



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, March 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 - February 08, 2023

36-22/23

II. PUBLIC COMMENTS

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

III. REPORTS/INFORMATONAL ITEMS/DISCUSSION

- A. Recommendation for Salary Adjustment
Occupational Therapist
B. Recommendation for Salary Adjustment
Noon Duty/Campus Assistant
C. Salary Increase for Substitute Classes
D. Quarterly Review of Operational Expenses

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.

IV. CONSENT AGENDA

ACTION

- A. Approve Consent Agenda
1. Ratification of Eligibility Lists
(Open, Promotional Recruitments)
2. Extension of Eligibility Lists
3. Nullification of Eligibility Lists
4. Ratification of Transfer

37-22/23

- | V. | NEW BUSINESS | ACTION |
|--------------|---|---------------|
| A. | Approve New Classification and Salary Schedule Placement
Education Trip Driver | 38-22/23 |
| B. | Ratify Purchase of a Printer in the Amount of \$526.41 | 39-22/23 |
| C. | Approve Eligibility Lists with Less Than a Rank of Three:
Bilingual Early Childhood Education Teacher Assistant
Early Childhood Education Teacher Assistant | 40-22/23 |
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 | | |
| VI. | COMMENTS | |
| A. | Personnel Commission Director - Recruitment/Staffing Updates | |
| B. | Commissioners | |
|
 | | |
| VII. | 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 | |
|
 | | |
| VIII. | RECONVENE TO OPEN SESSION | |
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 | | |
| IX. | 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 | |
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 | | |
| X. | DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: April 12, 2023 at 5:30 P.M. | |

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission
Palmdale School District
MINUTES OF THE REGULAR MEETING OF FEBRUARY 8, 2023
37230 37th Street East, Room 125
Palmdale, CA 93550

The Personnel Commission Vice-Chairperson called the meeting of the Personnel Commission to order at 5:30 P.M., followed by the Pledge of Allegiance led by Commissioner Speights.

ROLL CALL:

Member(s) Present: Mrs. Deneese Thompson, Vice-Chairperson
 Mr. Dale Speights, Member

Member(s) Absent: Mrs. Kathleen Duren, Chairperson

Staff Present: Ms. Mary Theus, Personnel Commission Director
 Mrs. Esthefany Iraheta, Administrative Secretary

PRELIMINARY BUSINESS

- A. The Personnel Commission took action to approve the minutes recorded at the February 8, 2023 meeting.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

PUBLIC COMMENT

- A. There were no comments referencing agenda items.
B. There were no comments referencing non-agenda items.

CONSENT AGENDA

- A. The Personnel Commission took action to approve the Consent Agenda to ratify, extend, nullify eligibility lists, and ratify transfers.

Motion:	Dale Speights	Vote:	Dale Speights	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye

INFORMATION COMMENTS

- A. Recruitment and staffing updates were presented by Ms. Theus, Director. She provided reports to highlight recruitment activities and appointment actions performed by staff for the period of January 1 through February 3, 2023.

41 New Hires
10 Promotions
6 Substitute to Regular
88 Substitute Referrals

RECESS TO CLOSED SESSION

Pursuant to Government Code Section 54957, the Commission recessed to a Closed Session at 5:42 p.m. and reconvened to Open Session at 6:10 p.m. There was no action taken to report out.

Personnel Commission
Palmdale School District
MINUTES OF THE REGULAR MEETING OF FEBRUARY 8, 2023
37230 37th Street East, Room 125
Palmdale, CA 93550

DATE OF NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled March 8, 2023 at 5:30 p.m., at the Site 18 location; 37230 37th Street East, Room 125, Palmdale CA 93550.

OPEN SESSION ADJOURNMENT

On a motion by Commissioner Speights and second by Commissioner Thompson, the meeting adjourned at 6:11 p.m.

Deneese Thompson
Vice-Chairperson
Approved: March 8, 2023

Dale Speights
Member
Approved: March 8, 2023

Mary Theus
Director, Personnel Commission
Approved: March 8, 2023

REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

RECRUITMENT UPDATE

OPEN RECRUITMENTS

Administrative Clerk II	Expires 2/10/2023
Bilingual ECE Teacher Assistant	Continuous
Certified Occupational Therapy Assistant	Continuous
Child Nutrition Assistant III	Continuous
ECE Teacher Assistant	Continuous
Family Health Provider	Expires 2/23/2023
Health Assistant LVN	Continuous
Occupational Therapist	Continuous
Paraeducator Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Parent/Community Liaison	Expires 2/23/2023
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant	Continuous
Warehouse Worker/Deliver Driver II	Expires 2/14/2023

EXAMINATION

Assistant Director M&O	2/10/2023 (Oral)
Bilingual / ECE Teacher Assistant	1/31/2023; 2/9/2023 (Oral)
Child Nutrition Assistant III	2/17/2023
Custodian II	1/13/2023; 2/16/2023 (Oral)
Data Processing/Accounting Technician	Oral exam 2/10/2023
Family Health Provider	1/27/2023
Health Assistant / LVN	2/14/2023
Paraeducator Moderate to Severe	2/7/2023 (Oral)
Special Education Instructional Assistant	2/7/2023 (Oral)

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: March 08, 2023 X REPORT

TO: Personnel Commission ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: SALARY ADJUSTMENT RECOMMENDATION FOR UNREPRESENTED CLASS:
OCCUPATIONAL THERAPIST

BACKGROUND

The District is advising the Personnel Commission of their formal recommendation for an adjustment in salary for the Occupational Therapist classification, and welcomes any feedback the Personnel Commission may have on this matter.

STATUS

As the referenced class is unrepresented by a collective bargaining unit, the District is making the recommendation for Occupational Therapists to receive a 7.75% on schedule increase and a 1.75% one-time payment, effective April 1, 2023.

The current and proposed salary rates are as follows for a 199 workday/holiday schedule:

2023-2024 Current Rate				Recommended Increase		
	Annual	Daily Rate	Hourly Rate	Annual	Daily Rate	Hourly Rate
Step 1	\$ 87,306.14	\$ 438.72	\$ 54.84	\$ 94,072.37	\$ 472.73	\$ 59.09
Step 2	\$ 89,488.84	\$ 449.69	\$ 56.21	\$ 96,424.23	\$ 484.54	\$ 60.57
Step 3	\$ 91,726.27	\$ 460.94	\$ 57.62	\$ 98,835.06	\$ 496.66	\$ 62.08
Step 4	\$ 94,019.45	\$ 472.46	\$ 59.06	\$ 101,305.96	\$ 509.08	\$ 63.63
Step 5	\$ 96,370.45	\$ 484.27	\$ 60.53	\$ 103,839.16	\$ 521.80	\$ 65.23

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: March 08, 2023 X REPORT

TO: Personnel Commission ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: SALARY ADJUSTMENT RECOMMENDATION FOR UNREPRESENTED CLASS:
NOON DUTY/CAMPUS ASSISTANT

BACKGROUND

The District is advising the Personnel Commission of their formal recommendation for an adjustment in salary for the Noon Duty/Campus Assistant classification, and welcomes any feedback the Personnel Commission may have on this matter.

STATUS

As the referenced class is unrepresented by a collective bargaining unit, the District recommends increasing their salary rate to \$16.00 per hour effective July 1, 2023, in the interest of employee recruitment and retention. This adjustment will also be a proactive measure should there be any future increase in the minimum wage. In addition, the District recommends a flat \$300 one-time payment, effective April 1, 2023.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: March 08, 2023 X REPORT

TO: Personnel Commission ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: INCREASE SALARY RATES FOR SUBSTITUTE CLASSIFICATIONS

BACKGROUND

Substitute job descriptions are currently in place to provide temporary services in the event of an incumbent's absence or other critical needs as deemed necessary by the District. The District periodically reviews the hourly rates for substitute classifications to ascertain their competitive standing among like positions in similar organizations.

STATUS

The District is advising the Personnel Commission of their intent to increase the salary rates for substitute classes, and welcomes any feedback the Personnel Commission may have on this matter. To remain competitive, the District proposes the following increases, and expects increasing the rates for substitutes will attract candidates to apply with the District and retain the employees in the current substitute pool.

The proposed rates align with the first step of the salary range of respective classes on the Classified Salary Schedule.

Classification	Work Hours	Current Hourly Rate	Proposed Hourly Rate
Substitute Administrative Clerk	8.00	\$ 16.93	\$ 18.83
Substitute Campus Security Assistant	8.00	\$ 15.50	\$ 19.30
Substitute Child Nutrition Worker	3.00	\$ 15.50	\$ 17.05
Substitute Crossing Guard	2.00	\$ 15.50	\$ 16.23
Substitute Custodian	8.00	\$ 16.00	\$ 21.30
Substitute Early Childhood Education Teacher Assistant	5.75	\$ 15.50	\$ 17.05
Substitute Health Assistant LVN	8.00	\$ 23.92	\$ 26.61
Substitute Instructional Assistant	5.75	\$ 15.50	\$ 16.64
Substitute Paraeducator Moderate to Severe	7.00	\$ 19.15	\$ 21.30
Substitute Paraeducator LVN	7.00	\$ 23.92	\$ 26.61
Substitute Paraeducator Translator	7.00	\$ 15.50	\$ 21.83
Substitute Special Education Instructional Assistant	6.50	\$ 15.50	\$ 16.64

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	March 08, 2023	<u> X </u>	REPORT
TO:	Personnel Commission		ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	QUARTERLY EXPENSE REVIEW		

BACKGROUND

The annual budget of the Personnel Commission is approved by May 30th of each year in accordance with Education Code section 45253. Expenses processed are shown in the attached report by object code.

STATUS

The quarterly expenses by object code from July 1, 2022 through March 2, 2023 are provided for review.

Personnel Commission Operating Budget - FY 2022/2023*Posted Expenses for the period of 07/1/2022 - 3/02/2023*

Dist Obj	Sch Loc	Description	Operating	Expenditure	Encumbrance	Total Obligated	Remaining Balance
4320	2300000	Supplies - Buyout	4,138.00	1,926.82	292.95	2,219.77	1,918.23
4320	8200000	Supplies - Custodian	700.00	1,078.40	0.00	1,078.40	(378.40)
4380	2300000	Supplies - Technology	200.00	88.02	333.99	422.01	(222.01)
4393	8200000	Water - Bottled	600.00	168.17	183.97	352.14	247.86
4480	2300000	Equip - Tech Non Cap	0.00	0.00	0.00	0.00	0.00
5210	2300000	Mileage	0.00	0.00	0.00	0.00	0.00
5220	2300000	Travel & Conference	5,000.00	7,040.93	898.07	7,939.00	(2,939.00)
5310	2300000	Dues & Memberships	4,200.00	4,100.00	0.00	4,100.00	100.00
5712	2300000	Direct Costs - Printing	100.00	10.00	0.00	10.00	90.00
5714	2300000	Direct Costs - Call Out	150.00	0.00	0.00	0.00	150.00
5719	2300000	Direct Costs - Mailing	300.00	127.52	0.00	127.52	172.48
5810	2300000	Advertising	2,000.00	970.10	0.00	970.10	1,029.90
5822	2300000	Legal	40,000.00	2,241.00	37,759.00	40,000.00	0.00
5828	2300000	Software Support	37,000.00	35,832.11	0.00	35,832.11	1,167.89
5830	2300000	Consultants	3,000.00	0.00	0.00	0.00	3,000.00
5890	2300000	Other Operating Services	840.00	560.00	280.00	840.00	0.00
TOTALS:			98,228.00	54,143.07	39,747.98	93,891.05	4,336.95

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	March 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

March 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
Assistant Director Maintenance & Operations	11/28/2022	12/28/2022	1/20/2023	02/10/2023	17	5	5	0	NA	3	3	3	02/10/2023	02/09/2023	*Yes	5
Bilingual School Secretary	01/03/2023	01/24/2023	02/22/2023	03/02/2023	90	34	14	20	4	4	4	4	03/02/2023	03/01/2024	*Yes	6
Custodian II	12/12/2022	01/02/2023	01/13/2023	02/16/2023	5	3	3	0	NA	3	3	3	02/24/2023	02/23/2024	*Yes	12
Custodian II	01/13/2023	02/03/2023	02/10/2023	02/16/2023	23	19	16	3	NA	14	14	14	02/24/2023	02/23/2024	*Yes	12
Data Processing/Accounting Technician	10/18/2022	11/08/2022	01/25/2023 01/27/2023	02/10/2023	85	41	22	19	9	9	9	9	02/10/2023	02/09/2024	No	8
Paraeducator Moderate-Severe	07/07/2022	Continuous	01/25/2023 01/31/2023	02/07/2023	53	12	8	4	N/A	6	4	4	02/08/2023	02/07/2024	*Yes	8
Paraeducator Moderate-Severe	07/07/2022	Continuous	02/17/2023 02/24/2023	03/01/2023	21	8	6	2	N/A	5	4	4	03/01/2023	02/28/2024	*Yes	9
Special Education Instructional Assistant I	07/11/2022	Continuous	01/11/2023 01/12/2023 01/25/2023 01/31/2023	02/07/2023	64	60	22	38	N/A	13	12	12	02/07/2023	02/06/2024	*Yes	17

*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.

Director, Personnel Commission
March 8, 2023

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

Job Classification	Effective Date	Expiration Date	Date Extended
Risk Management Specialist	10/07/2021	04/06/2023	10/06/2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE March 08, 2022 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
Assistant Director Maintenance & Operations	04/20/2022	04/19/2023
Bilingual ECE Teacher Assistant	10/11/2022	10/10/2023
Bilingual School Secretary	09/29/2022	09/28/2023
Custodian II	08/01/2022	07/31/2023
ECE Teacher Assistant	10/11/2022	10/10/2023
Paraeducator Mod-Severe	12/15/2022	12/14/2023
Paraeducator Mod-Severe	02/08/2023	02/07/2024
Special Education Instructional Assistant I	11/09/2022	11/08/2023

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	March 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**3/8/2023**

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Andrade, Jorge	02/13/2023	From Custodian I (CA) 8.0 hrs/12 mo., to Paraeducator Moderate to Severe (PDC) 7.0 hrs/182 days	Lateral appointment Replacement for Misti Ewing
b.	Coppedge, Jordan F.	02/01/2023	Special Education Instructional Assistant I, from (QV) 5.75 hrs/182 days, to (CM) 6.5 hrs/182 day	Increase by seniority Replacement for Prezious-Princessa Brown
c.	Gaspar Rojo, Pedro	02/06/2023	Special Education Instructional Assistant I, from (DGM) 5.75 hrs/182 days, to (SW) 6.5 hrs/182 days	Increase by seniority Replacement for Jazmin Lee
d.	Richard, Janell I.	1/26/2023	From Administrative Clerk I (OT) 5.75 hrs/10 mo., to School Secretary (OT) 8.0 hrs/11 mo.	Promotion Replacement for Dajah Thomas

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: March 08, 2023 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE NEW CLASS DESCRIPTION AND SALARY SCHEDULE PLACEMENT:
EDUCATION TRIP DRIVER

BACKGROUND

The District purchased school buses and specialty buses to provide more activity trips for schools throughout the year, and to serve as a contracted provider for neighboring districts and other organizations. The specialty buses will be primarily used for schools and the community to emphasize learning in specific programs of study, such as Health, Science, Library, and Technology. In order to support the District's transportation needs, a new classification and job description was requested and created for a driver position.

STATUS

The proposed job description titled, Education Trip Driver, with suggested salary schedule placement, is presented for approval. The comprehensive description articulates the skills, abilities, and functional responsibilities of the position as well as the stringent license and certification requirement. The position will also assist the District's current contracted school bus service provider, when necessary, to cover bus routes when there is a shortage of drivers to maintain regular route schedules without delay.

The District and CSEA reached a Tentative Agreement on the proposed job description and salary schedule placement. CSEA also approved it through their 610 process. To appropriately classify this position, a new job class series titled Transportation will be established on the Classified Schematic List of Classes.

RECOMMENDATION

It is recommended that the Personnel Commission approve the new classification, description, and salary schedule placement as presented.

EDUCATION TRIP DRIVER

Bargaining Unit: CSEA Chapter 296

Proposed Salary (Range 35)

~~\$24.70—\$30.00/hourly~~

\$26.61 - \$32.33/hourly (March 1, 2023)

Work Calendar: 10-month

New Job Class Family: Transportation

DEFINITION

Under the supervision of the Transportation Director and/or designee, operates a school bus to transport students safely and efficiently to and from school, activity trips and special events, and adults who accompany them on educational trips and/or extracurricular activities; follows designated routes in accordance with time schedules; assures bus is in safe operating condition; and performs a variety of duties relative to assigned area of responsibility. Additionally, will operate specialty buses for other activity trips.

DISTINGUISHING CHARACTERISTICS

Bus Driver incumbents must complete the required training and licensure. Due to the nature of the work, employees in this class receive minimal supervision and are expected to follow established rules and guidelines. However, incumbents report to the supervisor who is readily available via two-way radio or cellular phone, and can provide direction on more serious situations which may arise, such as traffic accidents/injuries. Success in this class is based on the incumbent's ability to: drive a large vehicle safely concentrating on road conditions while maintaining good order among students on the bus; follow written and oral instructions; and perform required duties in accordance with strict time schedules. Incumbents can develop additional special competencies for future advancement.

EXAMPLES OF ESSENTIAL DUTIES

Drives a school bus daily over designated activity trips/routes in accordance with time schedules, picking up and discharging students.

- Assists in loading and unloading, students in car seats; five-point restraint system, safety vest special equipment and wheelchairs.
- Ensures that required safety devices are secure and properly used (e.g. seat belts, car seats, five-point safety system, safety vest, wheelchair seat belt, and anchor tie-downs).
- Maintains student release forms, and verifies students are released only to a parent or someone designated by the parent or school.
- Follows specific transportation requirements in student IEPs.
- Escorts all students across streets and roadways (Vehicle Code 22112), and stops traffic when necessary.
- Checks buses at the culmination of each assigned activity trip to ensure no students or property are left behind.
- Utilize two-way radio systems or other devices (i.e. cell phone) to communicate with dispatch staff during field trips or emergencies, only when the bus is stopped at a safe location and secured.
- Transports students, teachers, and other adults on activity trips to various locations, while observing departure and arrival times as scheduled.
- Backfill for daily student bus routes as needed.

- Inspects bus prior to operation for safety purposes as required (Calif. Code Regulations 13 § 1215 Vehicle Condition), and additional components in accordance with District policy.
- Monitors camera systems to ensure they are functioning properly.
- Maintains proper fuel and fluid levels; cleans exterior and interior of buses, including windshields, windows, headlights, picking up debris, sweeping and mopping the floor, wiping and cleaning upholstery, and bodily fluids.
- Manages and maintains appropriate behavior among students on buses and while the bus is parked at bus stops; follows District policies regarding student control, and contact with parents and the public.
- Reports mechanical problems or equipment malfunctions, and all incidents affecting the safety of students.
- Performs first aid or emergency assistance; files accident reports.
- Attends scheduled safety meetings and safety programs.
- Maintains records of all activity trips; prepares and completes accurate records as required by State and District laws, regulations and policies.
- Keeps current and maintains all driver's licenses, special driver certificate, DOT Medical Exam, and First Aid credentials as required to drive in the State of California.
- Establish and maintain cooperative working relationships with those contacted during the course of work.
- Performs other duties as required to accomplish the objectives of the position.

KNOWLEDGE, SKILLS, ABILITIES, AND TRAITS

Knowledge and Skills:

Requires a complete working knowledge and understanding of safe bus driving practices sufficient to recognize problems and take appropriate action. Must have a basic understanding of State laws, rules, and regulations and Education Code sections pertaining to school bus operations and pupil transportation. Must know and understand how to apply first-aid practices. Requires sufficient communication skills to maintain harmony within a work team and with students. Knowledge of loading and unloading students in car seats, five-point restraint system, safety vest special equipment, and wheelchairs.

Ability To:

- Perform all of the duties of the position with minimal supervision.
- Drive a school bus and specialty bus safely and efficiently while keeping to well-established schedules.
- Maintain order among students, both while driving and at bus stops.
- Recognize malfunctions in equipment and take appropriate action.
- Maintain vehicles in clean and safe operating condition.
- Administer first aid to ill or injured students.
- Learn designated bus routes, including stops and traffic hazards.
- Perform routine, repetitive tasks on a continuous basis, and sit for prolonged periods of time.
- Maintain confidentiality of privileged information.
- Prepare and maintain required records.
- Read and write sufficiently to perform all of the duties of the position including understanding applicable laws, regulations, and codes required.
- Communicate effectively, both orally and in writing, with those contacted in the course of work.

TRAITS:

- Puts safety first for self and others;
- Diligently attends to details and quality;
- Strives to meet customers' needs;
- Is punctual and follows through;
- Easily adapts to situations and changes;
- Appreciates the differences among people;
- Stays focused and has good work ethic;
- Works around obstacles and is self-starting.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or evidence of equivalent educational proficiency. Successful completion of a minimum of 20 hours of classroom instruction related to skills and safety requirements for driving a school bus; and successful completion of a minimum of 20 hours of instruction behind the wheel of a school bus required.

Experience and Training: One year experience in driving a large transit school bus.

License and Certification:

- Valid Class A or B, California Commercial Driver License with Passenger, School Bus, and Air Brake Endorsements
- Possession of a current Medical Examination Report (MEC Form, MCSA-5875).
- California Special Driver Certificate designated for School Bus (with no restrictions for Air Brakes and/or Conventional Type-II buses only) issued by the California Department of Motor Vehicles.
- Valid First Aid certificate comparable to the American Red Cross Standard First Aid certificate, or approved by California Emergency Medical Service Authority (EMSA) School Bus Training program providers.
- Ability to be insured, and continue to be insurable, by the District's liability insurance carrier.

IMPORTANT NOTE: This classification has been designated as safety-sensitive in accordance with the drug and alcohol testing requirements adopted by the District pursuant to Board Policy 4212.42.

All licenses and certificates listed above must remain current and maintained during the course of employment unless otherwise noted.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Work is performed in an indoor and outdoor environment with seasonal weather conditions. Ability to safely lift, carry, push or pull objects weighing up to 50 pounds without assistance; assist students with disabilities on and off the bus; lift passenger ambulatory aids, such as wheelchairs, onto platforms. Sitting for extended periods of time; some standing, stooping, crouching, bending, reaching overhead and horizontally, frequent walks up and down the steps of a bus. Mobility of arms, dexterity of hands, fingers, leg-foot to drive a bus; visual acuity including depth perception with or without correction; hearing sufficient to be aware of traffic and road conditions/distractions, and listen to passengers and perceive information at normal speaking levels.

Incumbents may be exposed to driving a school bus during adverse weather and traffic conditions; exposures to dust, allergens, gas, bus exhaust, odors; traffic and passenger noise; direct contact with students, District personnel, the public, and uncooperative individuals.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: March 08, 2023 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE TO RATIFY THE PURCHASE OF A PRINTER IN THE AMOUNT OF \$526.41

BACKGROUND

The printer in the Personnel Commission main office was purchased many years ago. It is operating, but frequently malfunctions. A modern model is required for efficiency.

STATUS

The attached quote for a new compact printer model was obtained from Technology Services. As the March 3, 2023 deadline for submitting purchase requisitions has passed, the printer expense is presented for ratification.

RECOMMENDATION

It is recommended that the Personnel Commission approve to ratify the expense in the amount of \$526.41 as presented.



Quote	Q00138870
Date	1/3/2023
Page	1

Bill To:

Palmdale School District
DO NOT MAIL - Please Email Invoices to:
acctpays@palmdalesd.org
Palmdale, CA 93550-3419

Ship To:

Palmdale School District
39139-49 10th Street East
PSD Warehouse
Palmdale CA 93550-3419

Quote Number	Customer ID	Salesperson ID	Shipping Method	Payment Terms		Master No.
Q00138870	PAL550	ehart	BEST	Net 30		418,118
Quantity	Item Number	Description	UOM	Unit Price	Ext. Price	
1	NASPO-HPI-CA	WSCA NASPO Contract MNNVP-133 CA PA 7-15-70-34-001	Each	\$0.00	\$0.00	
1	2Z601F#BGJ	HP LaserJet Pro 4001DW Wireless Printer	Each	\$477.48	\$477.48	

Please let me know if you have any questions.
Please contact me at erica@sehi.com. Thanks, Erica

Subtotal	\$477.48
Misc	\$0.00
Tax	\$48.93
Freight	\$0.00
Trade Discount	\$0.00
Total	\$526.41

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	March 08, 2023		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LISTS WITH LESS THAN A RANK OF THREE: BILINGUAL EARLY CHILDHOOD EDUCATION TEACHER ASSISTANT AND EARLY CHILDHOOD EDUCATION TEACHER ASSISTANT		

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 Bilingual Early Childhood Education Teacher Assistant and Early Childhood Teacher Assistant classification is challenging. Each classification is posted continuously with positions difficult to fill because of the stringent minimum qualifications. There is one rank (one eligible) for each classification that met all minimum qualifications and successfully completed the competitive examination process.

To support the Early Childhood Education needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified. Candidates will be merged with current ranks on the existing lists.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility lists with one rank for Bilingual Early Childhood Education Teacher Assistant and Early Childhood Education Teacher Assistant as presented.

Palmdale School District
Personnel Commission

March 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
Bilingual ECE Teacher Assistant	07/08/2022	Continuous	01/17/2023	02/09/2023	92	2	2	0	NA	1	1	1	02/22/2023	02/21/2024	*Yes	2
ECE Teacher Assistant	07/08/2022	Continuous	01/17/2023	02/09/2023	132	4	4	0	NA	1	1	1	02/22/2023	02/21/2024	*Yes	2

*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.

Director, Personnel Commission
March 8, 2023