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PERSONNEL COMMISSION MEETING

PERSONNEL COMMISSION MEETING PROCEDURES

Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chairperson may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

SMOKING IS NOT PERMITTED ON DISTRICT PREMISES

What: Personnel Commission Meeting
When: March 17, 2016
Time: 4:30 p.m.
Where: Lompoc Unified School District
Education Center – Conference Room 1
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 4:30 p.m.

A. **Approval of Minutes** (Action)

February 18, 2016 Regular Meeting (*Attachment 1*)

Moved by: _____ Seconded by: _____ Vote: _____

B. **Input from the Public**

The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. Unless otherwise determined by the Commission, each person is limited to 5 minutes. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)

C. **Reports**

1. Barbara Sandoval, CSEA Representative – Monthly Report
2. Cynthia Carrillo, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items – February 23, 2016 (*Attachment 2*)
2. Status of Vacancies (*Attachment 3*)
3. Examination Schedule (*Attachment 4*)
4. Working Out Of Class Report (*Attachment 5*)

D. **Information Items** (continued)

5. First reading revised job descriptions (**Attachment 6**)

- Student Services Technician
- Lead Language Assessment Technician

E. **New Business (Discussion/Action)**

1. Ratification of Eligibility Lists – (**Attachment 7**)

Moved by: _____ Seconded by: _____ Vote: _____

2. Extension of Eligibility List for Lead Custodian I, II, & III through March 17, 2017 - (**Attachment 8**)

Moved by: _____ Seconded by: _____ Vote: _____

F. **Unfinished Business (Discussion/Action)**

None

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **April 21, 2016** (Conference Room 1) 4:30 p.m. – **Regular Meeting**

K. **Recess to Closed Session (Government Code 54957)**

There are not items for closed session.

L. **Report of Action Taken in Closed Session**

None

M. **Adjournment**

Moved by: _____ Seconded by: _____ Vote: _____

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting February 18, 2016 Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:31 p.m. on February 18, 2016 at the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Hector Samaniego, Chris Rowe
<u>Members Absent</u>	None
<u>Staff Present</u>	Cynthia Carrillo, Kathy Brown, Lisa Smith
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the January 21, 2016 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	No report. Cynthia shared an update on department activities including; Ewing study, her participation in the Leadership Academy, Nikka Fish Enterprise donation to Employee of the Quarter, retirement incentive offered by the District etc.
<u>Information Items</u>	<i>Classified Personnel Items</i> – January 26 & February 9, 2016 <i>Status of Vacancies</i> – Reviewed by Kathy Brown <i>Examination Schedule</i> – Reviewed by Kathy Brown <i>Working Out of Class Report</i> – Reviewed by Lisa Smith
<u>New Business</u> 1. Ratification of Eligibility List	None
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session
<u>Next Meeting Date</u>	March 17, 2016 (Conference Room 1) 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:53 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 February 23, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Angulo, Gloria	IA-SPED	PROB	Range 26-1	02/09/16
Martinez, Rianna	IA-SPED	Regular	Range 26-2	02/16/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Colon, Jessica	Crossing Guard, CV	Regular	FR	02/01/16
Favreau, Melissa	Crossing Guard, CV & NDA	Regular SUB	FR FR	02/01/16
Greene, Deborah	IA-SPED	SUB	Range 26-1	02/10/16
Kerby, Mary	Crossing Guard	Regular	FR	02/12/16
Vergara, Cesar	NDA	SUB	FR	02/09/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Andreatta, Opal	Sr. Office Assistant 4.0 hrs/day, LHS & Std Safety/Comm Liaison 4.0 hrs/day, LHS	Sr. Office Assistant 6.0 hrs/day, LHS & Std Safety/Comm Liaison 2.0 hrs/day, LHS	01/11/16
Carrillo, Manuel "Trey"	IA-SPED 6.0 hrs/day, FILL Range 26-5	Custodian 8.0 hrs/day, BV/MHS Range 29-5	02/09/16
Castaneda, Evelyn	HSL-Bilingual 2.40 hrs/day, LC & IA-Bilingual 4.0 hrs/day, FILL	HSL-Bilingual 7.0 hrs/day, HAP	02/09/16
Ganas, Kathy	CNW I 4.50 hrs/day, FILL	CNW I 5.0 hrs/day, FILL	02/01/16
Kauppinen, Martha	Staff Secretary 8.0 hrs/day, LHS Range 33-5	Admin Asst I 8.0 hrs/day, LB Range 35-5	02/16/16
Vogler, Michelle	Custodian 8.0 hrs/day, MHS/BV	Custodian 8.0 hrs/day, CHS	02/09/16

SEPARATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Axsom, Sherry	Executive Assistant II	Retirement – 24 years	06/30/16
Downey, Katherine	Executive Assistant II	Retirement – 21.5 years	06/29/16
Griffin, Velvet	CNW I SUB	Separation	02/03/16
Leonard, Lynda	IA-SPED	39 month re-employment	02/02/16
Walton, Kathy	Bus Driver II	Retirement – 18.5 years	02/10/16
Wild, Jamie	HR Analyst, Certificated	Retirement – 17.5 years	06/30/16

Status of Classified Vacancies
Prepared March 11, 2016, 2016
For Personnel Commission Meeting March 17, 2016

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Asst Superintendent Business Svc	8.0	Vacant due to resignation	260	General	S. Smith	Ed Ctr	WAITING	RECRUITING
2	Computer Network Tech	8.0	Filling vacancy previously held by Web Developer then put on hold	260	General	R. Stoddard	ITS	16ITS16 01/11/16	TESTING
3	CNW II	6.5	NEW	196	Food Svc		RUTH	14CK054 05/29/15	HOLD
4	CNW II	6.5	NEW	196	Food Svc		FIL	14CK053 05/29/15	HOLD
5	IA	8.0 hrs/wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	HOLD
6	IA-Bilingual	4.0	Vacant due to transfer	196	SPEC	E. Casteneda	FIL	16FILL13 02/01/16	TESTING
7	Sr. Office Assistant	2.0	NEW	260	General		Ed Ctr/HR	2016ECHR2 2 02/01/16	INTERVIEWS
8	Sr. Office Assistant	4.0	Vacant due to separation	233	General	C. Sebring	CHS	16CHS20 01/11/16	INTERVIEWS
9	Sr. Office Assistant	6.0	Vacant due to promotion	233	General	O. Andreatta	CHS	16CHS20 01/11/16	INTERVIEWS
10	Student Safety	4.0	Vacant due to transfer	233	General	O. Andreatta	LHS	16152104 01/11/16	INTERVIEWS
11	Payroll/Benefits Manager	8.0	NEW	260	General		Ed Ctr	16payroll0 7 11/02/15	RECRUITING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: February 11, 2016

For February 18, 2016 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Account Clerk II	33	02/03/16	16	02/11/16	5
Bus Driver	3	NA	NA	NA	1
Computer Network Technician	5	NA	5 (Performance Only 2/18/16)	03/15/16	5
Executive Assistant II	TBA	03/24/16	TBA	04/06/16	TBA
HR Analyst, Certificated	TBA	03/24/16	TBA	04/06/16	TBA
Payroll Manager	TBA	NA	NA	TBA	TBA

Working Out of Class Report
 Prepared: March 11, 2016
 For Personnel Commission Meeting March 17, 2016

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Grijalva, Gloria	Budget Analyst Payroll	Manager, Payroll & Benefits	11/04/15	Until Filled	Due to Vacancy
2	Gonzalez, Christy	Accounting Technician Accounting	Budget Analyst Payroll	11/16/15	TBD	Due to WOC
3	Ayers, Alan	IA-Computer Lab VMS	Computer Net. Tech. IT	12/21/15	Until Filled	Due to Vacancy
4	Sandoval, Barbara	IA-SPED FILL	Library Technician Dist. Textbooks	02/01/16	TBD	Due to dept. need
5	Frankhouser, Doug	Lead Custodian I RUTH	Comp Net Tech IT	02/03/16	4-6 weeks	Due to dept. need
6	Warrenburg, Janet	Custodian I RUTH	Lead Custodian I RUTH	11/16/15	4-6 weeks	Due to WOC
7	Janos, Anthony	Custodian I MG/HAP	Comp. Net. Tech IT	02/03/16	4-6 weeks	Due to dept. need
8	Siemsen, Edward	Accounting Technician Payroll	Comp. Net. Tech IT (5 hours only)	02/03/16	4-6 weeks	Due to dept. need
9	Magana, Maria	Administrative Assistant I Fillmore	Accounting Technician (4 hrs/day) PR	02/09/16	4-6 weeks	Due to WOC
10	Sanchez, Adriana	Office Assistant Fillmore	Admin. Assistant I Fillmore	02/09/16	4-6 weeks	Due to WOC
11	Nelson, Cheryse	IA-Special Education CHS	Staff Secretary CHS	02/16/16	Appx. 6 weeks	Due to Absence
12	Lindsey, Deborah	IA-Special Education CV	Office Assistant CHS	02/29/16	03/16/16	Due to Absence
13	Bedolla, Rosana	IA-Bilingual Ruth	Home/School-Bilingual Ruth	03/09/16	TBD	Due to Absence

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

March 17, 2016

**Classification Study:
Student Records/Testing Technician
&
Lead Language Assessment Technician**

(Information / Discussion)

A classification study for the positions of Student Records/Testing Technician and Lead Language Assessment Technician has been completed. After a thorough review of both positions, the proposed changes to these two jobs include:

1. Revised and updated job description;
2. Recommended job title;
3. Recommended salary placement.

The final results of the study have resulted in two revised job descriptions which are being presented to the Personnel Commission as a first reading.

Current Job Title/Proposed Job Title	Job Family
<i>Current: Student Records/Testing Technician – Proposed: Student Services Technician</i>	Student Services
<i>Current: Lead Language Assessment Technician – Proposed: No Change</i>	Special Programs

Both job descriptions will be presented for a second reading and final approval at the April 21, 2016 Personnel Commission meeting.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

STUDENT SERVICES TECHNICIAN

Perform a variety of specialized and complex duties in support of the Student Services Department including the coordination of various mandated testing activities and the coordination all aspects of automated and manual student records. This position has the specific responsibility for ensuring that schools follow established security procedures and policies regarding District and State required student assessments; implementing and monitoring of test security practices; providing records management and archive support; resolving problems and/or determining appropriate action/s for resolution; and conducting data searches and maintaining security of student records.

Essential Functions*Student Records*

- Verify and/or research information contained in student records for completeness, accuracy and that total credits earned are included on transcripts.
- Serve as custodian of student records including Pre-K - Adult; maintain student cumulative folders of all active and inactive students.
- Confirm status of students' debts and collect monies owed/due to the school or District prior to releasing transcripts or any information contained in student records.
- Maintain student transcripts; respond to graduation credit questions and data input and correction for grades and credits when applicable.
- Ensure alignment of all student data to California Department of Education and District standards and requirements.
- Answer inquiries from students, parents, teachers, other schools, employers, outside agencies, and the public on district requirements, grading systems, and eligibility of credits.
- Responds to appropriate legal offices such a the District Attorney, Public Defender, private attorneys, private investigators, probation department, corrections department, and county and state education departments.

Student Testing

- Perform technical support duties in the coordination of various testing activities including ordering or preparing appropriate testing materials, scheduling tests, labeling and securing testing materials, notifying site coordinators of students to be tested, distributing materials to sites, overseeing testing activities at various sites and ensuring compliance with established timelines.
- Ensure testing regulations, protocols and security are in compliance with mandated regulations.
- Prepare and distribute information on District testing procedures, state student testing requirements, and quality control procedures.
- Oversee test distribution, inventory, ordering and test control procedures.
- Prepare and distribute information on District student testing procedures, state student testing requirements, and quality control procedures.
- Prepare test data for processing by outside testing contractors.
- Develop, document and implement procedures for processing test booklets, tests and capturing student demographic information.

Other Functions

- Prepare correspondence, forms, requisitions, and other materials such as testing forms, permanent record cards, cum files, requests for transcripts, Cal Grant GPA verifications, Social Security forms, immunization documents, enrollment history, military forms, IRS, and immigration letters.
- Assist in the preparation, presentation and training of student records and student testing administration.
- Attend meetings and conferences as directed.
- Operate a variety of office equipment including assigned software and databases.
- Perform other related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing office application software; customer service; operating data archiving software and equipment; maintaining detailed records.

KNOWLEDGE is required to perform basic math including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; office equipment/software; office practices; and record keeping techniques.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; being attentive to detail; maintaining security and confidentiality; dealing with frequent interruptions; setting priorities; using sound independent judgement within policy and procedural guidelines; entering and accessing information within standard computer formats with sufficient speed and accuracy to perform the work; maintain accurate records and files; prepare effective reports and correspondence; establish and maintain cooperative working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. This job is performed in a generally hazard free environment and in a clean atmosphere.

Education and Experience

Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge, and abilities listed above. Typically, this would be gained through: graduation from high school and three years increasing responsible secretarial experience maintaining detailed records and communicating with the public.

Required Testing

Pre-Employment Proficiency Test

Licenses and other Requirements

None Specified

Job Family

Student Services

Salary Range

Current: 33

Proposed: 37 (2/17/16)

PC Approval Date: xx

Revised: 1st Reading: 3/17/16, 2nd Reading 4/21/16: Approved: xxxx

LEAD LANGUAGE ASSESSMENT TECHNICIAN

Purpose Statement

Performs a variety of specialized and complex duties related to the administration of language assessment testing activities, records management, testing security, and training as required by Federal, State, and Local agencies. This position classification serves as a lead in providing direction to assigned staff.

Essential Functions

- Assist in the oversight and administration of language assessment testing and serve as a primary point of contact between the District and the California Department of Education.
- Serve as a lead in providing direction and training to temporary staff assigned to assist in language assessment testing.
- Identify candidates, process and record appropriate forms for initial and re-designation.
- Coordinate and implement the use and distribution of testing materials by contacting vendors and District personnel, scheduling meetings and coordinating District testing calendars.
- Order, receive, count, verify and store testing materials; ensure test security; inspect testing shipments for accuracy and conformance to packing slips; assure adequate quantity of testing materials to meet testing needs; identify shortages and arrange for additional materials as needed.
- Prepare and arrange testing materials for distribution to testing sites and individual classrooms; compile, assemble and set up testing materials; disseminate test packets and materials to appropriate sites and classrooms; assure proper security of test materials.
- Coordinate the testing location, schedule and designate the number of language assessment testing staff necessary to complete testing at each school site for the administration of the English Learner assessments.
- Perform clerical duties related to assigned activities; schedule testing appointments, compose correspondence, memoranda, test results; information regarding placement of English Learners and other documents; process forms and applications as required; duplicate materials as needed.
- Review, correct and resubmit student data in the online state designated site or database.
- Coordinate the collection of assessment and testing data, ensuring testing packets are complete; compile a variety of complex data and prepare related reports for State and District use and data analysis; coordinate flow of information between the office and various agencies.
- Communicate with public agencies, District employees, other school districts, and the County Office of Education to exchange information and resolve issues or concerns related to testing materials, time lines, data, calendars, procedures, regulations and related matters.
- Provide verbal interpretation and written translation as requested in a designated second language for the purpose of assisting students, parents, and staff.

Other Functions

- Attend meetings and conferences as directed; maintain current knowledge of and monitor state requirements for state mandated testing.
- Operate a variety of office equipment including a computer and assigned software and databases.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; operating standard office equipment, including utilizing pertinent software applications; coordinating activities with other schools; organizing and communicating information and concepts; and applying and explaining the rules and regulations of the State and District language assessment programs.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; English and Spanish grammar / punctuation / spelling / vocabulary; record keeping and reporting practices; computer applications related to the work, including word processing, spreadsheet and database applications; assessment, data analysis, testing and evaluation techniques; cultural background and language of an appropriate non-English speaking community.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate and/or classify data; use basic job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing direction; setting priorities; use sound independent judgement within policy and procedural guidelines; entering and accessing information within standard computer formats with sufficient speed and accuracy to perform the work; maintain accurate records and files; prepare effective reports and correspondence; establishing and maintaining cooperative working relationships.

Responsibility

Responsibilities include: working under limited supervision, following standardized practices and/or methods; directing other persons within the work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the functions of the job. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Education and Experience

Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge, and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in business administration or a related field and three years of increasing responsible experience in testing administration or coordination.

Required Testing

Pre-employment Proficiency Test
Pre-employment Bilingual Proficiency Test (level 4 required)

Licenses and other Requirements

Valid California Driver's License

Job Family

Special Programs

Salary Range

Current: 31

Salary Range

Proposed: 38 (2/17/16)

PC Approval Date: 2/25/10

Revised: 1st Reading: 3/17/16, 2nd Reading 4/21/16: Approved: xxxx

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: March 11, 2016

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission March 17, 2016

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

Recruitment Type/Position	Established	Number of Ranks on Promotional	Number of Candidates on Promotional	Number Of Ranks on Open	Number of Candidates on Open
<i>Account Clerk II</i>	<i>02/12/16</i>	<i>0</i>	<i>0</i>	<i>4</i>	<i>5</i>
<i>Bus Driver I</i>	<i>02/29/16</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>1</i>
<i>Home/School/Community Liaison - Bilingual</i>	<i>02/12/16</i>	<i>2</i>	<i>3</i>	<i>1</i>	<i>1</i>
<i>Library Technician</i>	<i>02/17/16</i>	<i>0</i>	<i>0</i>	<i>6</i>	<i>7</i>

It is recommended that the Personnel Commission ratify the eligibility lists.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
March 17, 2016

EXTENSION OF ELIGIBILITY LISTS FOR LEAD CUSTODIAN I, II, & III

Discussion and Action – Report to Personnel Commission

The current eligibility lists for LEAD CUSTODIAN I, II, & III are due to expire on March 17, 2016. The list includes 10, 14, and 16 promotional candidates respectively. On March 11, 2016, due to the number of promotional candidates remaining on the current on lists, the Personnel Director has extended the current eligibility lists for LEAD CUSTODIAN I, II, & III for one year. The new expiration date for the respective lists will be March 17, 2017.

The decision for the Director to extend the list is made in accordance with Merit Rules and Regulation Chapter 50.100.1 (C) which states the following:

“After approval, an eligibility list shall be in effect for one year, unless exhausted, and may be extended not to exceed one additional year at the discretion of the Personnel Director for the Personnel Commission subject to ratification by the Personnel Commission at its next meeting. Names of successful competitors may be added to eligibility lists resulting from continuous examinations without approval by the Commission in accordance with Section 50.100.4A.

It is recommended by the Personnel Director that the 1-year extension of the expiration dates for the eligibility lists for Lead Custodian I, II, & III be approved.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission