



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, April 12, 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 | <u>ACTION</u> |
| A. | Approve Minutes of Regular Meeting – March 08, 2023 | 41-22/23 |
| B. | Approve Minutes of Special Meeting – March 15, 2023 | 42-22/23 |
| 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.

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|-------------|--|----------------------------------|
| III. | CONSENT AGENDA | <u>ACTION</u> |
| A. | Approve Consent Agenda | 43-22/23 |
| | 1. Ratification of Eligibility Lists
(Open, Promotional Recruitments) | |
| | 2. Extension of Eligibility Lists | |
| | 3. Nullification of Eligibility Lists | |
| IV. | NEW BUSINESS | |
| A. | Public Hearing - Proposed Budget of the Personnel Commission, FY 2023-2024 | <u>DISCUSSION</u> |
| | | |
| B. | Approve Budget of the Personnel Commission, FY 2023-2024 | <u>ACTION</u>
44-22/23 |
| C. | Approve Request for Provisional Appointment
Assistant Director, Business Services | 45-22/23 |
| D. | Approve Request for Provisional Appointment
Risk Manager | 46-22/23 |

V. COMMENTS

- A. Personnel Commission Director - Recruitment/Staffing Updates
- B. Commissioners

VI. 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

VII. RECONVENE TO OPEN SESSION

VIII. 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

IX. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: May 10, 2023 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission
Palmdale School District
MINUTES OF THE REGULAR MEETING OF MARCH 8, 2023

37230 37th Street East, Room 125
Palmdale, CA 93550

The Personnel Commission 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. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson
Mr. Dale Speights, Member

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:	Deneese Thompson	Vote:	Deneese Thompson	Aye
Second:	Dale Speights		Dale Speights	Aye
			Kathleen Duren	Aye

PUBLIC COMMENTS

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

REPORTS/INFORMATIONAL ITEMS/DISCUSSION

- A. **Occupational Therapist Salary:** Ryan Beardsley, Assistant Superintendent of Human Resources, informed the Commission of District's interest in adjusting the salary for Occupational Therapist due to the difficulty in recruiting. The District is proposing that Occupational Therapist receive a 7.75% on schedule increase and a 1.75% one-time payment, effective April 1, 2023, in order to be at a competitive rate with other school districts. In response to the Commission's inquiry, he reported that there are four positions to fill. After brief discussion, the Commission articulated their support.
- B. **Noon Duty Salary:** Ryan Beardsley commented again on the District's interest to increase the salary for Noon Duty/Campus Assistant employees from minimum wage to \$16.00 per hour, and a flat \$300 one-time payment, effective April 1, 2023, in the interest of employee retention. Commissioner Duren commented that she supports the recommendation, but asked that he take the item back to Cabinet to reconsider the pay rate adjustment to the level of the lowest paid classification in the bargaining group, which is \$16.23 per hour. Mr. Beardsley agreed to have that discussion and will report back to the Commission.
- C. **Substitute Salaries:** Solange Henriquez, Director-Classified Personnel, shared that it has been very difficult to fill substitute jobs, and in order to attract more candidates through recruitment, the District is interested in increasing the salary rates to the first step of the salary schedule for permanent positions. After brief discussion, the Commissioners articulated their support.

MINUTES OF THE REGULAR MEETING OF MARCH 8, 2023

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- D. **Quarterly Expense Review:** Operational expenses to date were presented for review. The Commission reviewed the information and stated their interest in reviewing salary expenses as well going forward. Commissioner Duren noted the overage in conference expenses, with Ms. Theus explaining it was due to the rate increases for the conference and hotel that were not anticipated when the budget was established. She also shared that procedures to reallocate funds between line items have changed.

CONSENT AGENDA

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

Motion:	Deneese Thompson	Vote:	Deneese Thomspson	Aye
Second:	Dale Speights		Dale Speights	Aye
			Kathleen Duren	Aye

NEW BUSINESS

- A. **New Classification and Salary Schedule Placement Education Trip Driver**

The proposed new classification titled Education Trip Driver and salary schedule placement was presented for approval. Commissioner Thompson moved to approve, with Commissioner Speights providing a second. Discussion ensued.

Commissioner Duren questioned the proposed salary that seemed to exceed that of other sampled districts with the same position. She also expressed her concern with the proposed work year, the impact this may have on the District's current contracted transportation provider, the intent of the position to provide services to our students as well as outside agencies, which is not clearly defined in the description, and other concerns. Ryan Beardsley reported that the proposed salary was competitive with other agencies, and shared the District's perspective for the position. He expressed his understanding of the Commission's concerns and mentioned that the transportation director is the expert and could best respond to their inquiries. Ms. Theus reported that the Transportation Director was invited, but unavailable to attend the meeting. The Commission suggested a special meeting to address this matter further with the transportation director. Accordingly, the motion was amended to table the item.

Motion:	Deneese Thompson	Vote:	Deneese Thomspson	Aye
Second:	Dale Speights		Dale Speights	Aye
			Kathleen Duren	Aye

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- B. **Purchase of Printer:** The Personnel Commission took action to approve the ratification of the purchase of a printer in the amount of \$526.41.

Motion:	Deneese Thompson	Vote:	Deneese Thomspson	Aye
Second:	Dale Speights		Dale Speights	Aye
			Kathleen Duren	Aye

- C. **Eligibility List with Less than Three Ranks:** The Personnel Commission took action to approve the Bilingual Early Childhood Education Teacher Assistant and Early Childhood Education Teacher Assistant eligibility lists.

Motion:	Deneese Thompson	Vote:	Deneese Thomspson	Aye
Second:	Dale Speights		Dale Speights	Aye
			Kathleen Duren	Aye

COMMENTS

- A. **Recruitment and Staffing Updates:** Ms. Theus outlined staff activities and shared the outcome of the piloted hiring event for child nutrition positions that took place on February 17, 2023. The procedure was successful; 23 candidates interviewed, and 17 job offers were made. The PC staff is assessing the procedures to move forward with a recruitment/hiring event for the special education program. Remote testing is being considered.
- B. Commissioner Speights shared he is looking forward to the hiring event and its outcome. He also agreed with remote testing.

Commissioner Thompson agreed with Commissioner Speights, and stated that more help may be needed to have a successful modified job fair.

Commissioner Duren just reminded everyone of the Special Meeting to be scheduled soon, and asked Mr. Beardsley to reach out to the Director of Transportation so that he is present.

RECESS TO CLOSED SESSION

Pursuant to Government Code Section 54957, the Commission recessed to a Closed Session at 6:23 p.m. and reconvened to Open Session at 7:07 p.m. There was no action taken to report out.

DATE OF NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled April 12, 2023 at 5:30 p.m., at the Site 18 location; 37230 37th Street East, Room 125, Palmdale CA 93550.

Personnel Commission
Palmdale School District
MINUTES OF THE REGULAR MEETING OF MARCH 8, 2023
37230 37th Street East, Room 125
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OPEN SESSION ADJOURNMENT

On a motion by Commissioner Speights and second by Commissioner Thompson, the meeting adjourned at 7:08 p.m.

Kathleen Duren
Chairperson
Approved: March 8, 2023

Deneese Thompson
Vice-Chairperson
Approved: March 8,, 2023

Dale Speights
Member
Approved: March 8, 2023

Mary Theus
Director, Personnel Commission
March 8, 2023

Personnel Commission
Palmdale School District
MINUTES OF THE SPECIAL MEETING OF MARCH 15, 2023
37230 37th Street East, Room 125
Palmdale, CA 93550

The Personnel Commission 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. Kathleen Duren, Chairperson
 Mrs. Deneese Thompson, Vice-Chairperson

Member Absent: Mr. Dale Speights, Member
Staff Absent: Mary Theus, Director Personnel Commission

Staff Present: Mrs. Stacey Elliott, Personnel Analyst
 Mrs. Esthefany Iraheta, Administrative Secretary

PUBLIC COMMENT

- A. There were no comments referencing agenda items.

UNFINISHED BUSINESS

- A. **Noon Duty Salary:** Ryan Beardsley was happy to inform that Cabinet agreed with the Commission's suggestion to increase the salary of Noon Duty/Campus Assistants to \$16.23 per hour instead of the previous proposed rate of \$16.00 per hour. The new rate along with the \$300 one-time payment will be effective July 1, 2023. The Commissioners were happy and appreciated Mr. Beardsley's communication with the District.
- B. **Education Trip Driver Job Description:** Francisco Padilla, Director of Transportation, informed the Commission of the need to hire drivers for specialty buses purchased last year. Commissioner Duren shared her concern regarding the transportation contract in place, proposed salary range, type of buses, Job Description, and ADA.

Mr. Padilla advised that five drivers will be hired, and they will be trained to provide a top-notch service. The training will include certification as well. Mr. Padilla also informed the Commissioners that these drivers will be required to cover the contracted drivers when they could not provide coverage for home to school routes and/or student field trips. Commissioner Duren asked whether or not Storer Transportation, the current contracted provider, had ever failed to cover any home to school routes, and whether or not they had been assessed for those failures. Mr. Padilla assured the Commission that the current contractor had not failed to provide coverage for home to school routes and therefore had not been assessed any damages. Commissioner Duren further requested to know how many field trips the current contractor had been unable to provide. Mr. Padilla indicated that Storer had been able to provide drivers for all field trips and no students had missed out on trips. He further explained that at times, the District's transportation department worked with the schools and the contractor to find mutually acceptable dates.

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Commissioner Duren voiced her concern regarding the proposed salary, stating that it was too high and would disrupt internal equity. She went on to say the wage is substantially higher than the current contractor and may cause the District to further negatively impact the contractor by hiring their drivers. Mr. Padilla stated the proposed salary range was based on similar classifications from nearby agencies. He gave examples of what the buses looked like and how many passengers they hold.

Commissioners Duren and Thompson agreed that the priority should be making sure that there are enough drivers to cover and not cancel school field trips, and expressed their concern with taking drivers away from the contracted company. Mr. Padilla mentioned that the current contractor is hiring at least one driver per month and they have not had any concerning issues thus far.

Commissioner Duren requested that the proposed job description be revised as it currently implies that the position is for home to school bus drivers instead of specialty drivers. In order to approve this new classification an amended job description and ADA will need to be provided at a future meeting. Mr. Padilla agreed to work on these requests and provide the updated job description and the complete ADA by the next meeting. He also offered to bring a bus so the Commission can get a better understanding of its layout. Commissioner Duren asked if the description would be ready by then, and if not, she will consider another special meeting. He reiterated that it will be ready for the April meeting.

The motion was amended to table the item to the next meeting.

Motion:	Deneese Thompson	Vote:	Deneese Thompson	Aye
Second:	Kathleen Duren		Kathleen Duren	Aye

CLOSED SESSION

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

DATE OF NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled April 12, 2023 at 5:30 p.m., at the Site 18 location; 37230 37th Street East, Room 125, Palmdale CA 93550.

ADJOURNMENT

On a motion by Commissioner Thompson and second by Commissioner Duren, the meeting adjourned at 5:51 p.m.

Personnel Commission
Palmdale School District
MINUTES OF THE SPECIAL MEETING OF MARCH 15, 2023
37230 37th Street East, Room 125
Palmdale, CA 93550

Kathleen Duren
Chairperson
Approved: March 15, 2023

Deneese Thompson
Vice Chairperson
Approved: March 15, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	April 12, 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
April 12, 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 Campus Security Assistant	01/25/2023	03/08/2023	03/20/2023	43	3	1	2	N/A	1	1	03/21/2023

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

Director, Personnel Commission
April 12, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	April 12, 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

April 12, 2023

CLASSIFIED RECRUITMENT SUMMARY REPORT

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

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
Administrative Clerk II	01/20/2023	02/10/2023	03/16/2023	03/30/2023	124	50	29	21	6	6	5	5	03/30/2023	03/29/2024	*Yes	6
Bilingual ECE Teacher Assistant	07/08/2022	Continuous	03/13/2023	03/17/2023	9	2	2	0	N/A	2	2	2	03/21/2023	03/20/2024	*Yes	3
Child Nutrition Assistant III	10/11/2022	02/21/2023	02/17/2023 02/28/2023	03/03/2023	52	9	3	6	N/A	3	2	2	03/03/2023	03/02/2024	*Yes	6
Child Nutrition Assistant III	02/22/2023	Continuous	03/15/2023 03/17/2023	03/30/2023	44	9	8	1	N/A	5	3	3	03/31/2023	03/30/2024	*Yes	5
Crossing Guard	02/08/2023	03/01/2023	03/08/2023	N/A	101	68	20	48	N/A	16	N/A	16	03/14/2023	03/13/2024	*Yes	9
Family Health Provider	09/20/2022	10/11/2022	01/27/2023	N/A	7	1	0	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Family Health Provider	10/28/2022	11/18/2022	01/27/2023	03/14/2023	7	1	1	0	N/A	1	1	1	03/15/2023	03/14/2024	*Yes	3
Family Health Provider	11/30/2022	12/21/2022	01/27/2023	N/A	3	1	0	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Family Health Provider	02/02/2023	02/23/2023	03/02/2023	03/14/2023	4	1	1	0	N/A	1	0	0	N/A	N/A	N/A	N/A
Health Assistant/LVN	10/12/2022	Continuous	01/24/2023 02/14/2023 03/03/2023	03/14/2023	18	8	2	6	1	1	1	1	03/15/2023	03/14/2024	*Yes	4
Paraeducator Moderate to Severe	07/07/2022	03/10/2023	03/27/2023	03/29/2023	23	5	3	2	N/A	3	3	3	03/29/2023	03/28/2024	*Yes	9
Social Emotional Learning Specialist	07/22/2022	Continuous	N/A	03/15/2023	4	2	2	0	N/A	N/A	2	2	03/15/2023	03/14/2024	*Yes	4
Special Education Instructional Assistant I	07/11/2023	03/09/2023	03/09/2023 03/27/2023	03/29/2023	39	34	13	21	N/A	7	7	7	03/29/2023	03/28/2024	*Yes	11
Warehouse Worker/Delivery Driver II	01/24/2023	02/14/2023	02/28/2023	03/16/2023	112	39	31	8	N/A	22	20	20	03/20/2023	03/19/2024	No	11

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

Director, Personnel Commission
April 12, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE April 12, 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
Credentials Analyst	04/27/2022	04/26/2023	10/26/2023

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 April 12, 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
Administrative Clerk II	05/16/2022	05/15/2023
Bilingual ECE Teacher Assistant	02/22/2023	02/21/2024
Child Nutrition Assistant III	01/20/2023	01/19/2024
Child Nutrition Assistant III	03/03/2023	03/02/2024
Crossing Guard	09/30/2022	09/29/2023
Family Health Provider	04/29/2022	04/28/2023
Health Assistant/LVN	11/29/2022	11/28/2023
Paraeducator Moderate to Severe	03/01/2023	02/28/2024
Social Emotional Learning Specialist	01/17/2023	01/16/2024
Special Education Instructional Assistant	02/07/2023	02/06/2024

RECOMMENDATION

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

MT:eai
43-22/23

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	April 12, 2023		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE PERSONNEL COMMISSION BUDGET FISCAL YEAR 2023-2024		

BACKGROUND

As a Merit District, it is necessary to submit an annual proposed Personnel Commission budget, hold a public hearing, and take action on the proposed budget prior to May 30th of the said year per Education Code Section 45253. Notices of the public hearing and proposed budget are sent to all governing Board members. In accordance with Personnel Commission Rules and Regulations, Item 2.16, the budget will be proposed to the Commissioners not later than the first meeting in April.

STATUS

On April 12, 2023, a public hearing will be held to receive input regarding the attached proposed Personnel Commission budget for fiscal year 2023-2024.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed budget as presented.

Annual Financial and Budget Report
Fiscal Year 2023-2024

Name of Local Educational Agency: PALMDALE SCHOOL DISTRICT

Expenditure by Object	2021-2022 Actual*	2022-2023 Actual or Estimated*	2023-2024 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,250.00	\$ 1,150.00	\$ 1,800.00
Director	128,422.00	132,505.00	171,779.00
Secretaries, Clerks	199,581.00	196,686.00	279,770.00
Other	10,501.00	8,284.00	11,631.00
3000 Employee Benefits	234,536.00	235,313.00	291,473.00
Subtotal	574,290.00	573,938.00	756,453.00
4000 Supplies and Equipment Replacement	4,606.00	4,339.00	4,851.00
5000 Operating Expenses	47,770.00	50,693.00	76,014.00
6000 Equipment	0.00	0.00	0.00
Subtotal	52,376.00	55,032.00	80,865.00
Appropriation for Contingencies ⁽³⁾	0.00	0.00	0.00
Total Expenditures	\$ 626,666.00	\$ 628,970.00	\$ 837,318.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: April 12, 2023 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE REQUEST FOR PROVISIONAL APPOINTMENT
ASSISTANT DIRECTOR, BUSINESS SERVICES

BACKGROUND

The Fiscal Services Administrator requested a provisional appointment to the Assistant Director, Business Services classification due to the incumbent's leave of absence. Pursuant to Personnel Commission rules, the appointing authority may request a provisional appointment when no eligibility list exists for the class or there are an insufficient number of available eligibles (i.e. less than 3) on a list for appointment.

STATUS

Emidio Garcia, Student Information Services Supervisor, has been recommended for the provisional appointment. The Personnel Commission Director verified eligibility in accordance with the minimum qualifications for the higher class. The term of appointment will commence April 13, 2023, and shall not exceed ninety (90) working days or more than one hundred twenty-six (126) working days in a fiscal year if an extension of the provisional assignment becomes necessary. Moreover, the services of the appointee can be terminated at any time or within fifteen (15) working days after the date on which an eligibility list is established.

RECOMMENDATION

It is recommended that the Personnel Commission approve Mr. Garcia's provisional appointment as requested and presented.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: April 12, 2023 _____ REPORT

TO: Personnel Commission _____ X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE REQUEST FOR PROVISIONAL APPOINTMENT
RISK MANAGER

BACKGROUND

The Risk Manager requested consideration of a provisional appointment for the period of vacation leave. Pursuant to Personnel Commission rules, the appointing authority may request a provisional appointment when no eligibility list exists for the class or there are an insufficient number of available eligibles (i.e. less than 3) on a list for appointment.

STATUS

Debra Ramirez, Risk Management Specialist, has been recommended for the provisional appointment. The Personnel Commission Director verified eligibility in accordance with the minimum qualifications for the higher class. In addition, Ms. Ramirez has the most skill and knowledge to temporarily oversee risk management services in a provisional capacity. The term of appointment is twelve (12) business days, commencing May 11, 2023 through May 26, 2023.

Pursuant to the Personnel Commission Rules and Regulations, the services of an appointee shall not exceed ninety (90) days or more than one hundred twenty-six (126) working days in a fiscal year if an extension of the provisional assignment becomes necessary. Moreover, the services of an appointee can be terminated at any time.

RECOMMENDATION

It is recommended that the Personnel Commission approve the provisional appointment as requested and presented.