
Job Classification	Open Date	Close Date	Written Exam Date	QAI Date	Number of Applicants	Number Passed MQs	Number Passed Written	Passed Performance	Number Passed QAI	Number Eligible	Effective Date	Expiration Date	Merged Yes/No	Total # of Ranks
Occupational Therapist	08/06/15	Continuous	01/13/16	04/28/16	2	2	2	N/A	1	1	04/28/16	04/27/17	No	1

*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:	May 11, 2016	REPORT
TO:	Personnel Commission	<u>X</u> ACTION
FROM:	Vicki S. Galli Director, Personnel Commission	
RE:	APPROVAL OF NEW CLASSIFICATION HEALTH ASSISTANT/LVN	

BACKGROUND

A new classification adding the requirement of a license as a vocational nurse is needed in order to meet the increasing complexity of student health needs. Certain specialized physical healthcare services, tasks, procedures, and medication administration require nursing or medical assessment, interpretation or decision-making in accordance with California law.

STATUS

The proposed job description combining tasks from the Health Assistant and job descriptions requiring a Licensed Vocational Nurse (LVN) is attached. The job description is in the current format contingent on the recommended revisions from Educational Management Solutions (EMS) as part of the Classification/Compensation Study.

RECOMMENDATION

Subject to recommendations by Educational Management Solutions (EMS) as part of the Classification/Compensation Study, it is recommended that the job description for Health Assistant/LVN be approved as presented. The proposed salary range is range 35 (\$21.74/hour - \$26.46/hour) on the current classified salary schedule; this is aligned to other classifications with a minimum requirement of a license as a vocational nurse.

VG:mt
77-15/16

HEALTH ASSISTANT - LVN

Bargaining Unit: Classified

SALARY RANGE

\$21.74 - \$26.46 Hourly

DEFINITION:

Under the direction of the Director of Health Services or designee (a Credentialed Registered Nurse), performs a wide variety of nursing and clerical duties in support of the school health office, including specialized health care procedures, first aid, administration of medication, maintenance of health records, preparation of reports, and assistance with health screening.

SUPERVISION RECEIVED AND EXERCISED

Receives dual supervision from Site Administrator and Director of Health Services.

EXAMPLE OF DUTIES:

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

1. Render first aid to students and administer prescribed medication, including oral, gastrostomy/jejunostomy tube, and injectable medications(including insulin), emergency medications (rectal Diastat, Glucagon, epinephrine), to students with proper authorization in accordance with State Law and District policy and procedures.
2. Provide specialized healthcare procedures, in accordance with established standards of practice, including but not limited to:
 - Suctioning when needed to clear oral airway or tracheostomy tube, including care, cleaning and replacement of tracheostomy tube, care of suction machine, ventilator, etc.
 - Gastrostomy/jejunostomy tube feeding, including care of tube, stoma site, and related equipment, such as feeding pumps.
 - Blood glucose monitoring procedures.
 - Catheterization, urinary and suprapubic, sterile, clean, intermittent or indwelling, including care of equipment and personal hygiene.
 - Oxygen administration and proper care and use of equipment, including monitoring of flow controls, oxygen saturation monitoring and flow titration in accordance with physician orders.
 - Colostomy/ileostomy care.
 - Proper care and use of specialized medical equipment, including stethoscope, nebulizers, electronic temperature monitors, sphygmomanometer, orthotics, pumps, etc.
 - Monitoring and care of central line catheters, continuous IV medication infusion, PICC lines, port-a-cath sites, in accordance with certification parameters and state scope of practice laws.
3. Assist in the control of contagious diseases by following established department of public health standards and approved protocols and procedures.
4. Assist students with toileting, diapering, and personal hygiene.
5. Assist school nurses with health screening and recording of results.
6. Report student health concerns to supervising school nurse. Contact family/agencies to make appropriate referrals, including sending home referral letters for students as directed by supervisor.
7. Initiate and maintain a variety of health related student records; record care given and health status of students; screen, input, maintain and update immunization records on all pupils routinely.
8. Collect information and prepare annual state reports on immunization requirements, vision, dental, hearing, and scoliosis screening; assist parents in setting up appointments and assist in physicals as needed.
9. Maintain health office supplies and equipment; order and requisition supplies; distribute first aid supplies to designated areas.
10. Maintain disaster supplies for school and distribute to assigned areas. Assist in coordinating disaster/fire drills and procedures and in the event of a disaster, is responsible for triage.
11. Make calls to parents on health matters including requesting parents to pick up ill or injured children in accordance with school policies, and as requested by site administrator and/or school nurse.

12. Maintain clean health office environment including proper use of approved sanitizers and disinfectants in care area.
13. May type a wide variety of documents including letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions, contracts, and other materials from marginal notes, rough drafts, or verbal instructions.
14. May serve as receptionist to students, teachers, District employees, and the general public; answer inquiries and furnish information requiring a knowledge of basic school standards, procedures, rules, regulations, programs, and policies.
15. Perform a wide variety of general clerical work including the maintenance of accurate and detailed records, verifying accuracy of information, researching discrepancies and recording information; maintain and post data relating to attendance, cumulative student records and other specialized records.
16. Register new students; obtain necessary documents and forms; input information into a computer; provide information to students and parents.
17. Maintain and update emergency cards as needed.
18. Receive, sort, and distribute incoming and outgoing correspondence.
19. Receive and reply to oral and written requests for information.
20. Assist in other areas at times of reduced office staff or peak periods including in the areas of school clerical activities.
21. Operate a variety of standard office machines.
22. May accompany student(s) on bus to and from school and on field trips to provide needed health care and specialized healthcare procedures.
23. Lifts and positions students with physical impairments or disabilities as needed.
24. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic principles of and practices of first aid and CPR.
2. Modern office methods, practices, procedures, and equipment.
3. Basic record keeping practices.
4. English usage, spelling, grammar, and punctuation.

Ability to:

1. Learn, interpret, and apply District rules, regulations and policies.
2. Provide first aid to children.
3. Perform a wide variety of nursing duties; may administer TB tests and vaccinations.
4. Perform specialized health care procedures according to established procedures protocol.
5. Administer injectable and other medications.
6. Assist in screening students for vision, dental and immunizations.
7. Maintain current knowledge of technological advances in the field.
8. Work independently; prioritize and schedule work.
9. Perform clerical work with speed and accuracy, including recording data and information accurately.
10. Communicate effectively, both orally and in writing.
11. Establish and maintain cooperative working relationships with those contacted in the course of work.
12. Respond calmly and effectively to emergency situations.
13. Maintain accurate health related student records.
14. Compile information from a variety of sources and prepare routine summary reports and assist with medical billing.
15. Operate standard office equipment.
16. Understand and carry out oral and written directions.

EXPERIENCE AND EDUCATION:

Must possess a high school diploma or its equivalent (GED). Successful completion of an accredited vocational nursing program is required.

Six (6) months experience working as a Licensed Vocational Nurse (LVN) is desirable, and pediatric nursing experience highly desirable.

LICENSE AND CERTIFICATIONS:

- Current active license as a vocational nurse in California.
- Possession and maintenance of valid CPR and First Aid certification from an approved source, such as American Red Cross or American Heart Association.
- Possession of an appropriate, valid California driver's license.
- Ability to be covered under the District property/liability insurance.

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: May 11, 2016 REPORT
TO: Personnel Commission X ACTION
FROM: Vicki Galli
Director, Personnel Commission
RE: APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM FOR
HEALTH ASSISTANT/LVN

BACKGROUND

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) form has been utilized to capture the physical/mental requirements for the performance of the essential functions for a particular classification.

STATUS

Subject to revision as recommended by Educational Management Solutions (EMS) as part of the Classification/Compensation Study, the physical/mental requirements of the Health Assistant/LVN are presented for approval in the currently utilized ADA Compliant Job Analysis form as attached.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis as presented, subject to revisions recommended by Educational Management Solutions (EMS) as part of the Classification/Compensation Study.

**PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS**

Health Assistant/LVN

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never

I = Infrequently (less than once per day)

O = Occasionally (less than 2 ½ hours per day)

F = Frequently (2 ½ to 5 hours per day)

C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS

Postures/ Movements: During ESSENTIAL Functions

Sitting	F-C	Kneeling	O	Twisting at Waist	O-F
Standing	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I	Above Shoulders	O
Bending	O	Balancing	I-O	At/Below Shoulders	O-F
Stooping	I-O	Foot Controls	I	Neck Extension (up)	F
Squatting	I-O	Pushing	O	Neck Flexion (down)	F
Lying Down	I	Pulling	I	Neck Rotation (turning)	F

Comments:

Lifting: During ESSENTIAL Functions

* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F-C	F-C	I-O	Files, medical equipment, office supplies, small equipment
11-25	O-F	O-F	O-F	Files, paper, medical equipment/records (cums), office supplies
26-50	O	O	O	Medical records (cums), assisting into wheelchair, student transfers
51-75*	I-O	I-O	I-O	Medical records (cums), assisting into wheelchair, student transfers
76-100*	I-O	I-O	I-O	Medical records (cums), assisting into wheelchair, medical equipment
Over 100*	N-I	N-I	N-I	

Comments: * Overweight Items require breaking down or assistance

Carrying: During ESSENTIAL Functions

* Indicates with assistance

Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	F	variable	Files, paper, medical equipment, office supplies
11-25	I-O	variable	Files, paper, medical equipment, office supplies
26-50	I-O	variable	Files, paper, medical equipment, office supplies
51-75*	N-I	variable	Files, paper, medical equipment, office supplies
76-100*	N-I	variable	Files, paper, medical equipment, office supplies
Over 100*	N-I	variable	Files, paper, medical equipment, office supplies

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F	Medical/office supplies/equipment
Fine Manipulation	O-F	Medical/office supplies/equipment
Gross Grasp	O-F	Pushing wheelchair, medical equipment
Gross Manipulation	O-F	Pushing wheelchair, medical equipment
Power Grasp	O	Grabbing wheelchair, equipment

MENTAL AND PSYCHOLOGICAL DEMANDS			
		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	F-C	
2	Maintain the established work pace.	C	
3	Adhere to established work and safety procedures.	C	
4	Respond appropriately to direction, evaluation, or criticism.	F-C	
5	Respond appropriately to changes in the work setting.	C	
Attention to Task/ Details:			
6	Perform simple/ repetitive tasks.	F-C	
7	Perform complex/varied tasks.	F	
8	Organize tasks and set priorities.	C	
9	Manage multiple tasks simultaneously.	C	
Interaction with Others:			
10	Work cooperatively with coworkers.	C	
11	Interact with customers or the public.	F-C	
12	Give training/ instruction.	O-F	
13	Direct or supervise others.	O	
Decision Making:			
14	Use basic problem-solving techniques.	F-C	
15	Work autonomously, or with minimal supervision.	F-C	
16	Make independent decisions based on data/circumstances.	F-C	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C	Administering medical procedures/ first aid, writing reports		
Hearing	C	Administering medical procedures, talking on telephone		
Speaking	F	Administering medical procedures, talking on telephone		
Reading	F-C	Reading reports, instructions		
Writing	F-C	Writing reports,		
Math	F-C	Administering medical procedures, writing reports,		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Office work, planning is indoors		
Outdoors	O	Site projects/visitations		
Cold	O	Site projects/visitations		
Heat	O-F	Site projects/visitations		
Humidity	I-O	Seasonal during rainy season		
Temperature Swings	O-F	Site projects/visitations		
Dust/ Wind	O	Site projects/visitations		
Noise	O	Site projects/visitations		
Vibration	O	Equipment		
Fumes/ Odors	I	Health/body odor, medications, medical equipment		
Toxic Substances	I-O	Disinfectants, cleaners		
Radiation	N	N/A		
Mechanical Hazards	O-F	Medical equipment		
Electrical Hazards	I-O	Medical equipment		
Explosive Hazards	I-C	Oxygen tanks, chemicals		
Safety Equipment/Training/Attire: Gloves, other protective equipment, as needed.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	F		
Operate automobile	I-O		
Operate medical equipment	I-C		

WORK SETTING				
Brief Description of Work Site: Usually indoors at school site.				
Breaks: Approximately two 15-minute breaks and ½ hour lunch depending on length of shift.		Overtime: As needed or requested.		
Supervised by: Site Administrator and/or Director of Health Services		Supervises: Students at sites.		
Number of Employees at Work Site: Variable at school sites.				
<u>Characteristics of Site:</u>	%		%	
Informal	70	Formal	30	Formal + Informal = 100 %
Autonomy-oriented	50	Team-oriented	50	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	50	Fast Paced	50	Slow + Fast Paced = 100%
Low Pressure	50	High Pressure	50	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Julie Ferebee		Director, Health Services	05/04/16
Other Sources of Information: x Referral to company job descriptions (merged classifications).... X Reviewed by supervision (05-04-16)			
Written by: <u>Vicki Galli</u> Date: <u>05-05-16</u>			

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE	May 11, 2016	REPORT
TO:	Personnel Commission	X ACTION
FROM:	Vicki S. Galli Director, Personnel Commission	
RE:	APPROVAL OF REVISED JOB DESCRIPTION LEAD LIBRARY AIDE	

BACKGROUND

The District has requested that the minimum qualification of a Library Science Technician Certificate be eliminated from the job description. Possession of a Library Science Technician Certificate could limit the potential applicant pool. Three years of experience in library service is still a minimum qualification.

STATUS

The Lead Library Aide job description is revised to maintain the three years of experience in library service and eliminate the Library Science Technician Certificate.

RECOMMENDATION

Subject to recommendations by Educational Management Solutions (EMS) as part of the Classification/Compensation Study, it is recommended that the job description for Lead Library Aide be approved as presented.

PALMDALE SCHOOL DISTRICT

LEAD LIBRARY AIDE

SALARY RANGE:
\$14.71 - \$17.88 Hourly

DEFINITION:

Coordinate the tasks and schedules of Library Aides located at and/or dispatched to school sites. Oversee a wide variety of support and clerical library duties and responsibilities involved in operating and maintaining a school site library including acquisition, cataloging, circulation, distribution, and inventory management of library resources, instructional resources, or other media. Assist in the development and implementation of library skills curriculum.

DISTINGUISHING CHARACTERISTICS

Classes in this series are distinguished by level of education attained and years of experience. The Lead Library Aide classification requires education equivalent to the completion of the twelfth grade. In additions, the classification requires ~~the possession of a Library Science Technician Certificate and~~ three years of library experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Superintendent of Educational Services, or designee.

EXAMPLE OF DUTIES:

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

1. Provide task direction to develop and maintain school site library including library resources and instructional resources; select and order new books, periodicals, reference materials, instructional resources, and other educational media.
2. Train and give guidance to school Library Aides.
3. Give periodic in-services to Library Aides.
4. Provide guidance for the programs for children on use of library and programs to encourage reading; develop grade level instructional materials.
5. Maintain a variety of records and filing systems pertaining to the acquisition, inventory and distribution of library resources, instructional resources, and other educational media. Audit documents submitted by Library Aides at school sites.
6. Oversee the delivery of new books, periodicals, reference materials and audio-visual materials, instructional resources, or other educational media; check orders against invoices, requisitions and purchase orders; prepare materials for distribution including basic cataloging, and affixing identification labels to materials and/or using bar coding inventory management systems.
7. Oversee the procedures to check out instructional resources to patrons; check in and prepare materials for return to the circulating collection; register new patrons; prepare list of overdue books and prepare overdue slips, by use of computer programs, as well as manually.
8. Assist Library Aides in making effective use of library facilities and materials; assist patrons in locating materials; answer questions, and provide information to students and teachers.
9. Audit site library inventory; inventory books, periodicals, reference materials, audio-visual equipment, and instructional resources using automated systems or manual processes.
10. Compile data and prepare summary activity reports including circulation and other statistics.
11. Oversee payment collection for lost instructional materials; and maintain appropriate records to submit to accounting department.
12. Perform routine clerical assignments, including typing and answering telephones, related to the coordination of Library Aides.
13. Coordinate displays and other exhibits in the library at each school site.
14. Perform related duties as assigned.

QUALIFICATIONS:

1. English usage, spelling, grammar, and punctuation.
2. General types and uses of library materials.
3. Basic library techniques, terminology, and services.
4. Modern office procedures, methods, and computer equipment.
5. Basic mathematical principles.

Ability to:

1. Oversee library practices and procedures, and the location of materials in the libraries.
2. Oversee standard library procedures of a complex, technical nature including cataloging and the use of a variety of reference sources and materials.
3. Apply general District policies and procedures.
4. Work independently.
5. Assist patrons in the location and use of library materials.
6. Perform a variety of library clerical work with speed and accuracy.
7. Understand and carry out both oral and written instructions.
8. Work with numbers and alphabet accurately.
9. Type at a speed necessary for successful job performance.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

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

Experience:

Three years of experience in library service.

Education:

Equivalent to completion of the twelfth grade.

LICENSE AND CERTIFICATIONS:

~~Possession of a Library Science Technician Certificate.~~

WORK ENVIRONMENT:

~~Personnel Commission approval: 04/13/11.~~

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE:	May 11, 2016	REPORT
TO:	Personnel Commission	<u>x</u> ACTION
FROM:	Vicki Galli Director, Personnel Commission	
RE:	APPROVAL OF AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM LEAD LIBRARY AIDE	

BACKGROUND

A primary function of the Personnel Commission is to review job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) form has been utilized to capture the physical/mental requirements for the performance of the essential functions for a particular classification.

STATUS

Subject to revision as recommended by Educational Management Solutions (EMS) as part of the Classification/Compensation Study, the physical/mental requirements of the Lead Library Aide are presented for approval in the currently utilized ADA Compliant Job Analysis form as attached. No revisions were recommended after supervisory review.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis as presented, subject to revisions recommended by Educational Management Solutions (EMS) as part of the Classification/Compensation Study.

**PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS**

Lead Library Aide

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

N = Never
I = Infrequently (less than once per day)
O = Occasionally (less than 2 ½ hours per day)
F = Frequently (2 ½ to 5 hours per day)
C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS					
Postures/ Movements: During ESSENTIAL Functions					
Sitting	F-C	Kneeling	I-O	Twisting at Waist	O-F
Standing	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I	Above Shoulders	I
Bending	O-F	Balancing	I	At/Below Shoulders	O-F
Stooping	O-F	Foot Controls	N	Neck Extension (up)	F
Squatting	O-F	Pushing	O-F	Neck Flexion (down)	F
Lying Down	N	Pulling	O-F	Neck Rotation (turning)	F

Comments:

Lifting: During ESSENTIAL Functions				* Indicates with assistance
Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	F	F	I	Office supplies, clerical supplies
11-25	F	F	I	Books, periodicals, audio visual equipment
26-50	I	I	I	Library books, text books
51-75*	N-I	I	N	Box of books
76-100*	N	N	N	N/A
Over 100*	N	N	N	N/A

Comments: * Overweight Items require breaking down or assistance

Carrying: During ESSENTIAL Functions				* Indicates with assistance
Pounds	Freq.	Distance	Examples of Objects Carried	
Up to 10	F	20'	Office supplies and materials, books	
11-25	F	20'	Books, educational media	
26-50	I-O	10'	Boxes of books, audio visual equipment	
51-75*	N	N	N/A	
76-100*	N	N	N/A	
Over 100*	N	N	N/A	

Comments: *Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	F-C	Books, office equipment, supplies
Fine Manipulation	F-C	Computer, various paperwork, phones
Gross Grasp	O-F	Books, boxes of books, equipment
Gross Manipulation	O-F	Office equipment
Power Grasp	I	Opening boxes

MENTAL AND PSYCHOLOGICAL DEMANDS			
		Frequency	
Basic Work Abilities:		Essential	Non-Ess.
1	Follow verbal and written instructions.	F-C	
2	Maintain the established work pace.	C	
3	Adhere to established work and safety procedures.	C	
4	Respond appropriately to direction, evaluation, or criticism.	F-C	
5	Respond appropriately to changes in the work setting.	C	
Attention to Task/ Details:			
6	Perform simple/repetitive tasks.	C	
7	Perform complex/varied tasks.	F	
8	Organize tasks and set priorities.	F	
9	Manage multiple tasks simultaneously.	C	
Interaction with Others:			
10	Work cooperatively with coworkers.	C	
11	Interact with customers or the public.	C	
12	Give training/instruction.	F	
13	Direct or supervise others.	F	
Decision Making:			
14	Use basic problem-solving techniques.	F-C	
15	Work autonomously, or with minimal supervision.	F-C	
16	Make independent decisions based on data/ circumstances.	F-C	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C	Oversee delivery of books, materials, check orders		
Hearing	C	Give guidance, answer questions		
Speaking	C	Train and give guidance to Library Aides, answer questions		
Reading	C	Maintain records, locate materials		
Writing	C	Maintain records, prepare lists		
Math	F-C	Compile data, prepare summary reports		

Comments:

Lead Library Aide

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Library, school office		
Outdoors	I	Travel to sites /classrooms		
Cold	I	Travel to sites /classrooms		
Heat	I	Travel to sites /classrooms		
Humidity	I	Travel to sites /classrooms		
Temperature Swings	I	Travel to sites /classrooms		
Dust/ Wind	I	Travel to sites /classrooms		
Noise	I	Travel to sites /classrooms		
Vibration	N	N/A		
Fumes/ Odors	I	Office setting/equipment		
Toxic Substances	N			
Radiation	N			
Mechanical Hazards	N			
Electrical Hazards	N			
Explosive Hazards	N			
Safety Equipment/Training/Attire: Appropriate attire per Board Dress Code Policy				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Operate computer	F-C		
Operate automobile	O-F		
Bar coding equipment	O		

WORK SETTING				
Brief Description of Work Site: School library/school office				
Breaks: 15min /4hours			Overtime: various, as needed	
Supervised by: Ed Services Management			Supervises: N/A	
Number of Employees at Work Site: One				
Characteristics of Site:	%		%	
Informal	80	Formal	20	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	70	High Pressure	30	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Kelly Jensen		Director of Curriculum	05/05/16
Vicki Galli		Director, Personnel Commission	08/14/13
Mary Theus		Personnel Analyst	08/14/13
Carolyn Hansen		Deputy Superintendent HR - Retired	08/14/13
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job descriptions Interview <input checked="" type="checkbox"/> Other: Review by supervision (05-05-16)			
Written by: <u>Vicki Galli</u> Date: <u>05-05-16</u>			
PC Approval:			