



PERSONNEL COMMISSION  
**AGENDA OF REGULAR MEETING**  
Wednesday, October 11, 2023 - 5:30 P.M.  
37230 37<sup>th</sup> 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 – September 13, 2023

18-23/24

**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

19-23/24

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

**IV. NEW BUSINESS**

**ACTION**

- A. Approve Eligibility Lists with Fewer Than Three Ranks  
Paraeducator/LVN
- B. Approve Eligibility Lists with Fewer Than Three Ranks  
Bilingual ECE Instructional Assistant

20-23/24

21-23/24

**V. INFORMATION/COMMENTS**

- A. Leadership Team Compensation, Classified Supervisor  
Occupational Therapist Update
  - B. Recommendation for Accelerated Hiring Pay Rate
  - C. Budget/Expense Review
  - D. Recruitment/Staffing Updates
  - E. Commissioner Comments
- Ryan Beardsley, Asst. Supt. H.R.  
Mary Theus, P.C. Director

**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: November 08, 2023 at 5:30 P.M.**

OPEN SESSION ADJOURNMENT \_\_\_\_\_ P.M

Personnel Commission  
Palmdale School District  
**MINUTES OF SEPTEMBER 13, 2023, REGULAR MEETING**

37230 37<sup>th</sup> Street East, Room 125  
Palmdale, CA 93550

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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 August 11, 2023, regular meeting. The item passed unanimously.

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.

- B. **Referencing Non-Agenda Items**

Alecia Woods, Director of Child Nutrition, addressed the Commission to thank its staff for their diligence in recruiting and hiring for the Child Nutrition Department. She recognizes the amount of work it takes to fill their positions, and appreciates the time and effort taken to do so.

**CONSENT AGENDA**

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

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

## **UNFINISHED BUSINESS**

### **A. Consider and Classify Positions to Schematic List of Classes**

#### **Noon Duty/Campus Assistant and Social Emotional Learning Specialist**

The Commission considered each classification separately as follows:

##### **Noon Duty/Campus Assistant**

Discussion ensued regarding the appropriate job series placement for the classification. After reviewing the duties and responsibilities of the position and considering all viewpoints, the Commission took action to classify Noon Duty/Campus Assistant to the Student Safety Classes job series that includes the Campus Security Assistant and Crossing Guard classes. While recognizing that the Schematic is used to assign out-of-class work within job families, the Commission stipulated that Crossing Guard incumbents should not be considered to perform work as a Campus Security Assistant without meeting the minimum qualification for the higher-level position. The item passed unanimously.

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

##### **Social Emotional Learning Specialist ("SELS")**

Discussion ensued regarding the appropriate job series placement for the classification. The Commission thoroughly reviewed the job description, licensing/certification requirements, and responsibilities of the position. After considering whether to classify SELS to the existing Social Services Assistant Classes series, reviewing documents from other districts, and feedback from the Director, the Commission concluded that it is more appropriate to establish a new job series titled, Social Emotional/Mental Health Support. The item passed unanimously.

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

## **NEW BUSINESS**

### **A. Approval of Attendance to the CSPCA Annual Conference**

The Personnel Commission took action to approve the attendance of interested Commissioners and staff at the CSPCA Annual Conference in Monterey, CA., March 3-5 of 2024. Commissioner Duren suggested that the Personnel Analysts should attend this year as they would benefit from the conference trainings and presentations. The Commission also noted that they will continue to sponsor registration for one CSEA executive board member who has not previously attended the conference. The item passed unanimously with attendees to be determined.

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

**B. Approval of the 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:	Dale Speights	Vote:	Kathleen Duren	Aye
Second:	Deneese Thompson		Deneese Thompson	Aye
			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 noting the following: 15 new hires; 4 promotions; 4 substitutes processed for regular employment, and 22 resignations. She also mentioned that recruitment opened for two leadership positions.

**B. COMMISSION**

The Commission thanked the audience members for attending the meeting and welcome their attendance at future meetings.

**RECESS TO CLOSED SESSION**

Pursuant to Government Code Section 54957, the Commission recessed to a Closed Session at 6:18 p.m. and reconvened to Open Session at 7:30 p.m. There was no action taken to report out.

**DATE OF NEXT MEETING**

The next regular meeting of the Personnel Commission is scheduled October 11, 2023, at 5:30 p.m., Site 18 location; 37230 37<sup>th</sup> Street East, Room 125, Palmdale CA 93550.

**ADJOURNMENT**

On a motion by Commissioner Speights and second by Commissioner Duren, the meeting adjourned at 7:31 p.m.

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Kathleen Duren  
Chairperson

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Deneese Thompson  
Vice - Chairperson

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Mary Theus  
Director, Personnel Commission

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Dale Speights  
Member

# REPORT FROM THE PERSONNEL COMMISSION DIRECTOR

## RECRUITMENT UPDATE

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### OPEN RECRUITMENTS

Assistant Director, Fiscal Services	9/28/2023
Assistant Director, Payroll/Accounting	9/28/2023
AVID Tutor (Casual)	Continuous
Bilingual ECE Teacher Assistant	Continuous
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

### EXAMINATION

Administrative Secretary	8/20, 8/21/2023
Bilingual Administrative Secretary	8/18, 9/6/2023; 9/13/2023 (Oral exam)
Bilingual Instructional Assistant	9/14/2023
Bilingual Typist Clerk	8/28, 8/29/2023; 9/13/23 (Oral exam)
Child Nutrition Assistant I	9/13, 9/15/2023
Child Nutrition Assistant III	8/18/2023 (Oral exam); 9/19/2023
ECE Teacher Assistant/Bilingual	8/23, 9/7, 9/26/2023
Instructional Assistant I	9/12/2023
Paraeducator/LVN	8/18, 8/25/2023
Paraeducator Moderate to Severe	8/25, 8/30, 9/6, 9/14, 9/20, 9/26; 9/7/23 (Oral exam)
Special Education Instructional Assistant	8/25, 8/30, 9/6, 9/14, 9/20, 9/26; 9/7/23 (Oral exam)
Student Interventionist	9/19/2023

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 11, 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  
October 11, 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 Custodian I	09/12/2023	09/20/2023	09/29/2023	50	20	9	11	N/A	8	8	10/04/2023
Substitute ECE Teacher Assistant	07/05/2023	Continuous	09/07/2023	6	2	1	1	N/A	1	1	09/08/2023
Substitute ECE Teacher Assistant	07/05/2023	Continuous	09/26/2023	6	4	3	1	N/A	3	3	10/04/2023

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

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Director, Personnel Commission  
October 11, 2023



**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 11, 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  
**October 11, 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 Administrative Secretary	06/01/2023	06/21/2023	08/18/2023 09/06/2023	09/13/2023	57	25	15	10	7	6	5	5	09/27/2023	09/26/2024	No	5
Bilingual ECE Teacher Asst	07/05/2023	Continuous	09/07/2023	N/A	10	1	0	1	N/A	0	N/A	0	N/A	N/A	N/A	N/A
Bilingual Instructional Asst	08/16/2023	09/05/2023	09/14/2023	09/29/2023	42	12	7	5	N/A	5	5	5	10/05/2023	10/04/2024	*Yes	5
Bilingual Typist Clerk	07/31/2023	08/18/2023	08/28/2023 08/29/2023	09/13/2023	115	51	21	30	N/A	9	9	9	09/13/2023	09/12/2024	*Yes	8
Child Nutrition Assistant I	08/11/2023	08/31/2023	09/13/2023 09/15/2023	N/A	260	155	85	70	N/A	80	N/A	80	09/15/2023	09/14/2024	*Yes	14
Instructional Assistant I	08/16/2023	09/05/2023	09/12/2023	N/A	66	64	39	25	N/A	25	N/A	25	09/15/2023	09/14/2024	*Yes	13
Paraeducator Moderate-Severe	05/17/2023	Continuous	08/18/2023 08/25/2023 08/30/2023	09/07/2023	40	13	10	3	N/A	7	6	6	09/07/2023	09/06/2024	*Yes	8
Special Education Instructional Asst.	05/22/2023	Continuous	08/25/2023 08/30/2023	09/07/2023	32	31	16	15	N/A	11	10	10	09/07/2023	09/06/2024	*Yes	13

\*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.

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Director, Personnel Commission  
October 11, 2023

DATE	October 11, 2023		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	EXTENSION OF ELIGIBILITY LIST(S)		

Job Classification	Effective Date	Expiration Date	Date Extended
Assistant Director, Child Nutrition	10/14/2022	10/13/2023	04/13/2024

MT:eai  
19-23/24

DATE	October 11, 2023		REPORT
TO:	Personnel Commission	<u>  X  </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	NULLIFICATION OF ELIGIBILITY LIST(S)		

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE	October 11, 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**
**10/11/2023**

<u>Employee Name</u>	<u>Effective Date</u>	<u>Classification(s)</u>	<u>Comments</u>
a. Ansolabehere, Natalie R.	09/18/2023	From Child Nutrition Assistant I (MZ) 3.0 hrs/182 days, to Child Nutrition Assistant III (CH) 5.75 hrs/182 days	Promotion Growth
b. Arias, Robin S.	9/1/2023	Paraeducator Moderate to Severe, from (PDC) 5.75 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement for Bryan Salazar
c. Avitia, Darlene	8/29/2023	Paraeducator Moderate to Severe, from (BV) 5.75 hrs/182 days, to (BV) 6.5 hrs/182 days	Increase by seniority Replacement for Melissa Quintero
d. Burgos, Monique E.	9/18/2023	Instructional Assistant I, from (MZ) 5.75 hrs/182 days, to (TA) 7.0 hrs/182 days	Increase by seniority Replacement for Samuel Villatoro
e. Burns, Taylor S.	9/1/2023	Paraeducator Moderate to Severe, from (PDC) to (PDC) 7.0 hrs/182 days	Voluntary transfer Growth
f. Carranza, Selina	09/14/2023	Special Ed. Instructional Assistant I, from (MZ) to (PT) 6.5 hrs/182 days	Transfer Growth
g. Chaparro, Ana	09/08/2023	From Bilingual Typist Clerk (DGM) 5.75 hrs/10 mo., to Bilingual Attendance Clerk (DGM) 8.0 hrs/12 mo.	Promotion Replacement for Melinda Weight
h. Chavez, Cecilia	09/05/2023	Special Ed. Instructional Assistant I, from (BS) 5.75 hrs/182 days, to (CA) 6.5 hrs/182 days	Increase by seniority Growth
i. Diaz, Javier A.	08/24/2023	Special Ed. Instructional Assistant I, from (YU) to (OT) 6.5 hrs/182 days	Reassignment; elimination position Growth
j. Diaz, Lindsay N.	08/29/2023	Special Ed. Instructional Assistant I, from (PT) 5.75 hrs/182 days, to (FS) 6.5 hrs/182 days	Increase by seniority Growth
k. Dimas, Gayveh	09/18/2023	From Child Nutrition Assistant I (CM) 3.0 hrs/182 days, to Child Nutrition Assistant III (YU) 5.75 hrs/182 days	Promotion Growth
l. Ewing, Misti M.	09/01/2023	Paraeducator Moderate to Severe, from (YN) to (YN) 7.0 hrs/182 days	Voluntary transfer Replacement for Tawnya Pauley
m. Frias, Selene	09/06/2023	From Child Nutrition Assistant I (DGM) 3.0 hrs/182 days, to Custodian I (DGM) 8.0 hrs/12 mo.	Promotion Replacement for Lena Albright
n. Gallardo Mundo, Rosa A.	9/18/2023	From Child Nutrition Assistant I (TW) 3.0 hrs/182 days, to Child Nutrition Assistant III (QV) 5.75 hrs/182 days	Promotion Replacement for Summer Hood
o. Galvan, Megan T.	08/28/2023	Special Ed. Instructional Assistant I, from (FS) 5.75 hrs/182 days, to (FS) 6.5 hrs/182 days	Increase by seniority Growth

**Transfers and Reassignments****10/11/2023**

p. Godinez, Guadalupe	09/18/2023	Paraeducator LVN, from (DW) to (JH) 6.5 hrs/182 days	Reassignment; elimination of position Replacement for Lakesha Johnson
q. Gonzalez, Jasmine	08/28/2023	Special Ed. Instructional Assistant I, from (TA) to (TA) 5.75 hrs/182 days	Voluntary transfer Replacement for Esperanza Araya
r. Guerrero-Tun, Elsie R.	09/01/2023	Paraeducator Moderate to Severe, from (DW) 5.75 hrs/182 days, to (PDC) 7.0 hrs/182 days	Increase by seniority Replacement for Gra'Nesha Fairley
s. James, Katelyn N.	09/05/2023	Special Ed. Instructional Assistant I, from (FS) to (DR) 5.75 hrs/182 days	Voluntary transfer Growth
t. Jimenez, Fatima	09/11/2023	From Crossing Guard (Transp) 2.0 hrs/182 days, to Noon Duty/Campus Assistant (ECE-Wilsona) 5.75 hrs/182 days	Growth

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	October 11, 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  
**October 11, 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	08/18/2023 08/25/2023 08/30/2023 09/20/2023	09/26/2023	24	3	1	2	N/A	1	1	1	09/26/2023	09/25/2024	*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.

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Director, Personnel Commission  
October 11, 2023

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE:	October 11, 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  
**October 11, 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	07/05/2023	Continuous	09/26/2023	N/A	9	1	1	0	N/A	1	N/A	1	10/05/2023	10/04/2024	*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.

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Director, Personnel Commission  
October 11, 2023

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: October 11, 2023   X   REPORT

TO: Personnel Commission

FROM: Mary Theus  
Director, Personnel Commission

RE: CLASSIFIED MANAGEMENT SUPERVISOR SALARY RANGE AND  
OCCUPATIONAL THERAPIST UPDATE

**BACKGROUND**

A formal request from the District was received concerning the salary range for incumbents within the Classified Supervisor Leadership Team and proposal for salary reallocation. In addition to the request, an update is provided regarding a retention bonus for Occupational Therapist incumbents.


**STATUS**

The formal memorandum request from Ryan Beardsley, Assistant Superintendent of Human Resources, is attached for Commission review and consideration. There is no Commission action required at this time.

MEMORANDUM

DATE: October 4, 2023

TO: Mary Theus, Director, Personnel Commission

FROM: Ryan Beardsley, Assistant Superintendent, Human Resources 

SUBJECT: Classified Management Supervisor Ranges and Occupational Therapist Update

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Please allow this to serve as a formal request for the Personnel Commission to consider a reclassification of the range for the Classified Supervisor Leadership Team Classification. In reviewing the scope of responsibilities of the three current supervisor positions which include Benefits Analyst, Transportation Field Supervisor, and Student Information Services Supervisor, I would formally request for the Personnel Commission to consider increasing the current salary range to a level commensurate with that of the Classified Assistant Directors. These Supervisor positions are currently compensated at the same level as Executive Assistant – Confidential. This places them in a position where their compensation is at a lower level than the upper ranges of the CSEA salary schedule. Given the scope of responsibility, supervisory and evaluative responsibilities, coupled with the need for stability in these important roles, I feel the increase is appropriate.

If the Personnel Commission feels that a separation between the Classified Assistant Director and Supervisor positions is still warranted, I would then advocate to consider moving the Supervisors to top of the Confidential Range which places them at the same range as the Executive Assistant to the Superintendent.

With regard to the status of the Occupational Therapist recruitment and retention efforts, the Palmdale School District Board of Trustees voted to approve a \$10,000 retention bonus to the three incumbents currently holding the position. The board also indicated they were in favor of increasing the signing bonus for newly hired Occupational Therapists to \$10,000. The district believes it is within the purview of the Personnel Commission to approve this increase without a formal action from the school board if they are in agreement.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: October 11, 2023   X   REPORT

TO: Personnel Commission

FROM: Mary Theus  
Director, Personnel Commission

RE: CONSIDER AND DISCUSS RECOMMENDATION FOR ACCELERATED PAY RATE

**BACKGROUND**

Personnel Commission Rules and Regulations, and the CSEA Collective Bargaining Agreement, dictate that an initial accelerated hiring rate for new unit members can be set with the recommendation of the Superintendent and approval of the Board and Personnel Commission.

**STATUS**

The Personnel Commission Rules and Regulations, Item 7.6, Initial Placement, permits consideration of an employee to be hired into a step other than the first step of the classification salary range, where recruitment efforts have indicated difficulty. Similarly, the CSEA Collective Bargaining Agreement, Compensation Article VI, Item 6.2.1, allows the same consideration.

Recruitment efforts for paraprofessional classes, most notably those within the special education and early childhood education programs, in addition to other classes that demand special qualifications (i.e. licenses and certifications), continue to be challenging with insufficient candidate pools to fill positions. Offering a rate up to the midpoint of the appropriate range on the salary schedule may enhance candidate response for employment.

Seeing that the Personnel Commission designates the initial salary rate for new employees, a recommendation for the initial rate to be accelerated at minimum to step two (2), but not to exceed step three (3) is presented. The Commission may perhaps establish criteria for which accelerated salary placement shall occur or consider a standard placement until such time it becomes necessary to revisit this item.

**RECOMMENDATION**

It is recommended that the Personnel Commission consider and discuss this proposal, with impending action at a future meeting after notice to the Superintendent of the Commission's opinion.

**PALMDALE SCHOOL DISTRICT  
PERSONNEL COMMISSION  
AGENDA ITEM**

DATE: October 11, 2023

  X   REPORT

TO: Personnel Commission

FROM: Mary Theus  
Director, Personnel Commission

RE: BUDGET/EXPENSE REVIEW

**BACKGROUND**

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

**STATUS**

The expenses by object code from July 1, 2023 to date are provided for review.

Func	Dist Obj	Schl Loc Desc	Current Operating Budget	Expenditure	Encumbrance	Total Obligated	Remaining Balance	% of Budget
74400	2305	Governing Board Member	1,800.00	300.00	0.00	300.00	1,500.00	16.67%
74400	2350	Director- Classified	171,779.00	42,944.58	0.00	42,944.58	128,834.42	25.00%
74400	2406	Conf/Clas/Non-Supervisory	218,612.00	54,777.45	0.00	54,777.45	163,834.55	25.06%
74400	2410	Secretaries	61,158.00	15,232.17	0.00	15,232.17	45,925.83	24.91%
74400	3212	PERS, Class	114,563.00	30,096.18	0.00	30,096.18	84,466.82	26.27%
74400	3312	OASDI, Class	28,001.00	6,964.39	0.00	6,964.39	21,036.61	24.87%
74400	3332	Medicare, Class	6,578.00	1,628.75	0.00	1,628.75	4,949.25	24.76%
74400	3412	Hlth & Wlfr, Class	95,076.00	22,631.62	0.00	22,631.62	72,444.38	23.80%
74400	3512	SUI, Class	234.00	56.20	0.00	56.20	177.80	24.02%
74400	3612	W/C, Class	12,473.00	2,916.27	0.00	2,916.27	9,556.73	23.38%
74400	3712	Retiree Benefits, Class	15,239.00	3,805.23	0.00	3,805.23	11,433.77	24.97%
74400	3752	OPEB - Active Emp Class	9,675.00	2,323.20	0.00	2,323.20	7,351.80	24.01%
74400	4320	Supplies	6,207.00	0.00	689.89	689.89	5,517.11	11.11%
74400	4380	Supplies Technology	1,500.00	0.00	0.00	0.00	1,500.00	0.00%
74400	5210	Mileage	100.00	6.29	0.00	6.29	93.71	6.29%
74400	5220	Travel and Conferences	9,900.00	0.00	0.00	0.00	9,900.00	0.00%
74400	5310	Dues and Memberships	4,100.00	3,100.00	0.00	3,100.00	1,000.00	75.61%
74400	5712	Direct Costs - Printing	100.00	0.00	0.00	0.00	100.00	0.00%
74400	5714	Director Costs - Call Out	150.00	0.00	0.00	0.00	150.00	0.00%
74400	5719	Direct Costs for Transfer Serv	300.00	19.95	0.00	19.95	280.05	6.65%
74400	5810	Advertising - Legal	2,000.00	0.00	0.00	0.00	2,000.00	0.00%
74400	5822	Legal Expenses	15,000.00	2,226.50	15,000.00	17,226.50	(2,226.50)	114.84%
74400	5828	Technical Support	37,000.00	41,854.12	0.00	41,854.12	(4,854.12)	113.12%
74400	5890	Other Operating Expenses	840.00	140.00	700.00	840.00	0.00	100.00%
82000	2230	Personnel Commission	11,631.00	2,223.30	0.00	2,223.30	9,407.70	19.12%



Func	Dist Obj	Schl Loc Desc	Current Operating Budget	Expenditure	Encumbrance	Total Obligated	Remaining Balance	% of Budget
82000	3212	PERS, Class (Custodian)	2,951.00	593.16	0.00	593.16	2,357.84	20.10%
82000	3312	OASDI, Class (Custodian)	722.00	161.83	0.00	161.83	560.17	22.41%
82000	3332	Medicare, Class (Custodian)	169.00	37.86	0.00	37.86	131.14	22.40%
82000	3412	HIth & Wlfr, Class (Custodian)	4,591.00	457.11	0.00	457.11	4,133.89	9.96%
82000	3512	SUI, Class (Custodian)	6.00	1.29	0.00	1.29	4.71	21.50%
82000	3612	W/C, Class (Custodian)	320.00	57.24	0.00	57.24	262.76	17.89%
82000	3712	Retiree Benefits, Class (Custodian)	391.00	74.69	0.00	74.69	316.31	19.10%
82000	3752	OPEB - Active Emp Class (Custodian)	484.00	56.74	0.00	56.74	427.26	11.72%
82000	4320	Supplies (Custodian)	3,068.00	0.00	0.00	0.00	3,068.00	0.00%
82000	4393	Water, Bottled	600.00	53.05	299.09	352.14	247.86	58.69%
<b>Grand Totals PSD Personnel Commission</b>			<b>837,318</b>	<b>234,739.17</b>	<b>16,688.98</b>	<b>251,428.15</b>	<b>585,889.85</b>	<b>30.03%</b>