



Personnel Commission  
AGENDA OF SCHEDULED MEETING  
Wednesday, July 8, 2015 - 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: Mr. Ned Beadel, Chairperson  
Mrs. Kathleen Duren, Vice-Chairperson  
Mr. Ronald Williams, Commissioner  
Mrs. Vicki Galli, Director, Personnel Commission

**I. PRELIMINARY BUSINESS**

**ACTION**

A. Approval of Meeting Minutes – June 10, 2015

01-15/16

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

02-15/16  
03-15/16  
04-15/16  
05-15/16

**IV. NEW BUSINESS**

- A. Approval of New Classification – Student Engagement Advocate
- B. Approval of American with Disabilities Act (ADA) Form for Student Engagement Advocate

06-15/16  
07-15/16

**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: August 19, 2015 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M.

Personnel Commission Meeting  
of the  
Palmdale School District

**Minutes of June 10, 2015 Scheduled Meeting**

**CALL TO ORDER**

The meeting was called to order by the Chairperson, Mr. Ned Beadel at 5:30 P.M., followed by the Pledge of Allegiance led by Mr. Williams.

**MEMBERS PRESENT**

Mr. Ned Beadel, Chairperson  
Mrs. Kathleen Duren, Vice-Chairperson  
Mr. Ronald Williams, Commissioner

**STAFF PRESENT**

Mrs. Vicki Galli, Director, Personnel Commission  
Ms. Helena de Vos, Administrative Secretary

**PRELIMINARY  
BUSINESS**

**Meeting Minutes**

Mr. Williams motioned to approve the minutes of the regularly scheduled meeting of May 13, 2015. Mrs. Duren seconded the motion. Hearing no discussion, vote was called for. Approved unanimously.

**PUBLIC COMMENTS CONCERNING  
AGENDA ITEMS**

None

**PUBLIC COMMENTS CONCERNING  
NON-AGENDA ITEMS**

Ms. Astrid Cante, President of CSEA Chapter 296, expressed concern regarding the Classification Compensation Study and that it was at a standstill as fewer than two responses were received. Ms. Cante requested that the discussion resume when the Classification Compensation Advisory Committee return at the beginning of the new school year.

Ms. Cante spoke regarding the Administrative Clerk position and cancelling interviews because of less than three ranks. Union desires for their members to be promoted versus hiring outside candidates. Ms. Cante requested that interviews be held with less than three ranks. Ms. Cante requested that Commissioners communicate her wishes to the District.

**CONSENT AGENDA**

Mr. Beadel inquired if the Consent Agenda could be considered as one vote. It was agreed to consider all items on the Consent Agenda. Mr. Williams motioned to approve the Consent Agenda. Mrs. Duren seconded the motion and discussion was called for.

Mrs. Duren stated that she wanted to explain her position on extending the Eligibility List for Custodian I. Usually, she would support posting again for fresh candidates and promotional opportunity. The current list has many eligibles and there are promotional candidates. There are multiple Custodian jobs about to open and a list needs to be ready.

Hearing no further discussion, vote was called for. Unanimously approved.

#### **NEW BUSINESS**

##### **Approval of Contract for Legal Services for Fagen Friedman & Fulfro**

Mr. Williams motioned to approve the Contract for Legal Services for Fagen Friedman & Fulfro. Mrs. Duren seconded the motion and discussion was called for.

Mrs. Duren confirmed that Fagen Friedman & Fulfro was solely representing the Personnel Commission and that the District Office obtained separate counsel.

Mrs. Duren also questioned the actual dollar amount this year versus last year's actual expenses. Mr. Beadel affirmed that previous year's expenses included hearing costs. The expenses were less than last year as there were no appeal hearings.

Hearing no further discussion, vote was called for. Approval of Contract for Legal Services for Fagen Friedman & Fulfro 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 gave a presentation on the PSD Employment page addressing the concern expressed in public comment from last month. Mrs. Galli recapped the status of the compensation study. NEOGOV workshops on an "as requested" basis were announced. ADA forms and Eligibility List information has been requested for placement on the Personnel Commission webpage.

##### **Comments from Commissioners**

None

#### **CLOSED SESSION**

Recess for closed session at 5:57 P.M. and reconvened at 9:16 P.M.

#### **REPORT OUT**

None

**NEXT MEETING**

The next scheduled meeting for the Personnel Commission is July 8, 2015 at 5:30 P.M., Site 18, Room 125.

**ADJOURNMENT**

Mrs. Duren moved to adjourn the meeting. Mr. Beadel seconded the motion. Meeting adjourned at 9:16 P.M. No guests present.

Respectfully submitted,



Vicki Galli  
Director, Personnel Commission

**APPROVED**

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Ned Beadel, Chairperson

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Kathleen Duren, Vice-Chairperson

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Ronald Williams, Commissioner

## **Classified Update for June 10, 2015**

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

Accounting/Data Processing Technician	Written/Performance examination scheduled 06/09/15 (2 sessions)
Bilingual Administrative Clerk II	Written /Performance examination Scheduled 06/10 & 11/15 (2 sessions)
Bilingual Early Childhood Education Teacher Assistant	Written examination scheduled 06/18/15
Bilingual School Secretary	Written/Performance examination Scheduled 06/12/15
Child Nutrition Cashier I	To be ratified next PC meeting, 07/08/15
Child Nutrition Assistant II	To be ratified next PC meeting, 07/08/15
Crossing Guard	Written examination scheduled 06/19/15 (4 sessions)
District Receptionist-Bilingual Preferred	Performance/written examination to be scheduled.
Early Childhood Education Teacher Assistant	Written examination scheduled 06/18/15
Maintenance Worker II	Written examination scheduled 06/16/15 (2 sessions)

### **2. Postings**

Administrative Clerk I (Promotional)	Deadline: 06/16/15
Child Nutrition Manager (Promotional)	Deadline: 06/16/15
Bilingual Early Childhood Education Teacher Assistant	Continuous

Classified update  
Page Two

Bilingual Family Community Liaison	Deadline: 06/16/15
Early Childhood Education Teacher Assistant	Continuous
Health Technician—LVN	Deadline: 06/18/15
Paraeducator Certified Interpreter	Continuous
Personnel Analyst	Deadline: 06/12/15
Occupational Therapist	Continuous
Paraeducator Translator (DHH)	Deadline: 06/16/15

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: July 8, 2015 \_\_\_ 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**

**CLASSIFIED RECRUITMENT SUMMARY REPORT  
July 8, 2015**

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	Number of Ranks	Merged Yes/No	Effective Date	Expiration Date
Child Nutrition Cashier I	04/16/15	05/07/15	06/04/15	NA	472	180	87	NA	NA	87	16	No	06/05/15	06/04/16
Child Nutrition Assistant II	04/16/15	05/07/15	05/19/15	06/05/15	45	39	30	NA	28	28	16	No	06/12/15	06/11/16
Crossing Guard	04/24/15	05/07/15	06/19/15	NA	216	195	34	NA	NA	34	9	YES	06/19/15	06/18/16

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

06/29/15  
Date

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: July 8, 2015 \_\_\_\_\_ 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
Accounting Clerk I	07/11/14	07/10/15	01/10/16

**RECOMMENDATION**

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

VG:hdv  
03-15/16

**PALMDALE SCHOOL DISTRICT**

**PERSONNEL COMMISSION**

**AGENDA ITEM**

DATE: July 8, 2015 \_\_\_ 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 has/have expired or has/have less than three eligible candidates remaining.

Job Classification	Effective Date	Expiration Date
Crossing Guard	09/18/14	09/17/15

**RECOMMENDATION**

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

VG:hdv  
04-15/16



### Transfers/Reassignments

Giusto, Ivonne	Effective 05/29/15, Bilingual Instructional Assistant (EL), from 5.75 hours/182 days to 8 hours/182 days. Growth.
Herrera, Paul	Effective 05/28/15, Warehouse Worker/Delivery Driver II, from 8 hours/204 days to 8 hours/245 days. Replacement for Michael Roth.
Ramirez, Librado	Effective 06/03/15, Warehouse Worker/Delivery Driver II, from 5 hours /204 days to 8 hours/204 days. Replacement for Paul Herrera

**PALMDALE SCHOOL DISTRICT**

## PERSONNEL COMMISSION

## AGENDA ITEM

DATE: July 8, 2015      REPORT

TO: Personnel Commission   x   ACTION

FROM: Vicki Galli  
Director, Personnel Commission

RE: Approval of New Classification - Student Engagement Advocate

## BACKGROUND

The District has requested a new classification titled Student Engagement Advocate. This proposed classification was approved for funding with the Local Control and Accountability Plan (LCAP) for services associated with improving the attendance of Palmdale School District's chronically-absent students by engaging parents and families.

STATUS

The LCAP approved on June 16, 2015 proposes the attached job description to improve student attendance and achievement.

## RECOMMENDATION

It is recommended that the Student Engagement Advocate job description be approved as presented. The proposed salary range is range 30 on the classified schematic.

VG:hdv  
06-15/16



## **STUDENT ENGAGEMENT ADVOCATE**

Bargaining Unit: Classified

Salary Range 30:

\$19.25 – \$23.43/hour

### **DEFINITION:**

Student Services management coordinates and monitors the activities of the Student Engagement Advocate. The Student Engagement Advocate serves as a liaison between the school, home, and community agencies; provides assistance to schools and families; assists students and staff with attendance and child welfare matters at assigned schools.

### **DUTIES AND RESPONSIBILITIES:**

This position will be referred to multiple schools to consult with principals, attendance office workers, site parent/community liaisons, teachers and other staff members concerning student attendance referrals; review student records to identify irregular attendance patterns or chronic absenteeism; trace students' change of address or school.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives immediate supervision from Student Services management.

### **EXAMPLE OF DUTIES:**

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

1. Assist school attendance and liaison personnel to verify student attendance by making phone calls and home visits.
2. Attend School Attendance Review Board (SARB) meetings; maintain follow-up records of attendance previously referred.
3. Visit the homes of students with attendance problems to observe home situations; counsel parents and students regarding regular attendance; providing information concerning school rules and regulations; determine student needs, make referrals to appropriate agencies and record the findings of the home visit.
4. Prepare and present oral and written reports concerning home visits; prepare other reports and records as necessary.
5. Investigate complaints of student absence from public agencies and others.
6. Develop, establish and coordinate community resource contacts; maintain information systems on available community resources for use by District personnel, parent groups and families.
7. Monitor the use of community resources and the effectiveness of those resources in meeting school/community needs.

8. Provide technical assistance and participate in workshops and in-service training for District staff and others.
9. Liaison with other student services staff to promote the attendance of foster students and homeless students.
10. Comply with all state and federal confidentiality regulations.
11. Comply with all District School Board Policies and Regulations regarding confidentiality.
12. Perform related duties as assigned

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

1. School attendance policies and procedures.
2. Community resources.
3. Modern office practices, procedures, and equipment.
4. Interpersonal skills using tact, patience and courtesy.
5. District organization, operations, policies, and objectives.
6. Telephone techniques and etiquette.
7. Record keeping techniques.
8. Oral and written communication skills.

### **Ability to:**

1. Assist parents and students in resolving school attendance-related problems.
2. Understand and follow oral and written directions.
3. Work cooperatively with others.
4. Communicate effectively with others.
5. Work independently with little direction.
6. Maintain records and prepare reports.
7. Establish and maintain effective working relationships with others.
8. Work calmly and effectively in adverse situations.
9. Work effectively in a multi-ethnic setting.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work confidentially with discretion.
13. Read, interpret, and follow rules, regulations, policies, and procedures.

## **EXPERIENCE AND EDUCATION:**

### **Education:**

Associate of Arts degree, or equivalency, in sociology, psychology, social work, criminal justice or related field is required. Bachelor's degree in sociology, psychology, social work, criminal justice or related field is preferred.

### Experience:

Minimum of one year experience in an educational program or related field preferred.  
Experience in community social service involvement desired. Some clerical experience desired.  
Second language (Spanish) preferred.

### LICENSE AND CERTIFICATIONS:

1. Possession of an appropriate, valid driver's license.
2. Possession of an appropriate, valid California driver's license prior to the completion of the probationary period.
3. Ability to be covered under the District property/liability insurance.
4. Possession of automobile in good working order.

**PALMDALE SCHOOL DISTRICT**

## PERSONNEL COMMISSION

## AGENDA ITEM

DATE	July 8, 2015	<u>    </u>	REPORT
TO:	Personnel Commission	<u>  x  </u>	ACTION
FROM:	Vicki Galli Director, Personnel Commission		
RE:	Approval of Americans with Disabilities Act (ADA) form for Student Engagement Advocate		

## BACKGROUND

A primary function of the Personnel Commission is to maintain job descriptions as well as determine the merit and fitness requirements for classified classifications. The Americans with Disabilities Act (ADA) suggests that physical/mental requirements for the performance of the essential functions for a particular classification be specified in a recommended format.

STATUS

The physical/mental requirements are indicated on the attached form. The physical/mental requirements to perform the tasks are being articulated in the ADA-compliant form.

## RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA form for Student Engagement Advocate.

PALMDALE SCHOOL DISTRICT  
ADA COMPLIANT JOB ANALYSIS

**Student Engagement Advocate**

**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-O	Above Shoulders	O
Bending	O	Balancing	I-O	At/Below Shoulders	O-F
Stooping	O	Foot Controls	I-O	Neck Extension (up)	O-F
Squatting	I-O	Pushing	I-O	Neck Flexion (down)	O-F
Lying Down	I	Pulling	I-O	Neck Rotation (turning)	O-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	F	Office supplies/equipment, files
11-25	F	F	I-O	Office supplies/equipment, files
26-50	O	O	I-O	Office supplies/equipment, files
51-75*	N-I	N-I	N-I	
76-100*	N-I	N-I	N-I	
Over 100*	N	N	N	

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	50'	Office supplies/equipment, files	
11-25	F	50'	Office supplies/equipment, files	
26-50	O	10'	Office supplies/equipment, files	
51-75*	N-I			
76-100*	N-I			
Over 100*	N			

Comments: \*Over weight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine Grasp	O-F	Office supplies/equipment, files
Fine Manipulation	O-F	Office supplies/equipment, files
Gross Grasp	O	Office equipment
Gross Manipulation	I	Office equipment
Power Grasp	N-I	

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.	F-C	
3	Adhere to established work and safety procedures.	F-C	
4	Respond appropriately to direction, evaluation, or criticism.	F-C	
5	Respond appropriately to changes in the work setting.	F-C	
Attention to Task/ Details:			
6	Perform simple/repetitive tasks.	O	
7	Perform complex/varied tasks.	O	
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	
13	Direct or supervise others.	I	
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	

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	ESSENTIAL	Freq.	Non-ESSENTIAL
Seeing	C	Reports, computer screen		
Hearing	F-C	Conversations		
Speaking	F-C	Explaining policies, conversations		
Reading	F-C	Researching policies/files		
Writing	F	Reports		
Math	O	Calculating absence data		

Comments:

ENVIRONMENTAL CONDITIONS				
	Freq.	Essential	Freq.	Non-Essential
Indoors	F-C	Office/site/home settings		
Outdoors	O	Visit various locations		
Cold	O	Visit various locations		
Heat	O	Visit various locations		
Humidity	I			
Temperature Swings	O			
Dust/ Wind	O			
Noise	I			
Vibration	I			
Fumes/ Odors	I	Home visits		
Toxic Substances	I	Office supplies		
Radiation	N			
Mechanical Hazards	I	Office equipment		
Electrical Hazards	N			
Explosive Hazards	N			
<b>Safety Equipment/Training/Attire:</b> Appropriate office attire per Board Dress Code Policy.				

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY			
Essential Functions	Freq.	Non-Essential Functions	Freq.
Various office equipment	F-C		
Automobile	O-F		

WORK SETTING				
<b>Brief Description of Work Site:</b> Office setting with visits to sites, homes or various locations				
<b>Breaks:</b> 15 min/4 hours		<b>Overtime:</b> various, as needed		
<b>Supervised by:</b>		<b>Supervises:</b>		
<b>Number of Employees at Work Site:</b> Variable				
<b><u>Characteristics of Site:</u></b>	<b>%</b>		<b>%</b>	
Informal	50	Formal	50	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
Vicki Galli		Director, Personnel Commission	
Dr. John Porter		Asst. Supt., SESS	
Mike Perkins		Director, Student Services	
<b>Other Sources of Information:</b> <input checked="" type="checkbox"/> Referral to company job descriptions      Interview      Other			
Written by: <u>Vicki Galli</u> Date: _____			