



# ***PLEASE POST ON CLASSIFIED BULLETIN BOARD***

## **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: February 16, 2017**  
**Time: 4:30 p.m.**  
**Where: Lompoc Unified School District**  
**Education Center – Board Room**  
**1301 North A Street, Lompoc, California 93436**

## **AGENDA**

**Call to Order** – 4:30 p.m.

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

January 19, 2017 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 – January 24, 2017, February 7, 2017 (*Attachment 2*)
2. Status of Vacancies (*Attachment 3*)
3. Examination Schedule (*Attachment 4*)
4. Working Out of Class Report (*Attachment 5*)

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

1. Ratification of Eligibility Lists – *(Attachment 6)*

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**

- **March 16, 2017** - (Conference Room 1) 4:30 p.m. – **Regular Meeting**

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

There are no items for Closed Session.

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

N. **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 January 19, 2017 Unadopted Minutes

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. January 19, 2017 at the Education Center - Board Room, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Gayle Higgason, Hector Samaniego, Chris Rowe
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Cynthia Carrillo
<b><u>Guests Present</u></b>	Barbara Sandoval
<b><u>Approval of Minutes</u></b>	A motion was made by Chris Rowe, seconded by Gayle Higgason and carried to approve the minutes of the November 17, 2016 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b>	
1. CSEA	Barbara Sandoval reported that she is now the CSEA President and they will be getting a new CSEA Labor Representative soon. Barbara commented on an issue that occurred recently and ensured the Personnel Commission of CSEA's commitment to the Merit Rules and Regulations.
2. Cynthia Carrillo	Cynthia Carrillo reported that the Classified HR office has been very busy over the last couple of months. We recently recruited for and selected a new HR Technician to replace Odette Bradshaw-Sheeley, whose family was recently transferred out of state – she will be missed. On Monday, January 23, 2017, Erika Diggs will join our office as the new HR Technician. On Wednesday, January 25, 2017 Cynthia and Kathy will be going to San Francisco to attend the Annual CSPCA Conference.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – November 15, 2016, December 6, 2016, January 10, 2017 <b><u>Status of Vacancies</u></b> – Reviewed by Cynthia Carrillo <b><u>Examination Schedule</u></b> – Reviewed by Cynthia Carrillo <b><u>Working Out of Class Report</u></b> – Reviewed by Cynthia Carrillo
<b><u>New Business</u></b>	
1. Ratification of Eligibility Lists	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the ratification of the following eligibility lists:  <b>Administrative Assistant III</b> (Merged List) - 11/18/16 – 6 Promotional Ranks / 4 Open Ranks <b>Maintenance Worker II</b> - 12/8/16 – 11 Promotional Ranks / 0 Open Ranks <b>Licensed Vocational Nurse (LVN)</b> – 12/20/16 – 0 Promotional Ranks / 2 Open Ranks <b>Home School Community Liaison/Bilingual</b> – 12/21/16 – 5 Promotional Ranks / 4 Open Ranks <b>Instructional Assistant/Sp Ed</b> (Merged List) – 12/23/16 – 1 Promotional Rank / 11 Open Ranks
<b><u>Unfinished Business</u></b>	None
<b><u>Items from the Floor</u></b>	None
<b><u>Items from Personnel Commissioners</u></b>	None
<b><u>Items from PC Staff</u></b>	None
<b><u>Recess to Closed Session</u></b>	The Personnel Commission did not recess to closed session.
<b><u>Next Meeting Date</u></b>	February 16, 2017 (Board Room) 4:30 p.m. – <b>Regular Meeting</b>
<b><u>Adjournment</u></b>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:48 p.m. (3-0)

PERSONNEL ITEMS  
ACTION ITEMS  
 January 24, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Miller, Patrick	CNW I	PROB	Range 21-1	01/09/17

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Andrade, Juan	Custodian	SUB	Range 29-1	12/27/16
Cabrera Marin, Aleida	Transportation Attend	SUB	Range 26-1	12/08/16
Giordano, Kristin	IA-SPED	SUB	Range 26-1	12/14/16
Harper, Marjorie	Office Assistant	SUB	Range 29-1	01/09/17
Leon Moya, Jose	Custodian	SUB	Range 29-1	12/06/16
MacKinnon, Michelle	CN Supervisor	SUB	Level II-1	12/09/16
Medina, Olivia	NDA	REG	FR	12/14/16
Montoya, Brianna	IA-SPED	SUB	Range 26-1	12/22/16
Reeves, Randolph	IA-SPED	SUB	Range 26-1	12/14/16
Scipio, Edward	IA-SPED	SUB	Range 26-1	12/27/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Brown, April	CNW I 2.30 hrs/day, LC	CNW I 3.80 hrs/day, LC	01/09/17
Deming, Karen	Office Assistant 8.0 hrs/day, CK Range 29-5	Administrative Asst. III 8.0 hrs/day, SPED Range 39-1	01/04/17
Holmes, Wikanda	39-Month Reinstatement	IA-SPED 6.0 hrs/day, HAP Range 26-2	12/06/16
MacKinnon, Michelle	39-Month Reinstatement	CNS Supervisor 8.0 hrs/day, CK Level II-9	12/15/16
Simmons, Melissa	CNW I 2.0 hrs/day, LC	CNW I 2.30 hrs/day, LC	01/09/17
Valentine, Jennifer	Instructional Assistant 4.0 hrs/day, ADED	Instructional Assistant 5.0 hrs/day, ADED	01/16/17
Vetch, Candra	Accounting Technician 4.0 hrs/day, Payroll	Accounting Technician 8.0 hrs/day, Payroll	01/09/17

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Candia de Jimenez, Griselda	Sub NDA	NDA, Fil	12/01/16

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	<u>Termination Date</u>
Lino, Jessica	NDA Sub	12/22/16
Martinez, Lorena	NDA Sub	12/16/16
Phelps, Linda	Classified Sub	12/16/16

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>
Bradshaw-Sheeley, Odette	Human Resources Technician	Resignation	12/31/16
Curtis, Jane	Child Nutrition Worker I	Retirement – <b>9 years</b>	01/06/17
Forster, Susie	Classified Substitute	Resignation	12/14/16
Ingrahm, Rebecca	Accounting Technician	Resignation	01/06/17
Long, Javet	Plumber	Separation	12/27/16
Manzo, Irma	Asst. Sup. Business Svc.	Retirement	12/30/16
Valencia, Benjamin	Bus Driver I	Resignation	01/31/17
Williams, Hattie	Crossing Guard	Separation	12/19/16
Zepeda, Alma	NDA	Separation	11/30/16

PERSONNEL ITEMS

ACTION ITEMS

February 7, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Beaton, Samuel	Bus Driver I	PROB	Range 33-1	01/13/17
Brown, Tom	Plumber	PROB	Range 44-1	02/06/17
Galvan, Francisco	Bus Driver I	PROB	Range 33-1	01/17/17
Reeves, Randolph	IA-SPED	PROB	Range 26-3	01/13/17

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Escarzega, Rudolph	Custodian	SUB	Range 29-1	01/30/17

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Diggs, Erika	Budget Analyst 8.0 hrs/day, ACCTG Range 42-2	HR Technician 8.0 hrs/day, Class HR Range 39-4	01/23/17

Sanchez, Adriana	Office Assistant 8.0 hrs/day, FIL Range 29-5	Dist. Info. Specialist 8.0 hrs/day, ITS Range 42-1	01/30/17
Solomon, Kyle	IA-Bilingual 4.0 hrs/day, LH Range 25-3	IA-Bilingual 4.0 hrs/day, CHS Range 25-3 & Home/Schl. Comm. Lia.-Bil. 3.0 hrs/day, CHS Range 29-2	01/23/17
Warfield, Trish	Staff Secretary 8.0 hrs/day, VMS Range 33-1	Admin. Asst. II 8.0 hrs/day, CK Range 36-1	02/01/17

**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>
Barto, Helen	Transportation Attendant	Retirement – <b>33 Years</b>	01/24/17
Day, Mary	Account Clerk I	Separation	01/19/17
Junious, Doreen	Office Assistant	Separation	01/19/17

Status of Classified Vacancies  
Prepared February 7, 2017  
For Personnel Commission Meeting February 16, 2017

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clk I	8.0	Vacant due to release	228	General	M. Day	LC	17LAC010	POSTING
2	Accounting Technician	4.0	Vacant due to transfer	260	General	C. Vetch	PAYROLL	17Payroll7 12/05/16	RECRUITING
3	Budget Analyst	8.0	Vacant due to transfer	260	General	E. Diggs	ACCTG	17BSSV30	RECRUITING
4	Bus Driver I (3)	20.75 per week	Vacant due to resignation	196	General	B. Valencia N. Alexander T. Hatmaker	TRANS	17TRANS11 17TRANS9 17TRANS12	RECRUITING
5	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	N. Flores	FIL	17FILL21 06/21/16	TESTING
6	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	K. Solomon	LH	17LAH018	TESTING
7	IA-SPED	6.0	Vacant due to promotion	196	SPEC	R. McPeek	FIL	17SPEDCL52 12/08/16	INTERVIEWS
8	IA-SPED LH2	6.0	Vacant due to transfer	196	SPEC	R. Martinez	LH	17LAH019	INTERVIEWS
9	IA-SPED 1:1	6.0	NEW	196	SPEC	N/A	HAP	17SPEDCL57	INTERVIEWS
10	IA-SPED CTE	6.0	NEW	196	SPEC	N/A	LB	17SPEDCL58	INTERVIEWS
11	LVN	6.0	Vacant due to resignation	208	General	M. Coward	ROV	17000CL050 11/28/16	IN PROCESS
12	Office Assistant	8.0	Vacant due to promotion	228	General	A. Sanchez	FIL	17FILL16	POSTING
13	Staff Secretary	8.0	Vacant due to promotion	233	General	T. Warfield	VMS	17VMS009	POSTING
14	Transportation Attendant	TBD	Vacant due to retirement	196	General	H. Barto	TRANS	PENDING	RECRUITING
15	Warehouse Delivery Driver	8.0	NEW	260	General	N/A	WHS	17PUR06 11/07/16	RECRUITING
16	Warehouse Worker Delivery Driver	8.0	Vacant due to promotion	260	General	E. Gilstrap	WHS	17PUR08	RECRUITING

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

**EXAMINATION SCHEDULE**

Prepared: February 7, 2017

For Personnel Commission Meeting February 16, 2017

<b>CLASSIFICATION</b>	<b>TOTAL NUMBER OF APPLICANTS</b>	<b>WRITTEN EXAM DATE</b>	<b>NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN &amp; PERFORMANCE EXAM</b>	<b>ORAL EXAM DATE</b>	<b>NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL</b>
Accounting Technician	17	02/09/17	9	TBD	TBD
Budget Analyst	10	02/09/17	7	TBD	TBD
Bus Driver I (Continuous Testing)	16	TBD	TBD	TBD	TBD
District Information Specialist	5	12/22/16	3	01/05/17	3
Home School Community Liaison - Bilingual	24	11/15/16	24	12/21/16	12
HR Technician, Classified	25	12/22/16	15	01/04/17	10
IA-Bilingual	16	TBD	TBD	TBD	TBD
IA Special Education (Continuous Testing)	23	11/29/16	16	12/22/16	15
Maintenance Worker II	41	11/17/16	15	12/08/16	14
Transportation Attendant (REOPEN)	TBD	TBD	TBD	TBD	TBD
Warehouse Delivery Driver (REOPEN)	66	2/15 & 2/17	40	TBD	TBD
Warehouse Worker/Delivery Driver	99	2/15 & 2/17	60	TBD	TBD



## Working Out of Class Report

Prepared: February 7, 2017

For Personnel Commission Meeting February 16, 2017

	<b>Employee Name</b>	<b>Current Job Title/Location</b>	<b>WOC Assignment</b>	<b>Beginning Date of WOC</b>	<b>End Date of WOC</b>	<b>Comments</b>
	Fox, Robert	Custodian / Los Berros	Grounds Maintenance Worker I / Grounds	12/14/16	TBD	Till position is filled
	Garcia, Tom	Grounds Maintenance Worker I	Warehouse Worker / Delivery Driver	12/20/16	TBD	Till position is filled
	Monreal, Yolanda	Account Clerk I / Ruth	Admin. Asst. I / La Canada	11/28/16	TBD	Medical Leave
	Yanez, Morgan	Custodian / Crestview	Warehouse Delivery Driver	12/20/16	TBD	Till position is filled

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared: February 7, 2017

**RATIFICATION OF ELIGIBILITY LISTS**  
For Personnel Commission February 16, 2017

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

<b>Recruitment Type/Position</b>	<b>Established</b>	<b>Number of Ranks on Promotional</b>	<b>Number of Candidates on Promotional</b>	<b>Number Of Ranks on Open</b>	<b>Number of Candidates on Open</b>
<i>District Information Specialist</i>	01/06/17	3	3		
<i>HR Technician</i>	01/04/17	7	7	6	8
<i>Instructional Assistant Special Education (Merged List)</i>	01/23/17	1	1	14	23

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

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission