



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, June 14, 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 - May 10, 2023 57-22/23
- B. Approve Minutes of Special Meeting - May 23, 2023 58-22/23

II. PUBLIC COMMENTS

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

III. REPORTS/INFORMATIONAL ITEMS/DISCUSSION

- A. Salary Rate Increase for Substitute Paraeducator Certified Interpreter

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 59-22/23
 - 1. Ratification of Eligibility Lists
(Open, Substitute, Promotional Recruitments)
 - 2. Nullification of Eligibility Lists
 - 3. Ratification of Transfer

V. UNFINISHED BUSINESS

ACTION

- A. Approve New Classification of Specialty Trip Driver 38-22/23
(retitle from Education Trip Driver)
 - i. Approve the salary recommendation for the classification
Specialty Trip Driver at Range 35 on the Classified Salary Schedule
 - ii. Establish new Transportation Series job family

- | VI. NEW BUSINESS | <u>ACTION</u> |
|--|----------------------|
| A. Approve ADA Compliant Job Analysis
Specialty Trip Driver | 60-22/23 |
| B. Approve 2023-2024 Agreement for Services
Shreds Unlimited | 61-22/23 |
| C. Approve Eligibility List with Fewer Than Three Ranks
Bilingual Early Childhood Education Teacher Assistant | 62-22/23 |
| D. Approve Provisional Appointment
Assistant Director, Business Services | 63-22/23 |
| E. Approve Regular Meeting Calendar for Fiscal Year 2023-2024 | 64-22/23 |
- VII. COMMENTS**
- A. Personnel Commission Director - Recruitment/Staffing Updates
 - B. Commissioners
- VIII. 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
 - 2. Public Employee Performance Evaluation: Director, Personnel Commission
- IX. RECONVENE TO OPEN SESSION**
- X. 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
 - 2. Public Employee Performance Evaluation: Director, Personnel Commission
- XI. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: July 12, 2023 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission
Palmdale School District

MINUTES OF THE REGULAR MEETING OF MAY 10, 2023

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

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

ROLL CALL:

Member(s) Present: Mr. Dale Speights, Member

Member(s) Absent: Mrs. Kathleen Duren, Chairperson
Mrs. Deneese Thompson, Vice-Chairperson

Staff Present: Ms. Mary Theus, Personnel Commission Director

There were no presentations or testimony from the public referencing agenda or non-agenda items. In the absence of a quorum, there was no business conducted. All items will be brought back at the next regular or special meeting if necessary.

NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled June 14, 2023, at 5:30 p.m., Site 18 location; 37230 37th Street East, Room 125, Palmdale CA 93550.

ADJOURNMENT

On a motion by Commissioner Speights the meeting adjourned at 5:32 p.m.

Dale Speights
Member
Approved: May 10, 2023

Mary Theus
Director, Personnel Commission
Approved: May 10, 2023

Personnel Commission
Palmdale School District
MINUTES OF THE SPECIAL MEETING OF MAY 23, 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 April 12, 2023, regular meeting.

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

PUBLIC COMMENTS

- A. **Referencing Agenda Items**
There were no comments.

CONSENT AGENDA

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

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

UNFINISHED BUSINESS

- A. **Approval of the 2023-2024 Membership Renewal - CODESP**

The Commission took action to approve the 2023-2024 membership renewal for CODESP. The item passed unanimously.

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

B. Approval of the 2023-2024 Membership Renewal – Personnel Commissions Association of Southern California (PCASC)

The Commission took action to approve the 2023-2024 membership renewal for PCASC. The item passed unanimously.

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

C. Approval of the 2023 -2024 Software Subscription Renewal – NEOGOV Insight Enterprise

There was a motion and second, followed by discussion. Ms. Theus informed the Commission of the shared cost between Human Resources and the Personnel Commission. The Personnel Commission expends the largest share with the District (Human Resources) disbursing a fixed percentage of the remaining cost each year. Commissioner Duren expressed her dissatisfaction with the disparity and feels the cost should be shared equally. Ms. Theus reported that there is an approximate 10% increase for the software each year. She stated that H.R. no longer uses this application software and uses EdJoin instead for certificated recruitment and application. Commissioner Duren acknowledged this detail, but feels the District should be responsible for a portion of the price increase each year instead of the Commission taking on the full percentage. The item passed unanimously.

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

D. Approval of the 2023 – 2024 Software Subscription Renewal – NEOGOV Onboard

The Personnel Commission took action to approve the software subscription renewal with NEOGOV Onboard. The item passed unanimously.

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

E. Approval of the Software Subscription – Biddle TestGenius

There was a motion and second, followed by discussion. Ms. Theus informed the Commission of the modernized structure of the upgraded performance testing software. She also mentioned that this module integrates with the NEOGOV Insight software. The vendor is offering a discounted rate for the first year of the agreement. The item passed unanimously.

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

F. Approval of Eligibility List with Fewer Than Three Ranks – Paraeducator/LVN

The Personnel Commission took action to approve the eligibility list with fewer than three ranks for Paraeducator/LVN. The item passed unanimously.

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

G. Approval of Addition of Classification Component to Job Description Referencing Working Conditions – Noon Duty/Campus Assistant and Substitute Noon/Duty Campus Assistant

The Personnel Commission took action to approve the addition of working conditions to the referenced job descriptions. The item passed unanimously.

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

NEW BUSINESS

A. Approval of Eligibility List with Fewer than Three Ranks – Paraeducator Certified Interpreter (DHH)

The Personnel Commission took action to approve the eligibility list with fewer than three ranks for Paraeducator Certified Interpreter (DHH). The item passed unanimously.

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

DATE OF NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled June 14, 2023, at 5:30 p.m., 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 Duren, the meeting adjourned at 5:17 p.m.

Kathleen Duren
Chairperson
Approved: May 23, 2023

Deneese Thompson
Vice - Chairperson
Approved: May 23, 2023

Mary Theus
Director, Personnel Commission

Dale Speights
Member
Approved: May 23, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: June 14, 2023 X REPORT

TO: Personnel Commission ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: SALARY RATE INCREASE FOR SUBSTITUTE PARAEDUCATOR CERTIFIED INTERPRETER

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 advised the Personnel Commission at its meeting of March 8, 2023, of their intent to increase the salary rates for substitute classes to remain competitive. The classification of Substitute Paraeducator Certified Interpreter was inadvertently excluded from the increase and remains at minimum wage. The District plans to correct this oversight by aligning the rate with the first step of the salary range of the respective class on the Classified Salary Schedule as done with other substitute classes.

Classification	Work Hours	Current Hourly Rate	Proposed Hourly Rate
Substitute Paraeducator Certified Interpreter	7.00	\$ 15.50	\$ 27.96

The District welcomes any feedback from the Personnel Commission on this matter.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	June 14, 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
June 14, 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 Paraeducator Translator (DHH)	05/12/2022	Continuous	N/A	4	0	N/A	N/A	N/A	N/A	N/A	N/A

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

Director, Personnel Commission
June 14, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	June 14, 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

June 14, 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
Campus Security Assistant	03/30/2023	Continuous	04/28/2023 05/04/2023	05/11/2023	143	12	10	2	N/A	6	5	5	05/12/2023	05/11/2024	*Yes	7
Certified Occupational Therapy Assistant	01/10/2023	Continuous	N/A	N/A	9	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Child Nutrition Assistant III	02/22/2023	Continuous	04/13/2023 05/09/2023	05/17/2023	71	13	10	3	N/A	5	5	5	05/17/2023	05/16/2024	*Yes	6
ECE Teacher Assistant	07/08/2023	Continuous	05/11/2023	06/01/2023	86	6	5	1	N/A	4	3	3	06/07/2023	06/06/2024	*Yes	4
Maintenance Worker II	03/15/2023	04/05/2023	05/11/2023 05/12/2023	05/30/2023	118	33	20	13	N/A	9	6	6	05/30/2023	05/29/2024	*Yes	7
Occupational Therapist	07/18/2023	Continuous	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
Paraeducator/LVN	09/15/2022	Continuous	05/03/2023	05/10/2023	4	1	1	0	N/A	1	0	N/A	N/A	N/A	N/A	N/A
Paraeducator Translator (DHH)	04/13/2023	05/04/2023	05/12/2023	05/18/2023	6	5	5	0	N/A	5	5	5	05/18/2023	05/17/2024	No	4
Special Education Instructional Assistant I**	03/21/2023	04/10/2023	04/19/2023	04/27/2023	8	6	6	0	N/A	1	1	1	05/12/2023	05/11/2024	*Yes	6
Student Interventionist	04/03/2023	04/24/2023	05/11/2023	05/18/2023	65	11	6	5	N/A	6	5	5	05/22/2023	05/21/2024	*Yes	7

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

** Remaining applicants from Hiring Event recruitment who did not meet deadline for testing and interviews.

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

Director, Personnel Commission
June 14, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE June 14, 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
Bilingual ECE Teacher Assistant	03/21/2023	03/20/2024
Campus Security Assistant	09/30/2022	09/29/2023
Child Nutrition Assistant III	03/31/2023	03/30/2024
ECE Teacher Assistant	02/22/2023	02/21/2024
Maintenance Worker II	02/18/2022	08/17/2023
Special Education Instructional Assistant I	03/29/2023	03/28/2024
Student Interventionist	10/17/2022	10/16/2023

RECOMMENDATION

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

MT:eai
59-22/23

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	June 14, 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

6/14/2023

	<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a.	Avina Leiva, Ofelia	05/09/2023	From Child Nutrition Assistant I (DR) 3.0 hrs/182 days, to Parent/Community Liaison (SW) 8.0 hrs/182 days	Promotion Replacement for Lucia Espinosa
b.	Bradley-Aguilar, Margarita	04/28/2023	Bilingual ECE Teacher Assistant, from (TW) to (YU) 5.75 hrs/185 days	Voluntary transfer Replacement for Briseida Lopez
c.	Diaz, Jessica B.	05/09/2023	Library Aide, from (CA) to (SW) 5.75 hrs/10 mo.	Voluntary transfer Replacement for Carla Escamilla
d.	Feldman, Silvia	4/27/2023	Paraeducator Moderate to Severe, from (BV) to (BV) 6.5 hrs/182 days	Voluntary transfer; same site Growth position
e.	Gist, Sondra	5/12/2023	Accounting Clerk II, from (Fiscal) to (Ch Nutr) 8.0 hrs/12 mo.	Voluntary transfer Replacement for Ana T. Velazquez
f.	Gomez, Sara J.	4/28/2023	Paraeducator Moderate to Severe, from (PDC) to (PDC) 7.0 hrs/182 days	Reassignment; elimination of position Growth position
g.	Gonzalez, Lena A.	05/05/2023	From Noon Duty/Campus Assistant (BS) 5.75 hrs/182 days, to Special Ed. Instructional Assistant I (SW) 5.75 hrs/182 days	Promotion Replacement for Melissa Lupa
h.	Kraft, Priscilla	05/03/2023	From Instructional Assistant I (MQ) 5.75 hrs/182 days, to Bilingual Instructional Assistant (MQ) 5.75 hrs/182 days.	Promotion Growth position
i.	Luna, Maria	05/01/2023	Bilingual Typist Clerk, from (YU) 5.75 hrs/10 mo., to (Student Svcs) 5.75 hrs/12 mo.	Increase by seniority Replacement for Lupe Gilmartin
j.	Maldonado, Daniel S.	5/8/2023	From Personnel Administrative Clerk (HR), to Personnel Administrative Clerk II (HR) 8.0 hrs/12 mo.	Promotion Growth
k.	Martinez, Teresita	05/11/2023	From Special Education Instructional Assistant I (DC) 6.5 hrs/182 days, to Translator (Ed Svcs) 8.0 hrs/12 mo.	Promotion Replacement for Maria G. De La Luz
l.	Molina, Iris A.	05/04/2023	From Bilingual Instructional Assistant (LA) 5.75 hrs/182 days, to Family Services Advocate (ECE) 8.0 hrs/12 mo.	Promotion Replacement for Gwenetta Lewis
j.	Muro, Elizabeth	05/16/2023	From Bilingual Typist Clerk (BV) 5.75 hrs/10 mo., to Bilingual Administrative Clerk II (SESS) 8.0 hrs/12 mo.	Promotion Replacement for Ana Lyon
k.	Palacios, Alondra	05/05/2023	From Bilingual Instructional Assistant (DR) 5.75 hrs/182 days, to Special Ed. Instructional Assistant I, (MQ) 5.75 hrs/182 days	Voluntary demotion Replacement for Sally Kelly
l.	Parra, Berta	05/09/2023	From Child Nutrition Assistant III (LA) 5.75 hrs/182 days, to Parent/Community Liaison (SH) 8.0 hrs/182 days	Promotion Replacement for Teresita Martinez
m.	Turnquist, Adriana	05/01/2023	Attendance Clerk, from (WEC) to (Innov. Acad.) 8.0 hrs/12 mo.	Reassignment; elimination of position Growth position

Transfers and Reassignments**6/14/2023**

n.	Vides, Ana I.	04/26/2023	From Child Nutrition Assistant I (SAGE) 3.0 hrs/182 days, to Child Nutrition Assistant III (SW) 5.75 hrs/182 days	Promotioin Growth position
o.	Ware, Eric D.	04/27/2023	Custodian I, from (SAGE) to (First Steps) 8.0 hrs/12 mo.	Voluntary transfer Replacing Kathryn Lowe
p.	Zuniga, Maria I.	05/01/2023	From Noon Duty/Campus Assistant (Site 18) 5.75 hrs/182 days, to Bilingual ECE Teacher Assistant (YU) 5.75 hrs/185 days	Promotion Replacement for Maria Negrete Robles

**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.

SPECIALITY TRIP DRIVER

Bargaining Unit: CSEA Chapter 296

Proposed Salary (Range 35)

\$26.61 - \$32.33 hourly

8 Hour Position

Work Calendar: 10-month

New Job Class Family: Transportation

DEFINITION

Under the supervision of the Transportation Director and/or designee, operates a bus to transport passengers on activity trips safely and efficiently. In addition, provides services to other agencies as necessary for special activities. Drivers will also transport students to and from school as deemed necessary, follow designated routes per time schedules, ensure the bus is in safe operating condition, and perform a variety of duties relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Specialty Trip 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, concentrate 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 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.
- Assist in inventory of safety vest, straps and wheelchair tie downs, cleans safety vest, straps and wheelchair tie-downs; assist in vehicle inventory and assessment of damages.

- 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 and details exterior and interior of buses, including windshields, windows, headlights, wheels, 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, safety programs, necessary in-service, classroom, and behind the wheel training.
- 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 60 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 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.

DRAFT

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: June 14, 2023 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANT FORM
FOR NEW CLASSIFICATION TITLED SPECIALTY TRIP DRIVER

BACKGROUND

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

STATUS

The physical/mental requirements for Specialty Trip Driver are presented for approval in the currently utilized ADA Compliant Job Analysis abbreviated format as attached. A more comprehensive analysis will occur after employees are hired and work is performed.

RECOMMENDATION

It is recommended that the Personnel Commission approve the ADA Compliant Job Analysis as presented.

PALMDALE SCHOOL DISTRICT
ADA COMPLIANT JOB ANALYSIS

SPECIALTY TRIP DRIVER

Frequency Key: The following abbreviations denote the frequency an activity is performed daily.

- N = Never
- I = Infrequently (less than once per day)
- O = Occasionally (less than 2 ½ hours per day)
- F = Frequently (2 ½ to 5 hours per day)
- C = Continuously (more than 5 hours per day)

PHYSICAL DEMANDS

Postures/ Movements: During ESSENTIAL Functions

Sitting	O-C	Kneeling	I-O	Twisting at Waist	O
Standing	O-F	Crawling	I	Reaching:	
Walking	O-F	Climbing	I-O	Above Shoulders	I-O
Bending	I-O	Balancing	I	At/Below Shoulders	I-O
Stooping	I-O	Foot Controls*	O-C	Neck Extension (up)	I-O
Squatting	I-O	Pushing	I-O	Neck Flexion (down)	I-O
Lying Down**	I-O	Pulling	I-O	Neck Rotation (turning)	O-F

Comments: * Using gas and brake pedals while driving.

** Snow chains; tie downs; proficiency training

Lifting: During ESSENTIAL Functions

* Indicates with assistance

Weight - Pounds	Below Waist	Waist/ Chest	Above Shoulder	Examples of Objects Lifted
Up to 10	O	O	I	Backpacks; lunch bags; band instruments; wash equipment
11-25	O	O	I	Cooler; cases of bottled water; sound system; chairs; sand bags
26-50	O	O	I-N	Students (loading/unloading students in car seats and/or alternative seating); wheelchairs/special equipment; shade canopy
51-75*	I	I	N	Snow chains
76-100*	I	N	N	Emergency evacuation lifting (passengers)
Over 100*	I	N	N	Emergency evacuation lifting (passengers)

Comments: * Overweight items require breaking down or assistance

Carrying: During ESSENTIAL Functions

* Indicates with assistance

Pounds	Freq.	Distance	Examples of Objects Carried
Up to 10	O-F	Up to 200 ft.	Backpacks; lunch bags; band instruments; wash equipment
11-25	O-F	Up to 200 ft.	Cooler; cases of bottled water; sound systems; chairs; sand bags
26-50	O	Up to 20 ft.	Assist children in wheelchairs; shade canopy
51-75*	I	Up to 60 ft.	Snow chains
76-100*	I	Up to 100 ft.	Emergency evacuation carrying (passengers)
Over 100*	I	Up to 100 ft.	Emergency evacuation carrying (passengers)

Comments: *Overweight items require breaking down or assistance

OBJECT MANIPULATION		
	Freq.	Tools & materials handled during ESSENTIAL Functions:
Fine/Simple Grasp	O-C	Driving bus; using writing instruments; operating cell phone and two-way radio controls; completing paperwork; using writing instruments; using cleaning supplies for bus maintenance; flashlight.
Fine/Simple Manipulation	O-F	Operating cell phone and two-way radio controls; writing; opening materials and supplies; bus controls; use of small hand tools for maintenance/repairs.
Gross Grasp	O-F	Loading/unloading car seats/wheelchairs; moving boxes or other materials for bus trips; sound systems.
Gross Manipulation	O-F	Operating tools/equipment for bus maintenance; using cleaning materials; moving/carrying/loading/unloading supplies, boxes, equipment, bottled water.
Power Grasp	O-F	Loading/unloading car seats/wheelchairs/special equipment; hand carts or dollies to transport cases of bottled water/supplies; shade canopy; sound systems; snow chains.

MENTAL AND PSYCHOLOGICAL DEMANDS		
UNDERSTAND AND FOLLOW DIRECTIONS - with little or no direction	Essential	Functions
Ability to understand written or oral instructions and follow directions with little or no additional directive or supervision. Ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.	Yes	1-21
REGULAR AND RELIABLE ATTENDANCE		
Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and/or work week and perform at a consistent pace to meet productivity expectations.	Yes	1-21
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS		
Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism	Yes	1-21
PROBLEM SOLVING		
Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information	Yes	1-21

SUPERVISE/LEAD AND INFLUENCE OTHERS		
Ability to negotiate with, instruct or oversee passengers; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading	Yes	1-5; 7-12; 14-16; 18, 20
MEMORY		
Ability to learn and remember work procedures, designated bus routes and locations including stops and traffic hazards; ability to perform activities of a routine nature; ability to understand and remember detailed instructions	Yes	1-21

Comments:

COMMUNICATION / SENSORY DEMANDS				
Method	Freq.	Function #: ESSENTIAL	Freq.	Function #: Non-ESSENTIAL
Seeing	C			
Hearing	C			
Speaking	O-F			
Reading	O-F			
Writing	O-F			
Math	O-F			

Comments:

ENVIRONMENTAL CONDITIONS		
	Freq.	Example of Environment / Exposure
Indoors	O-C	Office work; attend meetings or trainings; inside bus
Outdoors	F-C	Parking lots; bus yard; loading/unloading passengers; bus maintenance
Cold	O-C	Seasonal weather conditions; air-conditioned buses
Heat	O-C	Seasonal weather conditions; inside bus with full passenger load
Humidity	O-C	Seasonal weather conditions; air-conditioned buses; full passenger load
Temperature Swings	O-C	Seasonal weather conditions; air-conditioned buses; full passenger load
Dust / Wind	O-C	Seasonal weather conditions; open/closing bus doors; parking lots; bus yard; loading/unloading passengers; bus maintenance.
Noise	O-C	Bus; road/pedestrian traffic; passengers; bus maintenance; two-way radio
Vibration	O-C	Bus; road conditions; traffic; loading/unloading passengers; bus maintenance equipment
Fumes/ Odors	O-C	Car and bus exhaust; fuel; public and bodily odors including perfume and cologne; bus maintenance equipment; cleaners; solvents; vomit.
Toxic Substances	O-C	Fuel; oil; cleaners; solvents
Radiation	N	
Mechanical Hazards	I-O	Buses; maintenance tools and equipment.
Electrical Hazards	I-O	Buses; maintenance tools and equipment.
Explosive Hazards	I-N	Fuel tank; air system; air bags; fire extinguishers

Protective/Safety Equipment and Training/Attire:

Emergency equipment (i.e. extinguishers, first aid kit, reflectors, body kit, etc.). Dress code in accordance with Board policy. Incumbents participate in all legally required trainings for position, as well as any elective or District-provided training as assigned.

OPERATION OF VEHICLES, EQUIPMENT OR MACHINERY

Essential Functions	Freq.	Non-Essential Functions	Freq.
District-owned buses	O-C		
Two-way radio; cell phone; tablet	O-F		
Computer; standard office equipment	I-O		
Maintenance tools/equipment to clean and detail buses.	O-F		

WORK SETTING

Brief Description of Work Site: PSD Transportation Services

Breaks: Two 15-min. rest breaks
One 30-min lunch

Note: observes breaks in accordance with law; however, the break schedule may flex due to trip times and driving periods.

Overtime: As assigned and preapproved; in accordance with classified bargaining agreement.

Supervised by:
Transportation Director or designee

Supervises:
This position does not supervise others.

Number of Employees at Work Site:

Up to five Specialty Trip Drivers (may increase dependent on the District's needs); and five additional employees including leadership personnel.

Characteristics of Site:	%		%	
Informal	40	Formal	60	Formal + Informal = 100 %
Autonomy-oriented	60	Team-oriented	40	Autonomy + Team = 100%
Routine Tasks	50	Variable Tasks	50	Routine + Variable = 100 %
Slow Paced	30	Fast Paced	70	Slow + Fast Paced = 100%
Low Pressure	30	High Pressure	70	Low + High Pressure = 100%

JOB ANALYSIS PARTICIPANTS			
Name	Signature	Job Title	Date
Francisco Padilla		Director-Transportation	6/08/2023
Lourdes Anguiano		Asst. Director-Transportation	6/08/2023
Alfred De La Riva		Transportation Field Supervisor	6/08/2023
Mary Theus		Director-Personnel Commission	6/08/2023
Other Sources of Information: <input checked="" type="checkbox"/> Referral to company job description <input checked="" type="checkbox"/> Interview <input type="checkbox"/> Other			
Written by: <u>Mary Theus</u> Date: <u>06/08/2023</u>			

DATE: June 14, 2023 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 2023-2024 AGREEMENT FOR SERVICES - SHREDS UNLIMITED INC.

SHREDS UNLIMITED

SECURE DOCUMENT DESTRUCTION

"Protecting your organization's security, the affordable way"

BONDED/LICENSE NO. 10025310

42156 10TH St. West - Unit O

Lancaster, Ca. 93534

Direct Number: (661) 208-9597 (661) 609-0930

Service Contract

Palmdale School District
39139 10th St East
Palmdale, Ca 93550
661-789-6524

Date: 6-2-2023

Dear Esthefany,

Regarding our recent conversation, I am pleased to confirm our pricing for document destruction at your location.

<u>TYPE OF BIN</u>	<u>QTY</u>	<u>PRICE/BIN</u> <u>PER P/UP</u>	<u>TOTAL</u>	<u>SCHEDULE OF PICK-UP</u>
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Plastic Bins

95 gallons

65 gallons

The price for 2 Security Cabinets for Personal Commission Department will be 35.00 each, picked up around the 10th of every month. The total price will be 70.00 per month for each pick up.

The price for any additional boxes will be 10.00 per box.

This contract covers the period from 7-1-2023 to 6-30-2024

As discussed, our company will pick up, securely transport and shred your documents at our facility or on site. All Shredded papers are compressed and transported to a recycling center. An invoice, as well as a "Certificate of Destruction" will be presented to you at each scheduled pickup.

If you have any questions or concerns, please do not hesitate to contact us.

This contract is entered on the 1st day of July 2023 By:

Rob Mendoza, Manager
Shreds Unlimited, Inc

Company Representative

Position /Title

Signature

- **Contract will be one year service agreement.**
- **There will be a pro rated fee for canceling this contract at earlier date.**
- **Billing: Bills are due 20 days after receiving invoice. A late fee of \$25 will be added on all late Invoices past 60 days.**
- **We will auto renew your contract every July 1st for your convenience.**

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	June 14, 2023		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: BILINGUAL 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 classification is challenging. The classification is posted continuously with positions difficult to fill because of the stringent minimum qualifications. There is one rank containing one eligible who 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. The candidate will be merged to ranks on the existing list.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list with fewer than three ranks for Bilingual Early Childhood Education Teacher Assistant as presented.

Palmdale School District
Personnel Commission

June 14, 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	07/08/2023	Continuous	05/11/2023	06/01/2023	62	1	1	0	N/A	1	1	1	06/07/2023	06/06/2024	No	1

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

** Remaining applicants from Hiring Event recruitment who did not meet deadline for testing and interviews.

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

Director, Personnel Commission
June 14, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: June 14, 2023 REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: APPROVE 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 long-term 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 three) on a list for appointment.

STATUS

Ann Modlin, Accounting Clerk II, is recommended for the provisional appointment due to her years of experience and extensive knowledge of fiscal operations. The Personnel Commission Director verified eligibility in accordance with the minimum qualifications for the higher class. The anticipated term of appointment will commence June 15, 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.

Salary placement for the provisional assignment will be at step one of the appropriate range on the schedule for the higher class.

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	June 14, 2023	REPORT
TO:	Personnel Commission	<u> X </u> ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE 2023-2024 PERSONNEL COMMISSION MEETING CALENDAR	

BACKGROUND

The Personnel Commission shall approve meeting dates to calendar for each fiscal year. Regular meetings will be conducted a minimum of once a month on the second Wednesday of each month. If there is additional business for the Commission to act on, the Commission will meet on the fourth Wednesday of each month.

STATUS

The proposed calendar with dates for the 2023-2024 regular meetings of the Personnel Commission is attached.

RECOMMENDATION

It is recommended that the Personnel Commission review and approve the proposed meeting calendar as presented.

Regular Meeting Calendar

Fiscal Year 2023-2024

- | | |
|---|---------------------|
| ▪ July 12, 2023 | ▪ January 10, 2024 |
| ▪ August 9, 2023 | ▪ February 14, 2024 |
| ▪ September 13, 2023 | ▪ March 13, 2024 |
| ▪ October 11, 2023 | ▪ April 10, 2024 |
| ▪ November 8, 2023 | ▪ May 8, 2024 |
| ▪ December 13, 2023
(Organizational Meeting) | ▪ June 12, 2024 |

Subject to cancellation or proper change, the Commission shall meet on the second (2nd) Wednesday of each month at 5:30 PM in Room 125 at 37230 37th Street East in Palmdale. When the regular meeting date falls on a holiday, the Commission shall meet on the next succeeding business day, unless at a prior regular meeting it designates some other day for its meeting.

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