



Personnel Commission
AGENDA OF SCHEDULED MEETING
Wednesday, September 9, 2015 - 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, Chairperson
Mrs. Kathleen Duren, Vice-Chairperson
Mr. Ronald Williams, Commissioner
Mrs. Vicki Galli, Director, Personnel Commission

- | I. <u>PRELIMINARY BUSINESS</u> | ACTION |
|---|---------------|
| A. Approval of Meeting Minutes – August 19, 2015 | 13-15/16 |
|
II. <u>PUBLIC COMMENTS</u> | |
| 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) | 14-15/16 |
| B. Extension of Eligibility List(s) | 15-15/16 |
| C. Nullification of Eligibility List(s) | 16-15/16 |
| D. Ratification of Transfers | 17-15/16 |
|
IV. <u>NEW BUSINESS</u> | |
| None | |
|
V. <u>OLD BUSINESS</u> | |
| 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: October 14, 2015 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M.

Personnel Commission Meeting
of the
Palmdale School District

Minutes of August 19, 2015 Rescheduled 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. Mary Theus, Personnel Analyst
PRELIMINARY BUSINESS	Meeting Minutes Mr. Williams motioned to approve the minutes of the regularly scheduled meeting of July 8, 2015. Mrs. Duren seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.
PUBLIC COMMENTS AGENDA ITEMS	None.
PUBLIC COMMENTS NON-AGENDA ITEMS	None.
CONSENT AGENDA	Mr. Williams motioned to approve the Ratification and Nullification of Eligibility Lists, and Ratification of Transfers. Mrs. Duren seconded the motion, and discussion was called for. Hearing no discussion, vote was called for. Approved unanimously.
NEW BUSINESS	Approval of Eligibility List with Less Than Three Ranks Mr. Beadel motioned to approve the eligibility list with less than three ranks for Occupational Therapist. Mrs. Duren seconded the motion, and discussion was called for. After receiving clarification on the recruitment process, vote was called for. Approved unanimously.
OLD BUSINESS	None.

INFORMATION / REPORTS

Classified Update – PC Director

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

An update was presented on the Classification Compensation Advisory Committee. Three proposals were received and one additional is expected. The next meeting date proposed is September 3, 2015.

NEOGOV training sessions are advertised internally via PSD News. The classes are important for understanding the details of completing an application to reflect meeting minimum qualifications for a position. The Personnel Commission Office is open to scheduling training dates upon request.

Comments from Commissioners

Mrs. Duren reported CSEA's displeasure with the rescheduled date for the August Personnel Commission meeting. The union tenaciously articulated their dissatisfaction with the Commission's decision to schedule a date that conflicted with a CSEA chapter meeting. Due to the absence of the Commission secretary and chairperson, rescheduling of the meeting was feasible and without legal ramifications. Mrs. Duren's preference is to have a full Commission in attendance when possible.

The rescheduled Commission meeting date was announced at the July meeting. A CSEA representative was not present to hear the announcement. However, a District representative was in attendance. Mrs. Duren stated that although she endeavors to represent CSEA well, she expects that they participate also.

Mrs. Duren commented on the numerous complaints she receives regarding application screening for minimum qualifications. In reviewing a number of submitted applications, all but one applicant left out important information. Thus, others were not eligible to advance to the examination process. The Board and Commission want qualified candidates to fill positions. The Commission staff is not expected to review past applicant records to obtain qualifications. Mrs. Duren emphasized that classified employees and CSEA representatives should attend the NEOGOV workshops. The application process is covered in the classes offered.

Mrs. Galli offered to schedule a NEOGOV class for presentation at a CSEA meeting with the executive board present.

Mr. Beadel remarked on communication between the Commission and CSEA. The Commission welcomes all comments and concerns presented by CSEA. However, the adversarial manner in which it is communicated is not acceptable. Mr. Beadel further stated when rescheduling the Commission meeting, it was not intended to conflict with a CSEA meeting. He would like to move beyond antagonistic communication to effectively address issues of concern.

Mr. Beadel announced that Mr. Ronald Williams will not seek another appointment to the Commission. He was commended for his exemplary service to the District. Mr. Williams expressed his gratitude to the Commission and District.

The position will be posted for recruitment of a joint Commissioner, as selected by Mr. Beadel and Mrs. Duren. Proposed process: The application deadline will be September 1. Applications will be screened by the PC Director, and a rank of four applicants will be presented to the Commission for consideration. Interviews will be held in open session at a special meeting on or about September 8. The selection will be announced the following evening. The name of the selected candidate will be presented to the Board by September 30. Public comment will be held on October 14, at which time the decision can be changed or sustained. The selected candidate will be officially appointed at the December meeting.

CLOSED SESSION

None.

REPORT OUT

None.

NEXT MEETING

The next meeting for the Personnel Commission is scheduled for September 9, 2015 at 5:30 PM, Site 18, Room 125.

ADJOURNMENT

Mr. Williams moved to adjourn the meeting. Mr. Beadel seconded the motion. Meeting adjourned at 5:55 P.M.

Respectfully submitted,



Vicki Galli
Director, Personnel Commission

APPROVED

Ned Beadel, Chairperson

Kathleen Duren, Vice-Chairperson

Ronald Williams, Commissioner

Classified Update for August 19, 2015

1. Testing Status:

Administrative Clerk I (Promotional)	Performance/written examination to be scheduled
Administrative Secretary	Examination to be scheduled
Bilingual Admin Secretary	Examination to be scheduled
Bilingual Family Community Liaison	QAIs scheduled 08/26/15
Child Nutrition Manager (Promotional)	Written examination 08/18/15
Custodian II (Promotional)	Written examination to be scheduled
District Receptionist- Bilingual Preferred	Performance/written examination to be scheduled.
Early Childhood Education Teacher Assistant	QAIs scheduled 08/26/15
Health Technician – LVN	Examination to be scheduled
Family Health Provider	Examination to be scheduled
Paraeducator Translator (DHH)	Examination to be scheduled
Personnel Analyst	Performance/written examination 08/20/15
Student Engagement Advocate	Examination to be scheduled
Student Interventionist	QAIs held 08/05/15

2. Postings

Assistant Director- Maintenance & Operations	Closes: 09/07/15
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Classified Update
Page two

Bilingual Early Childhood Education Teacher Assistant	Continuous
Bilingual Instructional Assistant	Continuous
Director of Accounting	Closes: 09/07/15
Early Childhood Education Teacher Assistant	Continuous
Fiscal Services Administrator	Closes: 09/07/15
Paraeducator Certified Interpreter	Continuous
Occupational Therapist	Continuous

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: September 9, 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
September 9, 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
ECE Teacher Assistant	06/08/15	07/10/15	08/12/15	08/26/15	115	44	10	NA	7	7	9	Yes	08/27/15	08/26/16
Personnel Analyst	05/22/15	06/12/15	07/15/15	08/27/15	75	21	2	3	2	2	2	No		
Personnel Analyst	07/17/15	08/06/15	08/20/15	08/27/15	80	20	6	6	5	5	8	Yes	08/27/15	08/26/16

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

09/01/15

Date

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: September 9, 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
Bilingual Headstart Enrollment Assistant	09/16/14	09/15/15	03/15/16

RECOMMENDATION

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

VG:hdv
15-15/16

PALMDALE SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA ITEM

DATE: September 9, 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
Early Childhood Education Teacher Assistant	05/06/15	05/05/16
Personnel Analyst	12/18/14	12/17/15

RECOMMENDATION

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

Transfers/Reassignments

Effective 07/13/15, Health Assistant from 8 hours/10 months to 8 hours/11 months. Local Control Accountability Plan (LCAP)

Allard, Granada
Barajas, Araceli
Beltran, Gloria
Cassingham, Deborah
Espinosa, Noemi
Evans, Donna
Fraire, Rebecca
Galeas, Olga
Gomez, Ingrid
Hawkins, Jean
Herrera, Leticia
Hughes, Denise
Jackson, Kristy
LeFeele, Arlene
Lopez-Reynoso, Johnni
Lorenzana, Diane
Medrano, Susan
Pantoja, Maria
Parras, Valerie
Rodriguez, Carmell
Rojas, Rhiana
Santellano, Gracie
Steward, Diana
Tejeda, Ivonne
Terry, Susan
Vollmer, Becky
Ybarra, Sandra

Brady, Heather

Effective 08/10/15, from Special Education Instructional Assistant I (PDC) from 3.5 hours/182 days to 5.75 hours/182 days. Increase in hours by seniority. Replacement for Dana Fate

Byram, Crystal

Effective 08/09/15, from Child Nutrition II (CM), 5.75 hours/182 days to Child Nutrition Manager (QV), 8 hours/10 months. Promotion

De La Cruz, Elizabeth

Effective 07/24/15, from Accounting clerk II to Benefits/Payroll Clerk, Fiscal Services. Replacement for Falicia Foster. Promotion

Escobar, Loida	Effective 08/11/15, from Bilingual Family/Community Liaison (ECE) to Bilingual School Secretary (TW, 8 hours/11 months. Replacement for Patricia Rivera. Promotion
Farris, Devan	Effective 08/10/15, Special Education Instructional Assistant I from (PDC) 3.5 hours/182 days to (PT) 5.75 hours/182 days. Replacement for David Arnold. Increase in hours by seniority
Gimmestad, Denise	Effective 08/03/15, Child Nutrition Manager from (QV to (DC). Voluntary transfer. Growth
Hanan, Maria	Effective 08/10/15, Administrative Clerk I from (DGM) 5.75 hours/10 months to (ECE 5.57 hours/245 days. Increase in work year by Seniority. Growth
Hart, Brittney	Effective 08/10/15, Child Nutrition Assistant I from Site 18 to (SH), 3 hours/282 days. Reassignment due to elimination of position. Growth
Irons, Elizabeth	Effective 08/10/15, Special Education Instructional Assistant I, 5.75 hours/182 days, from (TW) to (DGM). Voluntary transfer. Growth
Laitinen, Kyle	Effective 08/10/15, Paraeducator Translator, from (PLP) to (DGM). Reassignment due to elimination of position. Growth
Miller, Emily	Effective 08/10/15, Special Education Instructional Assistant I, from (MQ) 3.5 hours/182 days to (TSA) 5.75 hours/182 days. Increase in hours by seniority. Growth
Montes, Graciela	Effective 08/10/15, Bilingual Instructional Assistant 3.5 hours/182 days, from (CM) to (LA). Reassignment due to elimination of position. Replacement for Sofia Diaz
Norris, Jonathan	Effective 08/10/15, Special Education Instructional Assistant I, from (BS) 3.5 hours/182 days to (SW) 5.75 hours/182 days. Increase in hours by seniority. Replacement for Sola Nader
Pereida, Irma	Effective 08/10/15, Child Nutrition Cashier I, from Site 18 to (TW). Reassignment due to elimination of position. Replacement for Catherine Redmond

Perez, Sergio	Effective 08/01/15, from Special Education Instructional Assistant I to Special Education Instruction Assistant II. Completion of coursework
Richard, Angel	Effective 08/10/15, Special Education Instructional Assistant I, from (QV) 3.5 hours/182 days to (MZ) 5.75 hours/182 days. Increase in hours by seniority. Replacement for Lynette Gruca
Rodriguez, Hilda	Effective 08/10/15, Child Nutrition Assistant I, from (MZ) to (OC). Reassignment due to elimination of position. Growth
Slade, Gregory	Effective 08/10/15, Student Interventionist (TA), from 3.5 hours/182 days to 5.75 hours/182 days. Increase in hours by seniority. Growth

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Evans, Donna
Fraire, Rebecca
Galeas, Olga
Gomez, Ingrid
Hawkins, Jean
Herrera, Leticia
Hughes, Denise
Jackson, Kristy
LeFeele, Arlene
Lopez-Reynoso, Johnni
Lorenzana, Diane
Medrano, Susan
Pantoja, Maria
Parras, Valerie
Rodriguez, Carmell
Rojas, Rhiana
Santellano, Gracie
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