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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: April 20, 2017
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)

March 16, 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 – March 21, 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 (Action) – **(Attachment 6)**

Moved by: _____ Seconded by: _____ Vote: _____

2. 2017-2018 Personnel Commission Budget 1st Reading (Discussion) – **(Attachment 7)**
3. Ewing Consulting Year 1 Job Descriptions 1st Reading (Discussion) – **(Attachment 8)**

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**

- **May 18, 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

March 16, 2017

Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. March 16, 2017 at the Education Center – Conference Room I, 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, Erika Diggs
<u>Guests Present</u>	Barbara Sandoval
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the February 16, 2016 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval reported that CSEA ratified their contract last night. Ms. Sandoval stated that two items that will be discussed in negotiations this Spring. She also stated the District and CSEA have been proactive in scheduling negotiations.
2. Cynthia Carrillo	Cynthia Carrillo reported that the classified employees participated in Professional Development on March 14, 2017. Classified employees had the opportunity to attend many different workshops on that day. Ms. Carrillo provided an update on the Ewing Classification Study, sharing the year 1 proposed job descriptions would be included in the next Personnel Commission Agenda as a first reading. She also reminded the Personnel Commission that the 2017-2018 Personnel Commission Budget 1 st reading would also be presented at the next regular meeting.
<u>Information Items</u>	<u>Classified Personnel Items</u> – February 21, 2017 and March 7, 2017 <u>Status of Vacancies</u> – Reviewed by Cynthia Carrillo <u>Examination Schedule</u> – Reviewed by Cynthia Carrillo <u>Working Out of Class Report</u> – Reviewed by Cynthia Carrillo & Erika Diggs
<u>New Business</u>	
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: Accounting Technician (Open and Promotional List) – 2/28/17 – 5 Open Ranks / 0 Promotional Ranks Budget Analyst (Open and Promotional List) – 2/28/17 – 2 Open Ranks / 3 Promotional Ranks
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Next Meeting Date</u>	April 20, 2017 (Conference Room I) 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:46 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 March 21, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Costa-Ortiz, Traci	Staff Secretary	PROB	Range 33-3	03/13/17

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Gonzales, Johnny	Custodian	SUB	Range 29-1	03/01/17
Lopez, Edtna	NDA	SUB	FR	03/02/01

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Monreal, Yolanda	Account Clerk I 8.0 hrs/day, RUTH Range 31-5	Administrative Assistant I 8.0 hrs/day, LC Range 35-4	02/21/17
Stout, Heather	Sr. Office Assistant 4.0 hrs/day, LHS & Staff Secretary 4.0 hrs/day, LHS	Sr. Office Assistant 4.0 hrs/day, LHS	03/01/17

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Meeker, LeeAnn	Account Clerk I	FMLA	03/07/17
Morlatt, Retha	IA-Computer Lab	Medical	01/18/17

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Segura, Eugene	Custodian	Range 29-3	03/08/17

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>
Vanderslice, Kirra	IA-Special Education	Separation	03/03/17

Status of Classified Vacancies
Prepared April 13, 2017
For Personnel Commission Meeting April 20, 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 promotion	228	General	Y. Monreal	Ruth	17RTH035 03/09/17	INTERVIEWS
2	Bus Driver I (4)	TBD	Vacant due to resignation	196	General	B. Valencia N. Alexander T. Hatmaker D. Sena	Trans		RECRUITING
3	CNW I	2.0	Vacant due to resignation	196	CNS	M. Crawford	FML	17CK072 03/17/17	RECRUITING
4	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	N. Flores	FIL	17FILL21 062116	TESTING
5	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	K. Solomon	LH	17LAH018 02/23/17	TESTING
6	IA-SPED SH1	6.0	Vacant due to promotion	196	SPEC	R. McPeek	FIL	17SPEDCL52 12/08/16	INTERVIEWS
7	IA-SPED RS	6.0	Vacant due to transfer	196	SPEC	R. Martinez	LC	17LC05	INTERVIEWS
8	IA-SPED LH4	6.0	Vacant due to separation	196	SPEC	K. Vanderslice	LB		INTERVIEWS
9	LD. Custodian III	8.0	Vacant due to transfer	196	General	D. Moegelin	LHS		RECRUITING
10	Manager, Payroll & Benefits	8.0	Vacant due to resignation	260	General	G. Grijalva	FISCAL		RECRUITING
11	Office Assistant	8.0	Vacant due to promotion	228	General	A. Sanchez	FIL	17FILL16 02/07/17	INTERVIEWS
12	Std. Safety Comm. Liaison	3.0	NEW	196			LVMS	17LVMS081 02/21/17	INTERVIEWS
13	Transportation Attendant	TBD	Vacant due to retirement	196	General	H. Barto	TRANS		IN PROCESS
14	Warehouse Worker Delivery Driver	8.0	Vacant due to promotion	260	General	E. Gilstrap	WHS	17PUR08 02/01/17	INTERVIEWS

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: April 13, 2017

For Personnel Commission Meeting April 20, 2017

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
Bus Driver I (Continuous Testing)	16	TBD	TBD	TBD	TBD
IA-Bilingual	31	04/06/17	19	TBD	TBD
Purchasing Technician	10	04/05/17	6	04/11/17	4
Transportation Attendant (REOPEN)	26	03/14/16	12	03/30/17	7

Working Out of Class Report
 Prepared: April 13, 2017
 For Personnel Commission Meeting April 20, 2017

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Garcia, Martha	CNW 1/LHS	IA/SpEd at Hapgood	2/27/17	TBD	Till position is filled
	Garcia, Tom	Grounds Maintenance Worker I	Warehouse Worker / Delivery Driver	12/20/16	TBD	Till position is filled
	Reyna, Maria	Senior Custodian/LHS	Lead Custodian III/LHS	3/1/2017	TBD	
	Sandoval, Barbara	IA Special Ed/Fillmore	Library Technician/ Textbook Center	4/3/2017	6/8/2017	
	Tognazzinni, Michelle	CNW1/Ruth	Print Shop Assistant	3/13/17	4/17/2017	

Attachment 6

LOMPOC UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 Prepared: April 13, 2017

RATIFICATION OF ELIGIBILITY LISTS
 For Personnel Commission April 20, 2017

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>Instructional Assistant-Special Education</i>	03/28/17	1	1	16	31
<i>Purchasing Technician</i>	04/12/17	3	4		
<i>Transportation Attendant</i>	03/30/17	1	1	5	5
<i>Warehouse/Delivery Driver</i>	03/28/17	4	4	5	8
<i>Warehouse Worker/Delivery Driver</i>	03/28/17	3	3	6	12

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

Attachment 6

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

PERSONNEL COMMISSION 2017-2017 BUDGET – 1ST READING
Information Item

The proposed Personnel Commission Budget for 2017-2018 has been prepared in accordance with the guidelines established by the Personnel Commission in accordance with Education Code 45253.

The 2017-2018 Personnel Commission budget will be presented as an action item to be recommended for approval at its regular Personnel Commission Meeting on May 18, 2017.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
Personnel Commission Budget
(Proposed)
2017-2018

OBJECT	DESCRIPTION	2017-2018 Proposed Budget	2016-2017 Budget
2310	Supervisors' and Administrators'	\$ 143,860.08	\$ 139,138.23

2410	Clerical and Office	\$ 122,104.44	\$ 110,956.65
2430	Substitute / Overtime	\$ 2,500.00	\$ 6,849.38
	Total	\$ 268,464.52	\$ 256,944.26
3302-3802	Statutory Benefits	\$ 71,946.30	\$ 65,319.84
	Health/Welfare	\$ 33,153.71	\$ 33,154.40
TOTAL SALARIES & BENEFITS		\$ 376,064.53	\$ 355,418.50
4350	Supplies	\$ 2,000.00	\$ 4,186.00
4400	Equipment Replacement	\$ 1,000.00	\$ 3,200.00
5200	Travel/Conference Expense	\$ 7,250.00	\$ 5,772.00
5300	Dues/Memberships	\$ 3,700.00	\$ 2,800.00
5601	Repairs	\$ -	\$ -
5650	Copier (department portion)	\$ 1,374.00	\$ 696.00
5710	Transfers of Direct Costs (Printshop)	\$ 500.00	\$ 500.00
5725	Maintenance Work Orders		\$ 2,130.00
5811	Legal Advertising	\$ 1,000.00	\$ 1,228.00
5823	Fingerprinting	\$ ————	\$ 6,794.00
5824	Employee Medical Services	\$ 2,000.00	\$ 1,500.00
5850	Professional/Consulting (Classification/compensation Study Year 3 and Professional Development-2 days classified employees)	\$ 20,250.00	\$ 17,250.00
5920	Postage	\$ 500.00	\$ 100.00
TOTAL SUPPLIES / SERVICES		\$ 39,574.00	\$ 46,156.00
GRAND TOTAL SALARY/BENEFITS & SUPPLIES/SERVICES		\$ 415,638.53	\$ 401,574.50

Note: The PC budget for 17/18 includes the following: For salaries and benefits there is a 5.49% increase over last year's budget due to 2% salary increase + 1% off schedule and increase in PERS Retirement and Benefits. There is a 14.26% decrease in supplies and services over last year's budget. The 17/18 budget also includes \$1,500 for each of the 2 PD Days for classified employees (which is usually added in later) and I have budgeted for a program called DocuSign, which will allow us to have HR documents signed by employees and applicants over the internet. The following staff training/workshop will be attended in 17/18: WRIPAC Job Analysis, Merit Academy (5 weeks), CASBO, Tri-Counties Symposium, PCASC Mini-Conference, ~~CSPCA Annual Conference~~. \$17,250 is for the final year (year 3) of the Classified Classification Study with Ewing Consulting.

Attachment 8

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

EWING CONSULTING YEAR 1 JOB DESCRIPTIONS – 1ST READING
Information Item

Ewing Consulting has completed Year 1 of the Classification Study job description recommendations. These job descriptions are being presented to the Personnel Commission as a first reading.

The job descriptions being presented as a first reading include the following:

CLERICAL JOB FAMILY

1. Administrative Assistant I
2. Administrative Assistant II
3. Administrative Assistant III
4. Administrative Assistant IV
5. Career Center Technician
6. Office Assistant
7. Registrar
8. Senior Office Assistant
9. Staff Secretary

CUSTODIAL JOB FAMILY

1. Custodian
2. Lead Custodian
3. Lead Custodian II
4. Lead Custodian III
5. Senior Custodian
6. Swimming Pool Custodian – New Recommended Job Title: Swimming Pool Operator

GENERAL ASSISTANCE JOB FAMILY

1. School Community Liaison
2. Student Safety/Community Liaison – New Recommended Job Title: Student Safety Assistant / Campus Liaison

INSTRUCTIONAL JOB FAMILY

1. Instructional Assistant – New Recommended Job Title: Paraeducator
2. Instructional Assistant Bilingual – New Recommended Job Title: Paraeducator - Bilingual
3. Instructional Assistant Special Education – New Recommended Job Title: Paraeducator – Special Education

LIBRARY/MEDIA JOB FAMILY

1. District Textbook Specialist
2. Library Technician

EWING CONSULTING YEAR 1 JOB DESCRIPTIONS – 1ST READING - Continued

PURCHASING JOB FAMILY

1. Buyer
2. Purchasing Technician

SPECIAL PROGRAMS JOB FAMILY

1. Home School Community Liaison
2. Language Census Technician – New Recommended Job Title: Language Assessment Technician
3. Outreach Consultant

A total of 27 job descriptions have been revised in Year 1 of the Classification Study.

All of the 27 draft job descriptions will be available for review on the LUSD website: www.lusd.org – Classified Human Resources – Classification / Compensation Study.

The Ewing Consulting Year 1 job description recommendations will be presented as an action item to be recommended for approval at its regular Personnel Commission Meeting on May 18, 2017.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission