



PERSONNEL COMMISSION
AGENDA OF REGULAR MEETING
Wednesday, September 13, 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 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 Rescheduled Regular Meeting - August 11, 2023

14-23/24

II. PUBLIC COMMENTS

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

Actions proposed for the Consent Agenda are items consistent with adopted rules and regulations of the Personnel Commission and are deemed routine in nature. They will be acted upon in one motion, without discussion, unless members of the Personnel Commission, staff, or a member in the audience requests an items removal. The item will be removed from the motion to approve and will be discussed immediately following the Consent Agenda.

III. CONSENT AGENDA

ACTION

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

15-23/24

IV. UNFINISHED BUSINESS

DISCUSSION/ACTION

- A. Consider and Classify Positions to Schematic List of Classes
 - Social Emotional Learning Specialist
 - Noon Duty/Campus Assistant

07-23/24

V. NEW BUSINESS

ACTION

- A. Approve Attendance at CSPCA Annual Conference
 - March 3-5, 2024, Monterey, California
- B. Approve Eligibility Lists with Fewer Than Three Ranks
 - Paraeducator/LVN

16-23/24

17-23/24

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. Recruitment and Retention Considerations
 - 2. Confidential/Personnel Matters

VIII. RECONVENE TO OPEN SESSION

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. Recruitment and Retention Considerations
 - 2. Confidential/Personnel Matters

X. DATE/TIME OF NEXT PERSONNEL COMMISSION MEETING: October 11, 2023 at 5:30 P.M.

OPEN SESSION ADJOURNMENT _____ P.M

Personnel Commission
Palmdale School District
MINUTES OF AUGUST 11, 2023, RESCHEDULED REGULAR MEETING

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
Mr. Dale Speights, Member

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

Staff Present: Ms. Mary Theus, Personnel Commission Director

PRELIMINARY BUSINESS

- A. The Personnel Commission took action to approve the minutes recorded at the June 14, 2023, regular meeting. The item passed unanimously.

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

- B. The Personnel Commission took action to approve the minutes recorded at June 27, 2023, special meeting. The item passed unanimously.

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

PUBLIC COMMENTS

- A. **Referencing Agenda Items**

Ryan Beardsley, Assistant Superintendent, Human Resources, thanked the Commission for considering the new job descriptions and classifications titled Assistant Director, Fiscal Services and Assistant Director, Payroll/Accounting.

- B. **Referencing Non-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 items passed unanimously.

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

NEW BUSINESS

A. Approval of Agreement for Legal Services

The Personnel Commission took action to approve the agreement with Fagen Friedman Fulfroft, LLP for the 2023-2024 year. The item passed unanimously.

Motion:	Dale Speights	Vote:	Kathleen Duren
Second:	Kathleen Duren		Dale Speights

B. Approval of Job Description Revision for Substitute Classes

The Personnel Commission took action to approve the revision to the following substitute job descriptions to remove language referencing a driver's license requirement upon completion of a probationary period: Substitute Custodian, Substitute Paraeducator/LVN, and Substitute Paraeducator Moderate to Severe. The item passed unanimously.

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

C. Approval of the Eligibility List with Fewer Than Three Ranks

Bilingual Early Childhood Education Teacher Assistant

The Personnel Commission took action to approve the eligibility list with fewer than three ranks for Bilingual Early Childhood Education Teacher Assistant. The item passed unanimously.

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

D. Consider and Classify Positions to Schematic List of Classes

The Personnel Commission motioned to table this item to the next meeting when all Commissioners are in an attendance.

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

E. Approval of the Eligibility List with Fewer Than Three Ranks

Mental Health-Intensive Case Manager

The Personnel Commission took action to approve the eligibility list with fewer than three ranks for Mental Health-Intensive Case Manager. The item passed unanimously.

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

F. Approval of Reclassification

Assistant Director, Business Services to Assistant Director, Fiscal Services

The Personnel Commission took action to reclassify Assistant Director, Business Services to Assistant Director, Fiscal Services with new job description. Consequently, the Assistant Director, Business Services class and description will be nullified. Ms. Theus confirmed there is no incumbent in the position that will be affected by this action. The item passed unanimously.

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

G. Approval of ADA Compliant Job Analysis

Assistant Director, Fiscal Services

The Personnel Commission took action to approve the ADA document for Assistant Director, Fiscal Services. The item passed unanimously.

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

H. Approval of New Classification and Salary Schedule Placement

Assistant Director, Payroll/Accounting

The Personnel Commission took action to approve the new classification, description, and salary schedule placement. Brief discussion ensued. Commissioner Duren mentioned that this level of position for the payroll office was in place long ago and phased out, so she is happy to see that it is coming back.

Dr. Frances Ufodu, Chief Business Officer, and Lisa Jehlicka, Fiscal Services Administrator, conveyed the District's need for the position, and addressed questions from the Commission regarding the classification title. The item passed unanimously.

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

I. Approval of ADA Compliant Job Analysis

Assistant Director, Payroll/Accounting

The Personnel Commission took action to approve the ADA document for Assistant Director, Payroll/Accounting. The item passed unanimously.

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

COMMISSION/STAFF COMMENTS

A. DIRECTOR

Ms. Theus outlined staff recruitment and testing activities. A copy is included as part of the official minutes. She shared staffing details for the period of May 29 - August 9, 2023, by noting the following: 60 New Hires; 14 Promotions; and 8 Subs hired for regular employment.

B. COMMISSION

Commissioners Speights reported that he was not able to visit schools on the first day, but heard that school openings went smoothly. Commissioner Duren welcomed everyone back for a new school year, and conveyed that she is happy to hear that new employees are on board to support the sites.

CLOSED SESSION

The Commission did not recess to a closed session, pursuant to Government, Section 54957.

DATE OF NEXT MEETING

The next regular meeting of the Personnel Commission is scheduled September 19, 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 and second by Commissioner Duren, the meeting adjourned at 5:49 p.m.

Kathleen Duren
Chairperson

Deneese Thompson
Vice - Chairperson

Mary Theus
Director, Personnel Commission

Dale Speights
Member

REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

RECRUITMENT UPDATE

OPEN RECRUITMENTS

AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
Bilingual Typist Clerk	8/18/2023
Certified Occupational Therapy Assistant	Continuous
Child Nutrition Assistant III	Continuous
ECE Teacher Assistant	Continuous
Mental Health Intensive Case Manager	Continuous
Occupational Therapist	Continuous
Paraeducator Certified Interpreter I/II	Continuous
Paraeducator LVN	Continuous
Paraeducator Moderate to Severe	Continuous
Social Emotional Learning Specialist	Continuous
Special Education Instructional Assistant I	Continuous
Student Interventionist	8/22/2023

EXAMINATION

Bilingual Attendance Clerk	8/9/2023
Campus Security Assistant	8/16/2023
Child Nutrition Assistant III	8/10/2023
Crossing Guard	8/8/2023
Grounds/Utility Maintenance Worker II	8/3/2023; 8/22/2023 (Oral exam)
Paraeducator/LVN	8/15/2023
Paraeducator Moderate to Severe	7/24, 8/8/2023; 8/14/2023 (Oral exam)
Special Education Instructional Assistant	8/2, 8/8/2023; 8/14/2023 (Oral exam)
Technology Support Liaison	8/14/2023 (Oral exam)

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 13, 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
September 13, 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 Instructional Assistant	05/31/2023	07/21/2023	07/31/2023	3	3	3	0	N/A	2	2	08/04/2023
Substitute ECE Teacher Assistant	07/05/2023	Continuous	08/14/2023	17	8	7	1	N/A	7	7	08/14/2023
Substitute ECE Teacher Assistant	07/05/2023	Continuous	08/23/2023	4	1	0	1	N/A	0	0	
Substitute Paraeducator Moderate-Severe	08/08/2023	Continuous	08/25/2023 09/06/2023	10	7	5	2	N/A	4	4	08/29/2023 09/06/2023
Substitute Paraeducator Translator DHH	05/12/2022	07/21/2023	08/23/2023	2	1	1	0	N/A	0	0	N/A
Substitute Special Ed. Instr. Assistant	08/08/2023	Continuous	08/25/2023 09/06/2023	14	11	8	3	N/A	5	5	08/29/2023 09/06/2023

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

Director, Personnel Commission
September 13, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 13, 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
September 13, 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
Accounting/Data Processing Tech	06/15/2023	07/05/2023	07/18/2023	08/01/2023	54	30	19	11	11	10	10	10	08/04/2023	08/03/2024	*Yes	9
Bilingual Attendance Clerk	06/05/2023	06/26/2023	08/09/2023	08/23/2023	74	37	24	13	15	14	12	12	08/23/2023	08/22/2024	No	9
Bilingual ECE Teacher Asst	07/05/2023	Continuous	08/14/2023	N/A	27	1	1	0	N/A	0	N/A	0				
Bilingual ECE Teacher Asst	07/05/2023	Continuous	08/23/2023	N/A	15	2	1	1	N/A	0	N/A	0				
Campus Security Assistant	03/30/2023	07/24/2023	08/16/2023	08/25/2023	86	9	5	4	N/A	3	2	2	08/29/2023	08/28/2024	*Yes	8
Child Nutrition Assistant III	02/22/2023	08/01/2023	08/10/2023	08/18/2023	48	8	7	1	N/A	4	4	4	08/22/2023	08/21/2024	*Yes	8
Child Nutrition Assistant III	08/02/2023	Continuous	08/10/2023	08/18/2023	11	2	1	1	N/A	1	1	1				
Crossing Guard	07/03/2023	07/25/2023	08/08/2023	N/A	65	46	16	30	N/A	14	N/A	14	08/11/2023	08/10/2024	*Yes	11
ECE Teacher Asst.	07/05/2023	Continuous	08/14/2023	N/A	26	1	0	1	N/A	0	N/A	0				
ECE Teacher Asst.	07/05/2023	Continuous	08/23/2023	N/A	9	1	0	1	N/A	0	N/A	0				
Grounds/Utility Maint. Worker II	06/27/2023	07/19/2023	08/03/2023	08/22/2023	57	14	12	2	N/A	11	8	8	08/23/2023	08/22/2024	*Yes	8
Paraeducator Moderate-Severe	05/17/2023	Continuous	07/24/2023 08/08/2023	08/14/2023	25	11	7	4	N/A	6	6	6	08/15/2023	08/14/2024	*Yes	8
Special Education Instructional Asst.	05/22/2023	Continuous	08/02/2023 08/08/2023	08/14/2023	32	30	15	15	N/A	10	9	9	08/14/2023	08/13/2024	*Yes	9
Technology Support Liaison	05/08/2023	05/26/2023	06/08/2023	08/14/2023	22	9	7	2	3	2	2	2	08/15/2023	08/14/2024	No	7
Technology Support Liaison	06/28/2023	07/19/2023	07/26/2023	08/14/2023	23	17	15	2	11	6	6	6				

*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
September 13, 2023

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE September 13, 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
Child Nutrition Manager	09/22/2022	09/21/2023	03/21/2024

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 September 13, 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
Accounting/Data Processing Tech	10/11/2022	10/10/2023
Campus Security Assistant	07/05/2023	07/04/2024
Child Nutrition Assistant III	07/21/2023	07/20/2024
Crossing Guard	06/09/2023	06/08/2024
Grounds/Utility Maintenance Worker II	09/14/2022	09/13/2023
Paraeducator/LVN	04/18/2023	04/17/2024
Paraeducator Moderate-Severe	07/10/2023	07/09/2024
Special Education Instructional Assistant	07/10/2023	07/09/2024

RECOMMENDATION

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

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 13, 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
9/13/2023

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Aguirre-Freeman, Isabel	08/21/2023	Special Ed. Instructional Assistant I, from (BV) to (GP) 5.75 hrs/182 days	Reassignment; elimination of position Growth
b. Aragon, Armando Y.	08/03/2023	From Crossing Guard (Transp) 2.0 hrs/182 days, to Noon Duty/Campus Assistant (CM) 5.75 hrs/182 days	Lateral appointment Replacement for Renee Flanagan
c. Argueta, Marlene	08/03/2023	Special Ed. Instructional Assistant II, from (CM) to (PACS), 6.5 hrs/182 days	Voluntary transfer Growth
d. Barberis-Russo, Nina A.	08/03/2023	Special Ed. Instructional Assistant I, from (MZ) to (DR) 6.5 hours/182 days	Voluntary transfer Growth
e. Brown, Kara E.	08/03/2023	Special Ed. Instructional Assistant II, from (DW) to (DW) 6.5 hrs/182 days	Voluntary transfer replacement for Jeanette Garcia
f. Carranza, Selina	08/24/2023	Special Ed. Instructional Assistant I, from (PDC) 5.75 hrs/182 days, to (MZ) 6.5 hrs/182 days	Increase by seniority Replacement for Nina Barberis Russo
g. Collins, Kenyetta	08/03/2023	Special Ed. Instructional Assistant I, from (CH) to (SH), 6.5 hrs/182 days	Reassignment; elimination of position Growth
h. Duran, Debbie A.	08/03/2023	From Child Nutrition Assistant I (YU) 3.0 hrs/182 days, to Child Nutrition Assistant III (BS) 5.75 hrs/182 days	Promotion Growth
i. Dumas, LaTijera S.	08/03/2023	Special Ed. Instructional Assistant I, from (OT) to (QV) 6.5 hrs/182 days	Reassignment; elimination of position Growth
j. Godinez, Guadalupe	08/04/2023	Paraeducator/LVN, from (BV) to (DW) 6.5 hrs/182 days	Reassignment; elimination of position Growth
k. Harris, Sandra Y.	08/03/2023	From Special Ed. Instructional Assistant I (PT) 6.5 hrs/182 days, to Paraeducator Moderate to Severe (PDC) 7.0 hrs/182 days	Promotion Replacement for Linda Garcia Rosales
l. Harvey, Ruth	08/24/2023	Special Ed. Instructional Assistant I, from (DW) 5.75 hrs/182 days, to (PACS) 6.5 hrs/182 days	Increase by seniority Growth
m. Harvey-Morris, Emilee M.D.R.	08/03/2023	Special Ed. Instructional Assistant II, from (MZ) to (BS) 6.5 hrs/182 days	Voluntary transfer Growth
n. Hernandez, Claudia Y.	08/18/2023	Special Ed. Instructional Assistant I, from (PDC) 5.75 hrs/182 days, to (CH) 6.5 hrs/182 days	Increase by seniority Replacement for Heidi Ferrin
o. Hill, Althea N.	08/07/2023	From Library Aide (DGM) 5.75 hrs/10 mo., to Lead Library Aide (Ed Svcs) 8.0 hrs/10 mo.	Promotion Replacement for Colleen Murphey

Transfers and Reassignments**9/13/2023**

p. Gaspar Rojo, Pedro U.	08/03/2023	Special Ed. Instructional Assistant I, from (SW) to (MQ) 6.5 hrs/182 days	Reassignment; elimination of position Growth
q. Henriquez, Irma A.	08/24/2023	From Child Nutrition Assistant I (SW) 3.0 hrs/182 days, to Bilingual Instructional Assistant (TW) 5.75 hrs/182 days	Promotion Replacement for Stacey Esquivel
r. Hill, Virginia	08/14/2023	Special Ed. Instructional Assistant I, from (FS) 5.75 hrs/182 days, to (FS) 6.5 hrs/182 days	Increase by seniority Growth
s. Johnson, Desiree M.	08/03/2023	Special Ed. Instructional Assistant I, from (QV) to (DC) 6.5 hrs/182 days	Reassignment; elimination of position Growth
t. Kelly, Sally	08/03/2023	Special Ed. Instructional Assistant I, from (SW) to (OT) 6.5 hrs/182 days	Reassignment; elimination of position Growth

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE: July 12, 2023 _____ REPORT

TO: Personnel Commission X ACTION

FROM: Mary Theus
Director, Personnel Commission

RE: CONSIDER AND CLASSIFY POSITIONS TO SCHEMATIC LIST OF CLASSES

BACKGROUND

The Education Code gives authority to the Personnel Commission to classify positions. To classify, shall include, but not be limited to, arranging classes into occupational hierarchies, and determining reasonable relationships within the hierarchies.

STATUS

The District and CSEA Chapter 296, entered into a Memorandum of Understanding regarding the addition of Social Emotional Learning Specialist and Noon Duty/Campus Assistant positions to the CSEA bargaining unit. The classifications were previously unrepresented and excluded from the unit.

A reorganization of the Schematic List of Classes, an internal document of the Personnel Commission, is necessary to include the referenced groups. The current version of the Schematic is presented for review and discussion.

RECOMMENDATION

It is recommended that the Personnel Commission consider, classify, and approve placement of the referenced positions on the Schematic List of Classes as determined.

Palmdale School District

**SCHEMATIC LIST OF CLASSES / SALARY RANGES
(Classified)**

ACCOUNTING AND RELATED CLASSES

	<u>RANGE</u>
Senior Payroll Clerk	39
Accounting/Data Processing Technician	35
Benefits/Payroll Clerk	35
Data Processing/Accounting Technician	35
Purchasing Technician	33
Accounting Clerk II	32
Accounting Clerk I	25

SECRETARIAL, CLERICAL, AND RELATED CLASSES

Credentials Analyst	38
Leaves Analyst	38
Personnel Analyst	38
Risk Management Specialist	38
Executive Assistant (Non Confidential)	38
Bilingual Registrar - High School	32
Administrative Secretary	31
Bilingual Administrative Secretary	31
Bilingual School Secretary	31
School Secretary	31
Personnel Administrative Clerk II	30
Personnel Administrative Clerk	27
Administrative Clerk II	26
Bilingual Administrative Clerk II	26
Attendance Clerk	26
Bilingual Attendance Clerk	26
Translator	26
Fingerprint Technician	25
District Receptionist	24
Project/Curriculum Center Clerk	22
Administrative Clerk I	21
Bilingual Typist Clerk	21

TECHNICAL, SPECIALIZED & RELATED CLASSES

IT Technician	40
Network Technician	40
Technology Technician	34
Facilities Planning Technician	34
Internet and Media Communications Specialist	34
Technology Support Specialist	34
Technology Support Liaison	30
Transportation Technician	27
Reprographics Technician	26
Lead Library Aide	21
Library Aide	19

HEALTH RELATED CLASSES

	<u>RANGE</u>
Certified Occupational Therapy Assistant	36
Health Technician - LVN	35
Health Assistant - LVN	35
Family Health Provider	35
Health Assistant	22

FOOD SERVICE CLASSES

Inventory/Procurement Specialist	33
Child Nutrition Manager	28
Child Nutrition Assistant III	20
Child Nutrition Assistant II	19
Child Nutrition Assistant I	17

INSTRUCTIONAL ASSISTANT CLASSES

Paraeducator - Certified Interpreter II	39
Paraeducator - Certified Interpreter	37
Paraeducator / LVN	35
Paraeducator - Translator	27
Paraeducator-Moderate to Severe	26
Speech/Language Pathology Assistant	24
Special Education Instructional Assistant III	21
Speech Education Assistant	20
Instructional Assistant III	20
Bilingual Instructional Assistant	19
Special Education Instructional Assistant II	18
Bilingual Early Childhood Education Teacher Assistant	17
Early Childhood Education Teacher Assistant	17
Instructional Assistant II	17
Special Education Instructional Assistant I	16
Instructional Assistant I	16

UTILITY CLASSES

Maintenance Worker II - Certified	40
Maintenance Worker III	40
Maintenance Worker II	36
Grounds/Utility Maintenance Worker II - Certified	33
Maintenance Worker I	32
Grounds/Utility Maintenance Worker II	29
Custodian II	28
Warehouse Worker/Delivery Driver II	27
Custodian I	26

SOCIAL SERVICE ASSISTANT CLASSES

	<u>RANGE</u>
Student Engagement Advocate	30
Student Interventionist	27
Family Services Advocate	23
Parent/Community Liaison	21

STUDENT SAFETY CLASSES

Campus Security Assistant	22
Crossing Guard	15

UNREPRESENTED

	<u>RATE</u>
Noon Duty/Campus Assistant	Min. Wage
Occupational Therapist	Hourly
Social Emotional Learning Specialist	Hourly

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE	September 13, 2023	_____ REPORT
TO:	Personnel Commission	___X___ ACTION
FROM:	Mary Theus Director, Personnel Commission	
RE:	APPROVE CSPCA ANNUAL CONFERENCE ATTENDANCE	

BACKGROUND

In order to keep apprised of necessary mandates, the Personnel Commission and staff attend an annual conference for the California School Personnel Commissioners Association (CSPCA).

STATUS

The 2024 CSPCA Annual Conference will be held in Monterey, California, at the Monterey Marriott Hotel, starting Sunday, March 3, 2024, through Tuesday, March 5, 2024.

RECOMMENDATION

It is recommended that the Personnel Commission approve attendance for interested Commissioners and staff, and sponsoring the conference registration for one CSEA executive board member pending budget availability.



CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION

PRESENTS

2024 CSPCA CONFERENCE

*Cultivating Talent, Building Leaders, and
Elevating the Future through Synergy*

MARCH 3 - 5, 2024

MONTEREY MARRIOTT HOTEL

350 Calle Principal, Monterey, CA 93940-2416

EARLY BIRD REGISTRATION - \$799

Ends on January 12, 2024

LATE REGISTRATION - \$899

Starts on January 13, 2024

HOTEL NIGHTLY RATE - \$239

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	September 13, 2023		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVE ELIGIBILITY LIST WITH LESS THAN THREE RANKS: PARAEDUCATOR/LVN		

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 Paraeducator/LVN classification is challenging. The classification is posted continuously throughout the 2023-2024 year, with positions difficult to fill because of the licensing requirement. There is one rank containing one eligible presented for approval consideration, that met all minimum qualifications and successfully completed the competitive examination process.

To support the health services needs of the District, it is requested that an eligibility list be approved when qualified candidates are identified.

RECOMMENDATION

It is recommended that the Personnel Commission approve the eligibility list with fewer than three ranks for Paraeducator/LVN as presented.

Palmdale School District
Personnel Commission

September 13, 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
Paraeducator/LVN	09/15/2022	Continuous	06/26/2023	08/15/2023	5	1	1	0	N/A	1	1	1	08/15/2023	08/14/2024	*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
September 13, 2023