



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 chair 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 16, 2015
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 19, 2015 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 24, 2015 & April 14, 2015 (**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: _____

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 21, 2015** (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

No action taken in closed session.

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

March 19, 2015

Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on March 19, 2015 in 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, Lisa Smith, 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 19, 2015 regular meeting (3-0).
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval shared that CSEA has ratified the new contract language package that includes a 2.5% increase to the Classified Salary Schedule retroactive to July 1, 2014. Another 2% will be added July 1, 2015. The new contract package will now be presented to the Board of Education at its next meeting for final approval. She also said CSEA plans to begin its negotiations earlier this year, possibly in May.
2. Cynthia Carrillo	Cynthia Carrillo, Director of Classified HR provided an update of the current activities in the Classified HR department. Classified HR has been very busy with its usual activities plus Escape training and implementation. The department has also been busy preparing for an employee appeal hearing scheduled for March 25, 2015. There may need to be a Special Meeting of the Commission in May to discuss the results of this hearing. Cynthia also shared that she and Sid will be facilitating 7 Habits training on April 27, 2015.
<u>Information Items</u>	<i>Classified Personnel Items – February 24 & March 10, 2015 - (Attachment 2)</i> <i>Status of Vacancies – (Attachment 3)</i> <i>Examination Schedule – (Attachment 4)</i> <i>Working Out of Class Report – (Attachment 5)</i>
<u>New Business</u>	
1. Personnel Commission Meeting Time Change	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the new meeting time for future Personnel Commission Meetings from 5:00 p.m. to 4:30 p.m. (3-0).
2. Ratification of Eligibility Lists	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the following eligibility lists (3-0): Account Clerk I – Established 03/11/15 – 2 Promotional / 8 Open Administrative Asst. I – Established 02/18/15 – 5 Promotional / 0 Open Administrative Asst. III – Established 02/18/15 – 7 Promotional / 0 Open IA-Computer Lab – Established – 02/23/15 – 1 Promotional / 10 Open Manager, Purchasing & Stores – Established 02/12/15 - 0 Promotional / 4 Open Supervisor, Operations – Established 03/10/15 – 1 Promotional / 0 Open Lead Custodian I – Established 03/17/15 – 14 Promotional / 0 Open Lead Custodian II – Established 03/17/15 – 16 Promotional / 0 Open Lead Custodian III – Established 03/17/15 – 16 Promotional / 0 Open

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

March 19, 2015

Unadopted Minutes

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<u>New Business, cont.</u>	
3. Proposed Updated Job Description	Motion was made by Chris Rowe, seconded by Hector Samaniego, and carried to approve the proposed updated job description for Supervisor, Operations.
<u>Personnel Commissioner's Items</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Open Session</u>	The Personnel Commission had no items to report out.
<u>Next Meeting Date</u>	April 16, 2015 (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 5:35 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 March 24, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Diaz, Jesus	Custodian	Probation	Range 29-1	03/23/15
Gonzalez, Barbara	IA-Special Ed	Probation	Range 26-2	03/18/15
Roell, Heather	Library Technician	Probation	Range 33-1	03/02/15
Schelvis, Laura	IA-Computer Lab	Probation	Range 27-1	03/23/15
Siemsen, Edward	Accounting Technician	Probation	Range 38-1	03/17/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Carlson, Joseph	IA-SPED/Library Tech	SUB	Range 26/33-1	03/06/15
Gentry, Rose	Child Nutrition Worker I	SUB	Range 21-1	03/02/15
Greer, Sydney	Custodian	SUB	Range 29-1	03/02/15
Hauenstein, Gwen	Child Nutrition Worker I	SUB	Range 21-1	02/25/15
Hernandez, Marisol	NDA	SUB	FR	03/06/15
Jones, James	St. Safety/Comm Liaison	SUB	Range 28-1	02/27/15
Julian, Jennifer	IA/IA-Special Ed	SUB	Range 24/26-1	02/19/15
Layman, Shanna	St. Safety/Comm Liaison	SUB	Range 28-1	03/02/15
Moyer, Harry	Custodian	SUB	Range 29-1	03/05/15
Pogue, Sharon	NDA	SUB	FR	03/09/15
Rosales Jr., Samuel	Custodian/St. Safety	SUB	Range 29/28-1	02/26/15
Samaniego, Matthew	Custodian	SUB	Range 29-1	03/03/15
Simmons, Charles	NDA	Hourly	FR	01/29/15
Wright, Alyssia	IA/IA-SPED/IA-CL	SUB	Range 24/26/27-1	02/26/15

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Garcia, Madgalena	IA-Special Education	Range 26-2	02/23/15
Salas, Judith	Administrative Assistant III	Range 39-5	03/03/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Blanton, Samuel	Lead Custodian I 8.0 hrs/day CV Range 31-5	Supervisor, Operations 8.0 hrs/day, M&O Level II-1	03/12/15
Cain, Denise	Custodian 8.0 hrs/day, CV&MN	Custodian 8.0 hrs/day, CV	03/04/15
Crouse-Tell, Janice	CNW I 7.0 hrs/day, Hapgood Range 21-5	CNW II 7.0 hrs/day, Hapgood Range 24-5	03/03/15

Eickhoff, Carolyn	Admin Asst II 6.0 hrs/day, MV Range 36-5	Admin Asst III 8.0 hrs/day, PSS Range 39-5	03/09/15
Munkres, Gina	CNW I 6.25 hrs/day, CV Range 21-5	CNW II 6.25 hrs/day, CV Range 24-5	03/03/15

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>
Butson, Glenn	Custodian I	39 month Re-Employment-Medical	02/26/15
Duffy, Deanna	IA-SPED	Resignation	03/27/15
Eden, Holly	IA-SPED	Resignation	03/15/15
Mohler, Susan	Transp. Attendant	Resignation	03/11/15
Tedrick, Charles	NDA Sub	Resignation	03/02/15
Thorne, Barbara	Account Clerk I	Retirement – 26.5 years	03/27/15

PERSONNEL ITEMS

ACTION ITEMS

April 14, 2015

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Aguilar, Terrie	NDA	SUB	FR	03/22/15
Blanton, Darlene	Clerical	SUB	Various	03/24/15
Poinsette, Christopher	Custodian	SUB	Range 29-1	03/25/15
Valencia, Jennifer	NDA	SUB	FR	03/25/15
Van Artsdalen, Shannon	NDS/Crossing Guard	SUB	FR	03/12/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Martin, David	Std Safety/Comm Liaison 7.0 hrs/day, CHS	Std Safety/Comm Liaison 7.5 hrs/day, CHS	03/16/15
Pottebaum, Jean	Std Safety/Comm Liaison 7.0 hrs/day, CHS	Std Safety/Comm Liaison 7.5 hrs/day, CHS	03/16/15
Razo, Samuel	Grnds Main Wrk I 8.0 hrs/day, Grounds Range 31-5 +Stipend	Ld Custodian I 8.0 hrs/day, CV Range 31-5	03/30/15
Reed, Barbara	Ld Custodian I 8.0 hrs/day, HAP Range 31-5	Ld Custodian III 8.0 hrs/day, CHS Range 36-4	04/13/15

TERMINATION DUE TO INACTIVITY

Name

Assignment

Termination
Date

SEPARATIONS

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

Name

Assignment

Type of Seperation

Date

Becker, Thomas

Crossing Guard SUB

Resignation

03/17/15

Evangelista, Veronica

NDA SUB

Resignation

03/13/15

Status of Classified Vacancies
Prepared: April 10, 2015
For Personnel Commission Meeting April 16, 2015

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Administrative Assistant II	6.0	Vacant due to promotion	233	General	C. Eickhoff	MV	15MVSCLO4 03/13/15	TESTING
2	Computer Network Tech	8.0	Vacant due to promotion	260	General	S. Campbell	ITS	15ITS07 02/11/15	TESTING
3	Custodian	8.0	Vacant due to transfer	260	General	D. Cain	CV/MN		INTERVIEW
4	Custodian (Roving)	8.0	Vacant due to promotion	260	General	R. Nelson Jr.	BV,ELC, LH, MHS	15KBSCServ28 03/09/15	INTERVIEW
5	IA	8.0 hrs/wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	INTERVIEW
6	IA-Special Ed	6.0	Vacant due to resignation	196	Special Ed	H. Eden	BV	15111CL39 03/13/15	TESTING
7	IA-Special Ed	6.0	Vacant due to resignation	196	Special Ed	D. Duffy	HAP	15114CL40 03/13/15	TESTING
8	IA-Special Ed	3.5	Vacant due to transfer	196	Special Ed	J. Larson	LH	14LAH21 01/09/15	TESTING
9	Lead Custodian I	8.0	Vacant due to transfer	260	General	S. Razo	CV		POSTING
10	Manager, Purchasing & Stores	8.0	Vacant due to retirement	260	General	Jim Reizer	Purch.	15BS46 12/22/14	RECRUITING
11	Offset Press Operator	8.0	Vacant due to retirement	260	General	Art Binninger	Printing	15Printing5 12/11/14	RECRUITING
12	Staff Secretary	4.0	NEW	228	General		LVMS	15LVMS013 01/31/15	TESTING
13	Accounting Manager	8.0	NEW	260	General		Ed Center	1400002 02/27/14	INTERVIEW
14	Bus Driver	22/wk	Vacant	196	General	P. Blight	Trans	WAITING	HOLDING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: April 10, 2015

For April 16, 2015 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
IA – Special Education	19	04/07/15	7	04/17/15	6
Office Assistant	21	04/10/15	19	04/20/15	TBD
Senior Office Assistant	20	04/10/15	17	04/20/15	TBD
Staff Secretary	11	04/07/15	10	04/20/15	TBD
Budget Analyst	TBD	04/14/15	TBD	04/22/15	TBD
Administrative Assistant II	17	04/16/15	7	04/22/15	TBD
Computer Network Technician	TBD	Performance Only 04/28/15	TBD	04/28/15	TBD
Transportation Attendant	TBD	04/22/15	TBD	04/28/15	TBD
Offset Press Operator (RE-OPENED)	12	TBD	TBD	TBD	TBD

Working Out of Class Report

Prepared: April 10, 2015

For Personnel Commission Meeting April 16, 2015

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Funk, David	IA-Computer Lab LHS	Computer Net. Tech ITS	09/16/14	Until Filled	Due to vacancy
2	Smith, Lisa	HR Assistant Classified HR	Admin. Asst. III Classified HR	11/01/14	TBD	Due to dept. need
3	Slaight, Liz	Custodian LHS	Lead Custodian I BV	12/01/14	TBD	Due to absence
4	Wilson, Anita	Custodian I VMS	Lead Custodian I LC	01/12/15	TBD	Due to absence
5	Ranard, Shirley	Budget Analyst Accounting	Accounting Manager Accounting	01/01/15	TBD	Due to dept. need
6	Fort, Bonita	Accounting Technician Accounting	Budget Analyst Accounting	03/09/15	TBD	Due to WOC
7	Diggs, Erika	Administrative Asst. I Los Berros	Accounting Technician Accounting	04/01/15	TBD	Due to WOC
8	Bennett, Susan	Buyer Purchasing	Manager, Purchasing & Stores Purchasing	03/09/15	Until Filled	Due to Vacancy
9	Abbott, Margaret	Purchasing Technician Purchasing	Buyer Purchasing	03/09/15	TBD	Due to WOC
10	Meeker, Lee Ann	Child Nutrition Worker I	Purchasing Technician Purchasing	03/25/15	TBD	Due to WOC

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: April 10, 2015

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission April 16, 2015

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>Custodian</i>	<i>04/09/15</i>	<i>2</i>	<i>2</i>	<i>14</i>	<i>18</i>

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission