



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, February 08, 2023 - 5:30 P.M.
37230 37th Street East, Room 125
Palmdale, CA 93550

In compliance with the American with Disabilities Act, if special assistance is required to participate in this meeting, contact the Personnel Commission Office at 661-285-2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

Pursuant to Government Code 54954.2 (a) (1), 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 may for review at the Personnel Commission Office.

CALL TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Dale Speights, Commissioner

I. PRELIMINARY BUSINESS

ACTION

A. Approve Minutes of Regular Meeting – January 11, 2023

34-22/23

II. PUBLIC COMMENTS

- A. Comments Referencing Items on the Agenda
- B. Comments Referencing Non-Agenda Items

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.

III. CONSENT AGENDA

A. Approve Consent Agenda

ACTION

- 1. Ratification of Eligibility Lists
(Substitute, Open, Promotional Recruitments)
- 2. Extension of Eligibility Lists
- 3. Nullification of Eligibility Lists
- 4. Ratification of Transfer

35-22/23

IV. INFORMATION/COMMENTS

- A. Recruitment/Staffing Updates
- B. Comments from Director
- C. Comments from Commissioners

V. RECESS TO CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
 - 1. Confidential/Personnel Matters

VI. RECONVENE TO OPEN SESSION

VII. REPORT OUT ANY ACTIONS TAKEN IN CLOSED SESSION

- A. With respect to every item of business to be discussed in closed session, pursuant to Government Code, Section 54957.
 - 1. Confidential/Personnel Matters

VIII. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: March 08, 2023 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission Meeting
of the
Palmdale School District

Minutes of January 11, 2023 Regular Meeting

CALL TO ORDER Commissioner Duren, Chairperson, called the meeting to order at 5:30 PM, followed by the Pledge of Allegiance led by Commissioner Speights.

MEMBERS PRESENT Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice Chairperson
Mrs. Dale Speights, Member

STAFF PRESENT Ms. Mary Theus, Director, Personnel Commission

PRELIMINARY BUSINESS

APPROVAL OF MEETING MINUTES Commissioner Thompson motioned to approve the minutes recorded for the December 14, 2022 Regular Meeting, with Commissioner Speights providing a second. The motion carried by unanimous vote.
Duren-aye; Speights-aye; Thompson-aye.

PUBLIC COMMENTS There was no testimony from the public referencing Agenda or Non-Agenda items.

CONSENT AGENDA Commissioner Thompson motioned to approve the Consent Agenda as presented, with Commissioner Speights providing a second. The motion carried by unanimous vote. *Duren-aye; Speights-aye; Thompson-aye.*

NEW BUSINESS

PRESENTATION and DISCUSSION

Classified Job Fair

Ms. Theus presented information and a rough draft of a plan to conduct a classified job fair. It is attached as part of the official minutes. She shared details obtained from two merit districts who successfully conduct classified job fairs, and explained their procedure similarities. Taking all feedback into consideration, she provided a tentative plan to conduct a similar job fair for the District. Ms. Theus conveyed that support from various departments and administrators would be required in addition to other necessities for efficiency. The job fair would be classification specific to focus on hiring for entry-level and other positions that have been difficult to fill, such as child nutrition and paraprofessionals. Contingent employment offers will be made during the fair with pre-employment appointments provided at that time. She also suggested that employment paperwork can be completed online in the technology lab, providing online testing is not in progress. Other procedural considerations by the Personnel Commission to expedite the process are necessary as well as potentially adjusting the initial salary step placement for experienced applicants.

Commissioner Duren commented that the proposed job fair might shorten the process; however, there are still fundamental issues that won't change, such as applicant commitment to timely finish the process, and not declining

employment midway through the process or when they are expected to begin work. She stated that she is open to conducting a fair, yet the Personnel Commission must continue to be mindful of its rules and Ed Code requirements.

Commissioner Speights stated that local academies have done traditional job fairs, and applicants left the fair with a job. He indicated that our District will not hold a typical job fair, and has to follow rules.

After much discussion, it was determined that the Personnel Commission will try the job fair format with a fair tentatively scheduled in February or March. Ms. Theus will report the outcome at a future meeting.

INFORMATION/COMMENTS

CLASSIFIED UPDATE

Ms. Theus distributed the Classified Update and informed the Commission of recruitment and applicant processing details.

COMMENTS FROM COMMISSIONERS

Commissioner Thompson addressed the job fair topic and shared that UCLA was offering a monetary incentive to anyone who applies, but unfortunately, that didn't motivate enough people to apply. It shows that this is an ongoing struggle throughout the state. Ms. Theus reminded the Commission of the \$6,000 incentive the District currently offers for the Occupational Therapist position, and shared that recruitment continues to be difficult.

Commissioner Duren also commented on the job fair, stating there should be other incentives that the District can offer to attract more people. She thanked Ms. Theus for the presentation and discussion, and Stacey Elliott, Personnel Analyst, for her input and insight.

CLOSED SESSION

The Commission did not recess to a Closed Session, pursuant to Government Code Section 54957.

NEXT MEETING and ADJOURNMENT

The next regular meeting of the Personnel Commission is scheduled February 8, 2023 at 5:30 PM in Room 125 at the Site 18 location.

On a motion by Commissioner Thompson and a second by Commissioner Duren, the meeting adjourned at 6:55 PM.

Respectfully submitted,

Mary Theus
Director, Personnel Commission

APPROVED:

Kathleen Duren, Chairperson

Deneese Thompson, Vice-Chairperson

Dale Speights, Commissioner

Job Fair Discussion



PC Meeting 1/11/2023

Sampled District

ESCONDIDO UNION

- Six months conducting monthly fairs.
- Initial Check In
- Application
- Exam
- QAI (raters on call)
- Physical Exam (on-site)
- Fingerprint (no fee)
- Final Interview (days after job fair)
- Conditional Job Offers
- Pre-employment Processing

Simplified Testing Process for Paraeducator/Special Ed. Administered NCLB/ESSA test only (pass/fail) to determine if candidates are adequate to perform the job. No job-specific multiple-choice exam.

Food Service Worker and Noon Duty - QAI only to assess interpersonal skills. Assignments follow QAI. No job-specific multiple-choice exam, final interviews or reference checking.



Sampled District

ROWLAND USD

- *Conducted 5 to 6 Fairs in 2021/2022*
- *Announce Job Fair*
- *Application*
- *Invite Qualified Candidates*
- *Exam*
- *QAI (pass/fail)*
- *Final Interview*
- *Conditional Job Offers*
- *Fingerprint*
- *Pre-Employment Processing*

*Emergency Appointment (NTE 15 work days) to prevent stoppage of business
(PC Rule 6.9; EC 45290)*

*Provisional Appointment (90 work days)
(PC Rule 6.7; EC 45287, 45288)*



PSD PROPOSAL



PSD Teams

PC Staff

Announcement
Application Intake/Screening
Invitations
Reception
Exam Administration
Proctor
Contingent Offers
Reference Checking
Pre-Employment Procedures

SMEs

QAI Raters (2)
Final Selection Panel (2)

H.R.

Livescan Fingerprinting
Substitute Interview/Selection
Substitute Contingent Offers
Assist with Reference Checking
QAI Proctor

Medical Providers

Physical Assessment
WorkSTEPS Assessment
TB Risk Assessment/Test
Hearing/Vision

PSD Logistics

Where does it happen?

Personnel Commission, Site 18
Rooms 122 through 126

Human Resources Office
Fingerprinting

PSD Health Services
TB Risk Assessment/Testing

Summit Urgent Care, Palmdale

West Point Physical Therapy, Palmdale

When does it happen?

Target Start

February/March

Once per month thereafter as necessary

Days

Tues, Wed or Thurs

Approximate Duration

Four Hours, 1:00 pm - 5:00 pm

Needs

- ★ Five to Six Rooms
- ★ Committed SMEs and Other District Personnel
- ★ Proficient Bilingual Support
- ★ Reserved Periods on Calendars - Fingerprinting & Physical Exams
- ★ Laptops for Panels and Staff
- ★ Informational & Job Offer Documents
- ★ Refreshments
- ★ Patience and Optimism!



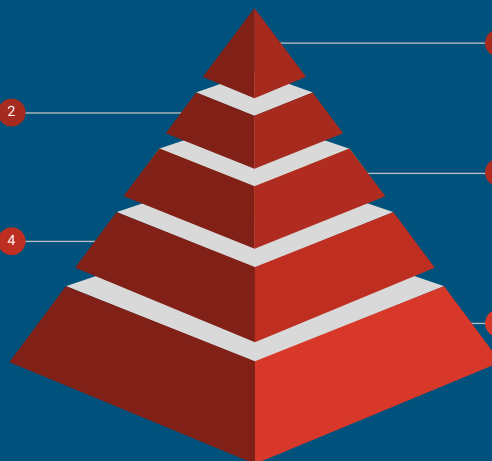
PSD Job Fair Stations

Examination

NCLB/ESSA (pass/fail)
College Transcript (waives NCLB/ESSA)
Waiting Room

Final Interview

Determine site placement
(consider applicant requests)
Waiting Room



Initial Check-In

Identification Required
Job Fair Overview (verbal and handout)
Waiting Room

QAI

Subject Matter Experts will interview and rate (scored or pass/fail) to determine if applicant is adequate to perform the job.
Waiting Room

Contingent Offer

Present written job offer with contingencies (reference checking, fingerprint/background check, physical assessments).

Provide referrals for fingerprint appointment and physical (same day or same week). Link to access employment forms for completion will be sent same day.

Successful applicants not recommended for hire during the Job Fair will be placed on an eligibility list according to their score, and referred to H.R. for potential employment as a substitute until such time the candidate interviews again and is selected for regular employment.

Considerations

Waivers

- ❖ *Fingerprint Fee*
- ❖ *Multiple-Choice Job Specific Exams*
- ❖ *QAI*
- ❖ *Reference Checking*
(reduce from two to one)

Other

- ❖ *Conduct job fairs for positions continuously posted & difficult to fill.*
- ❖ *Initial salary placement beyond first step of appropriate range. (CBA 6.2.1)*
- ❖ *Committed participants to assist with job fair during work hours.*



Mission

In partnership and collaboration with the District, consider, employ, and execute alternative procedures to more quickly onboard and hire qualified candidates to fill critical positions, in a regular or substitute capacity, to support administrators, sites, and students.



Questions and Discussion



Classified Update for January 11, 2023

Testing Status:

Child Nutrition Assistant I	Written exam 1/11/2023
Child Nutrition Assistant III	Written exam 1/11/2023
Custodian II	Written exam 1/13/2023
Data Processing/Accounting Technician	Performance/written exam 1/24, 1/25/2023
Health Assistant LVN	Performance/written exam 1/27/2023
Instructional Assistant I	Written exam 1/17, 1/18/2023
Noon Duty/Campus Assistant	Written exam 1/20/2023
Paraeducator-Moderate to Severe	Written exam 1/25/2023
Social Emotional Learning Specialist	QAI 1/17/2023
Special Education Instructional Assistant	Written exam 1/11, 1/12/2023
Student Engagement Advocate	Written exam 1/12/2023

Postings:

Bilingual ECE Teacher Assistant	Continuous
Bilingual School Secretary	Closes 1/23/2023
Certified Occupational Therapy Assistant	Continuous
Child Nutrition Assistant III	Continuous
ECE Teacher Assistant	Continuous
Health Assistant LVN	Continuous

Postings - continued:

Occupational Therapist	Continuous
Paraeducator-Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Personnel Administrative Clerk II	Closes 1/25/2023
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant	Continuous

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 08, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF SUBSTITUTE LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Substitute/Casual Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
February 08, 2023**

SUBSTITUTE/CASUAL RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Number on Referral List	Sent Referral List to Human Resources
Substitute ECE Teacher Assistant	07/08/2022	Continuous	01/17/2023	91	9	8	1	N/A	8	8	01/19/2023
Substitute Noon Duty/Campus Assistant	01/03/2023	01/03/2023	01/20/2023	5	3	1	2	N/A	1	1	01/25/2023
Substitute ECE Teacher Assistant	07/08/2022	Continuous	01/31/2023	8	4	4	0	N/A	4	4	01/31/2023

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Mary Theus
Director, Personnel Commission

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 08, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF ELIGIBILITY LIST(S)	

STATUS

The testing procedure for establishment of an eligibility list for the classifications on the attached "Classified Recruitment Summary Report" have been completed and the list(s) established as presented.

RECOMMENDATION

It is recommended that the eligibility list(s) for the attached classification(s) be ratified.

Palmdale School District
Personnel Commission

February 08, 2023

CLASSIFIED RECRUITMENT SUMMARY REPORT

Job Classification	Recruitment Open Date	Recruitment Close Date	Written Exam Date	QAI Date	Number of Applicants	Passed MQs invited to test	Exam Participants	Participant No Shows / Declined	Passed Performance	Passed Written	Passed QAI	Number Eligible	List Effective Date	List Expiration Date	Merged *Yes/No	Total # of Ranks
Child Nutrition Assistant I	11/15/2022	12/07/2022	01/11/2023	N/A	113	48	24	24	N/A	22	N/A	22	01/20/2023	01/19/2024	*Yes	14
Child Nutrition Assistant III	10/11/2022	Continuous	01/11/2023 01/17/2023	1/20/2023	56	13	10	3	N/A	7	6	6	01/20/2023	01/19/2024	*Yes	7
Instructional Assistant I	12/12/2022	01/02/2023	01/18/2023	N/A	63	62	28	34	N/A	18	N/A	18	01/19/2023	01/18/2024	*Yes	12
Noon Duty/Campus Assistant	12/08/2022	12/29/2022	01/20/2023	N/A	113	97	47	50	N/A	43	N/A	43	01/25/2023	01/24/2024	*Yes	12
Paraeducator/LVN	09/15/2022	Continuous	01/25/2023	N/A	9	2	0	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Paraeducator Translator (DHH)	09/22/2022	11/03/2022	11/10/2022	1/20/2023	4	3	2	1	N/A	2	2	2	01/25/2023	01/24/2024	*Yes	4
Paraeducator Translator (DHH)	12/15/2022	01/06/2023	N/A	N/A	1	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Social Emotional Learning Specialist	07/22/2022	Continuous	N/A	1/17/2023	2	2	2	N/A	N/A	N/A	2	2	01/17/2023	01/16/2024	*Yes	4
Student Engagement Advocate	12/13/2022	01/05/2023	01/12/2023	2/1/2023	103	32	22	10	N/A	9	7	7	02/01/2023	01/31/2024	No	5

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

The eligibility list process is complete and in compliance with pertinent Education Codes (merit system) and Personnel Commission Rules and Regulations.

Mary Theus
Director, Personnel Commission

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE February 08, 2023 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
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 Secretary	08/17/2021	02/16/2023	08/16/2023
Certified Occupational Therapy Assistant	03/10/2022	03/09/2023	09/09/2023
Maintenance Worker II	02/18/2022	02/17/2023	08/17/2023
School Secretary	02/18/2022	02/17/2023	08/17/2023

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 February 08, 2023. REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
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	08/19/2022	08/18/2023
Child Nutrition Assistant III	12/06/2022	12/05/2023
Instructional Assistant I	10/06/2022	10/05/2023
Noon Duty/Campus Assistant	08/24/2022	08/23/2023
Paraeducator Translator (DHH)	04/25/2022	04/24/2023
Social Emotional Learning Specialist	09/20/2022	09/19/2023

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 08, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	RATIFICATION OF TRANSFER(S)	

STATUS

As provided for in the Personnel Commission Rules and Regulations and the Collective Bargaining Agreement, 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

2/8/2023

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Banks, Christina M.	01/09/2023	From Child Nutrition Assistant I (DGM) 3.0 hrs/182 days, to Child Nutrition Assistant III (PLP) 5.75 hrs/182 days.	Promotion Growth position
b.	Castellanos, Jeannette	12/08/2022	From Parent/Community Liaison (CM) 8.0 hrs/182 days, to Family Services Advocate (ECE) 8.0 hrs/12 mo.	Promotion Replacement for Olivia Camarillo
c.	Chamness, Joshua M.	01/03/2023	Custodian I, from (QV) to (DW) 8.0 hrs/12 mo.	Transfer Replacement for Donald Johson
d.	Contreras, Alma R.	1/9/2023	From Child Nutrition Assistant I (DC) 3.0 hrs/182 days, to Child Nutrition Assistant II (DGM) 5.75 hrs/182 days	Promotion Replacement for Stephanie Mora
e.	Cruz, Amor M.	12/19/2022	From Child Nutrition Assistant II (PLP) 5.75 hrs/182 days, to Child Nutrition Manager (YU) 8.0 hrs/10 mo.	Promotion Replacement for Jeanne Burdick
f.	Dumas, LaTijera S.	1/10/2023	Special Ed. Instructional Assistant I (OT) from 5.75 hrs to 6.5 hours/182 days	Increase by seniority Replacement for NeAsha Thomas
g.	Espinoza, Lucia E.	01/04/2023	From Parent/Community Liaison (SW) 8.0 hrs/182 days, to Administrative Clerk II (Ed Svcs) 8.0 hrs/12 mo.	Promotion Replacement for Jose Sandoval
h.	Espinosa, Lucia E.	01/26/2023	From Administrative Clerk II (Ed Svcs) to Bilingual Administrative Clerk II (Health Svcs) 8.0 hrs/12 mo.	Lateral Appointment Replacement for Artemisa Chang
i.	Flores, Concepcion H.	12/19/2023	From Child Nutrition Assistant II (DC) 5.75 hrs/182 days, to Child Nutrition Manager (PACS) 8.0 hrs/10 mo.	Promotion Replacement for Nicole Sewalson
j.	Gilmartin, Lupe	1/9/2023	From Bilingual Typist Clerk (WEC) 5.75 hrs/12 mo., to Bilingual School Secretary (QV) 8.0 hrs/11 mo.	Promotion Replacement for Vanessa Maquindang
k.	Granados, Thania K.	01/20/2023	From Bilingual Typist Clerk (TW) 5.75 hrs/10 mo., to Bilingual Administrative Clerk II (SpEd) 8.0 hrs/12 mo.	Promotion Replacement for Elsa Rios
l.	Hall, Donald L.	01/24/2023	From Child Nutrition Assistant I (DGM) 3.0 hrs/182 days, to Custodian I (BS) 8.0 hrs/12 mo.	Promotion Replacement for Oscar Lira
m.	Herrera, Paul	01/27/2023	From Warehouse Worker/Delivery Driver II (Whse), to Purchasing Technician (Whse) 8.0 hrs/12 mo.	Promotion Growth position
n.	Jordan, Oliver A.	01/27/2023	Paraeducator Moderate to Severe, from (YN) to (PDC) 7.0 hrs/182 days	Voluntary transfer Replacement for Rachel Wilson
o.	Landreth, Theodore	12/15/2022	Custodian II, from (DC) to (SW) 8.0 hrs/182 days	Voluntary transfer Replacement for Jose Rodriguez
p.	Leon, Anna-Cecelia M.	01/13/2023	From Instructional Assistant I (DC) 5.75 hrs/182 days, to Special Ed. Instructional Assistant I (DGM) 5.75 hrs/182 days	Lateral Appointment Replacement for Charlee French

Transfers and Reassignments

2/8/2023

q.	Mayfield, Brenda P.	01/09/2023	Noon Duty/Campus Assistant, from (GP) to (DR) 5.75 hrs/182 days	Voluntary transfer Replacement for Priscilla Ramirez
r.	Perez, Karina	01/09/2023	From Child Nutrition Assistant I (BS) 3.0 hrs/182 days, to Child Nutrition Assistant III (PT) 5.75 hrs/182 days.	Promotion Growth position
s.	Regin-Ramos, Gloria O.	01/10/2023	From Bilingual Typist Clerk (QV) 5.75 hrs/182 days, to District Receptionist (DO) 8.0 hrs/12 mo.	Promotion Replacement for Norma Pomposo
t.	Reeves, Alexis L.	01/26/2023	Paraeducator Moderate to Severe, from (BV) to (BV) 6.5 hrs/182 days	Voluntary transfer Replacement for B. Patrice Evans
u.	Thomas, NeAsha	12/13/2022	Special Ed. Instructional Assistant I, from (OT) to (BS) 6.5 hrs/182 days	Voluntary transfer Growth position
v.	Vidana, Edís	01/10/2023	Child Nutrition Assistant I, from (S18) to (DC) 3.0 hrs/182 days	Reassignment; elimination of position Replacement for Claudia Davila

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	February 08, 2023	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	REPORT OF ACTIVITIES		

STATUS

This report is presented as information only to inform the Commission of recruitment and staffing activities performed by its staff since the last meeting. No action is required.

REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

STAFFING UPDATE

New Hires by Classification, January 1 through February 3, 2023

1 - Accounting Clerk II
1 - Benefits/Payroll Clerk
1 - Bilingual Typist Clerk
1 - Campus Security Assistant
4 - Child Nutrition Assistant I
8 - Crossing Guard
2 - Custodian I
6 - Instructional Assistant
1 - Maintenance Worker II
5 - Noon Duty/Campus Assistant
2 - Paraeducator Moderate to Severe
1 - Parent/Community Liaison
6 - Special Education Instructional Assistant
2 - Student Interventionist

Total: 41

Promotions by Classification, January 1 through February 3, 2023

1 - Administrative Clerk II
1 - Bilingual Administrative Clerk II
1 - Bilingual School Secretary
1 - Child Nutrition Assistant II
2 - Child Nutrition Assistant III
1 - Custodian I
1 - District Receptionist
1 - Purchasing Technician
1 - School Secretary

Total: 10

Substitute to Regular Employment, January 1 through February 3, 2023

1 - Accounting Clerk II
1 - Bilingual Typist Clerk
1 - Instructional Assistant
2 - Noon Duty/Campus Assistant
1 - Special Education Instructional Assistant

Total: 6

Referral Lists Issued for Substitute Employment, January 1 through February 3, 2023

ECE Teacher Assistant
Special Education Instructional Assistant
Instructional Assistant
Health Assistant LVN
Noon Duty/Campus Assistant
Paraeducator Moderate to Severe
Child Nutrition Assistant I

Total: 88 Applicants