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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 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: June 18, 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)

May 21, 2015 Regular Meeting and June 3, 2015 Special 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 –May 26, 2015 & June 9, 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: _____

2. Approval of Revised Job Descriptions - Action (***Attachment 7***)

Moved by: _____ Seconded by: _____ Vote: _____

3. Proposed 2014-2015 Personnel Commission Annual Budget / Public Hearing– (***Attachment 8***)

4. Adoption of Proposed 2014-2015 Personnel Commission Annual Budget - Action

Moved by: _____ Seconded by: _____ Vote: _____

5. Cancellation of July 16, 2015 Personnel Commission Meeting (***Attachment 9***)

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**

- **August 20, 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

May 21, 2015

Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:31 p.m. on May 21, 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, Katherine Brown, Lisa Smith, Barbara Sandoval, Art Diaz, Patty Luna, Angelica Hernandez, Terri Moore
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the minutes of the April 16, 2015 regular meeting (2-0-1).
<u>Input from the Public</u>	None
<u>Reports</u> <ol style="list-style-type: none"> 1. CSEA 2. Cynthia Carrillo 	<p>Barbara Sandoval – Barbara shared information on CSEW week. There was a good turn-out at CSEA’s regular meeting. Food, catered by Floriano’s, was provided for classified employees. CSEA voted to donate \$200.00 to the Employee Recognition Event.</p> <p>Cynthia Carrillo, Director of Classified HR, provided an update to the Commissioners on the Employee Recognition Event to be held at Babcock Winery on June 5, 2015. The event will be limited to employees and family members of the retirees. She also mentioned CSEW week and noted that Saturday, CSEA members will be able to attend a free movie! She also mentioned an increase of Escape and HR/Payroll meetings to effectively “stay on the same page”.</p>
<u>Information Items</u>	<p><i><u>Classified Personnel Items – April 28 & May 12, 2015 - (Attachment 2)</u></i></p> <p><i><u>Status of Vacancies – (Attachment 3)</u></i></p> <p><i><u>Examination Schedule – (Attachment 4)</u></i></p> <p><i><u>Working Out of Class Report – (Attachment 5)</u></i></p>
<u>New Business</u> <ol style="list-style-type: none"> 1. Ratification of Eligibility Lists 2. Classification Study Recommendations 	<p>Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the following eligibility lists (3-0):</p> <p>Administrative Assistant II – Established 5/1/15 – 4 Promotional / 4 Open Budget Analyst – Established 5/7/15 – 4 Promotional / 0 Open Computer Network Technician – Established 5/15/15 – 1 Promotional / 0 Open Instructional Asst-Sped. - Established 4/29/15 – 0 Promotional / 8 Open Office Assistant – Established 5/1/15 – 6 Promotional / 16 Open Senior Office Assistant – 5/1/15 – 6 Promotional / 8 Open Staff Secretary – 5/1/15 – 3 Promotional / 3 Open Transportation Attendant – 4/24/15 – 0 Promotional / 6 Open</p> <p>Cynthia reviewed the proposed changes, and after some discussion, a motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the Classification Study Recommendations.</p>

<u>New Business, cont.</u>	
3. Personnel Commission Budget for 2015-2016	The 2015-2016 Personnel Commission Budget was presented for a first review. Cynthia discussed some of the changes to next year's budget.
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	Barbara Sandoval shared some concerns about AR 4261.1, Personal Illness/Injury Leave, that was presented on May 26, 2015 to the Board of Education for a first reading.
<u>Items from Personnel Commissioners</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Next Meeting Date</u>	June 18, 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 5:26 p.m. (3-0)

**LOMPOC UNIFIED SCHOOL DISTRICT
Personnel Commission Special Meeting
June 3, 2015
Unadopted Minutes**

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 3:30 p.m. on June 3, 2015 in the Education Center, Board Room, 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, Katherine Brown, Barbara Sandoval
<u>New Business</u> Classified Employee Appeal Hearing	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the <i>Findings and Recommended Decision of the Hearing Officer</i> , Mr. Ed Lacey, regarding the appeal of Classified Employee #4157.
<u>Adjournment</u>	Motion by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 3:32 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 May 26, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule</u> <u>Placement</u>	<u>Date</u>
Hauenstein, Gwen	CNW I	Probation	Range 21-2	05/13/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule</u> <u>Placement</u>	<u>Date</u>
Dutra, Tweedy	Bus Drive I & II/Trans Att	SUB	Range 33/35/26-1	05/06/15
Tognazzini, Michele	CNW I	SUB	Range 21-1	05/11/15

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous</u> <u>Assignment</u>	<u>New</u> <u>Assignment</u>	<u>Date</u>
Garcia, Jami	NDA/Crossing Guard	CNW I SUB	05/11/15

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>
Bluemel, Jennifer	IA-Special Education	Separation	05/07/15
Maggart, Haley	Trans Attend/Custodian SUB	Resigned	05/07/15
Martinez, Reina	IA-Bilingual SUB	Resigned	05/04/15
Phebus, Robert	39 Month Re-Employment List	Deceased	05/04/15
Smith, Nina	Administrative Assistant II	39-Month Re-Employ List	05/01/15
Tofoya, Ana	Noon Duty Aide	Inactivated	05/07/15

PERSONNEL ITEMS

ACTION ITEMS

June 9, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Guerrero, Ariana	Admin Assistant II	Probation	Range 36-1	05/26/15

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Mafnas, Norbert	Custodian	Leave w/o Pay – Personal	06/01/15 Through 12/01/15
Rosales, Katie	IA-Special Ed	Maternity Leave	05/31/15 Through 08/14/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Castro, Frankie	CNW I 11.5 hrs/wk, Ruth	CNW I 15 hrs/wk, LHS	05/20/15
Leonard, Lynda	Student Safe/Comm Lia. 28 hrs/wk, LVMS	Student Safe/Comm Lia. 35 hrs/wk, LVMS	05/13/15
Lopez, Brandy	CNW I 2.0 hrs/day, CHS	CNW I 2.5 hrs/day, CHS	05/13/15
Townsend, Heidi	CNW I 2.0 hrs/day, LHS	CNW I 3.0 hrs/day, LHS	04/17/15

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>
Albright, Kim	Administrative Assistant I	Retirement – 15.5 years	06/18/15
Foust, John	Bus Driver I	Retirement – 12 years	06/30/15
Gore, Kunaranchitham	Office Assistant	Retirement – 22 years	06/18/15
Moore, Carol	Instructional Assistant	Retirement – 17.5 years	06/11/15
Kertatos, Mary	Ld. Custodian II	Retirement – 17.5 years	06/30/15
McLellan, Peggy	Health Clerk	Retirement – 23 years	06/19/15

Status of Classified Vacancies
Prepared: June 12, 2015
For Personnel Commission Meeting June 18, 2015

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Administrative Asst I	8.0	Vacant due to transfer	228	General	D. Charbonneau	RUTH	15RTH001 05/29/15	INTERVIEW
2	Administrative Asst I	8.0	Vacant due to promotion	228	General	E. Diggs	Los Berros	WAITING	POSTING
3	CNW II	6.5	NEW	196	Food Svc		RUTH	14CK054 05/29/15	TESTING
4	CNW II	6.5	NEW	196	Food Svc		FIL	14CK053 05/29/15	TESTING
5	IA-Bilingual	1.25	NEW	196	Categor		FIL	15FILL13 05/13/15	POSTING
6	IA-Computer Lab	6.0	Vacant due to resignation	196	General	C. Cook	CR	15RTH002 05/29/15	Holding for new school year
7	IA-Computer Lab	6.0	Vacant due to promotion	196	General	D. Funk	LHS	15152142 04/24/15	IN PROCESS
8	IA-Special Ed	6.0	New	196 + up to 17 days for credit recovery prog.	General		Comm Day School	16stusvc14 05/22/15	POSTING
9	IA-Special Ed 1:1	6.0	NEW	196	General		LVMS	16132CL06 06/03/15	POSTING
10	IA-Special Ed SH	6.0	NEW	196	General		LVMS	16132CL05 06/03/15	POSTING
11	IA-Special Ed	6.0	NEW	196	General		LC	16132CL08 06/03/15	POSTING
12	IA-Special Ed 1:1 (2)	6.0	NEW	196	General		LVMS	16132CL04 06/03/15	POSTING
13	Ld Custodian II	8.0	Vacant due to retirement	260	General	M. Kertatos	VMS	15VMS21 06/03/15	INTERVIEW

14	Licensed Vocational Nurse	6.0	NEW	196	General		AUX	16000CL01 05/29/15	INTERVIEW
15	Office Assistant	4.0	NEW	260	General		HR	WAITING	POSTING
16	Print Shop Asst	8.0	NEW	260	General		Print Shop	15 P.S. 1 05/29/15	TESTING
18	Registrar	8.0	Vacant due to promotion	238	General	D. Ward	LHS	15152152 06/11/15	TESTING
19	Manager, Purchasing & Stores	8.0	Vacant due to retirement	260	General	J. Reizer	Purch.	15BS46 12/22/14	HOLDING
20	IA	8.0 hrs/wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	HOLDING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: June 12, 2015

For June 18, 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
Child Nutrition Worker I	26	05/20/15	23	05/29/15	21
Licensed Vocational Nurse	5	NA	NA	06/10/15	4
Print Shop Assistant	32	06/16/15	23	06/24/15	TBD
Registrar	TBD	TBD	TBD	TBD	TBD

Working Out of Class Report

Prepared: June 12, 2015

For Personnel Commission Meeting June 18, 2015

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1.	Smith, Lisa	HR Assistant Classified HR	Admin. Asst. III Classified HR	11/01/14	06/30/15	Due to dept. need
2.	Wilson, Anita	Custodian I VMS	Lead Custodian I LC	01/12/15	TBD	Due to absence
3.	Bennett, Susan	Buyer Purchasing	Manager, Purchasing & Stores Purchasing	03/09/15	Until Filled	Due to Vacancy
4.	Abbott, Margaret	Purchasing Technician Purchasing	Buyer Purchasing	03/09/15	TBD	Due to WOC
5.	Meeker, Lee Ann	Account Clerk I La Honda	Purchasing Technician Purchasing (2 hrs/day)	03/25/15	06/18/15	Due to WOC
6.	Lever, Charlene	IA-Special Education LHS	Purchasing Technician Purchasing (6 hrs/day)	04/20/15	TBD	Due to WOC
7.	Araujo, Maria G.	Office Assistant LH	District/Community Liaison-Bilingual EC	05/04/15	06/11/15	Due to absence
8.	Forney, Gene	Grounds Maint. Worker I Grounds	Warehouse Delivery Driver	05/18/15	TBD	Due to dept. need
9.	Troup, William "Craig"	Custodian VMS	Lead Custodian II VMS	06/01/15	TBD	Due to Vacancy

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: June 12, 2015

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission June 18, 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>Child Nutrition Worker I</i>	<i>05/29/15</i>			13	21
<i>Licensed Vocational Nurse</i>	<i>06/10/15</i>			4	4

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

June 18, 2015

Approval of Revised Job Descriptions

(Action Item)

The following job descriptions have been reviewed by the Personnel Commission staff.

Job Title/Job Description	Job Family
<i>District Translator</i>	Special Programs
<i>Locksmith</i>	Maintenance
<i>Human Resources Technician</i>	Human Resources
<i>District Receptionist – Bilingual / Substitute Caller</i>	Clerical/Secretarial
<i>Supervisor, Child Nutrition Services</i>	Child Nutrition Services

It is recommended that the Personnel Commission approve the updated job descriptions for the positions listed above.

DISTRICT TRANSLATOR

Purpose Statement

The job of District Translator was established for the purpose of providing complex, correct and responsible technical and non-technical oral interpretations and written translation work from source language into target language or vice-versa (e.g., Spanish to English) with speed, accuracy and correct pronunciation for various meetings, documents and activities; providing specialized assistance and information to callers, visitors and staff; and serving as a resource to other District personnel requiring assistance with non-English speaking persons.

Essential Functions

- Answers questions and interprets and/or translates appropriately and with correct pronunciation from source language to target language (e.g., English to Spanish) with speed and accuracy for both internal and external parties such as staff, parents, students, and/or public agencies for the purpose of providing information and/or routing inquiries.
- Administers and grades tests for bilingual preferred/designated positions for the purpose of complying with District eligibility requirements.
- Attends a wide variety of meetings, community meetings, hearings, and/or interviews for the purpose of serving as an interpreter of conversations (e.g., Spanish to English).
- Converts a variety of written materials from one language to another with speed and accuracy for the purpose of providing documents from/to second language for use in the classroom and/or for communication with student family members and the non-English speaking community members.
- Interprets and translates simultaneously or consecutively during various meetings (e.g., with parents, expulsion hearings, ELAC meetings, counselor intakes, SST, psychological testing, School Attendance Review Board (SARB) hearings, Individual Education Plan (IEP), parent complaints.)
- Participates in workshops, conferences and/or meetings for the purpose of providing training for professional growth and/or conveying information.
- Prepares a wide variety of documents (e.g., forms, handbooks, testing materials, eligibility reports, psychological reports, calendars, and manifestation hearing reports) for the purpose of providing/translating materials.
- **Provides training, direction and guidance to bilingual staff in the areas of translation and interpretation for the purpose of maintaining a consistent standard district-wide.**
- Reads a variety of materials (e.g., letters, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEP's), medical and psychological reports) for the purpose of translating materials.
- **Serves as a lead in assigning and completing District-wide translation/interpretation services for the purpose of ensuring accuracy and timeliness of services.**
- Translates a wide variety of documents verbatim and idiomatic materials and conversations from the source language to the target language (e.g., special education IEP meetings and resulting correspondence and reports, forms, handbooks, curriculum and testing materials, legal and medical documents, department forms, email, literary books, state reports, newsletters, flyers, notices, minutes) for the purpose of ensuring accuracy of information.
- Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar, and style.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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: mastery of required source language to targeted second language to that of native speaker; correct language usage and pronunciation, grammar, spelling, punctuation and vocabulary; accurate translation of written documents; strong interpersonal and language skills; data collection, operation of standard office equipment; usage of pertinent software applications; and preparation and maintenance of accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read, write, interpret and translate technical information, legally mandated educational requirements, and special education terminology, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: mastery of language usage; vocabulary, spelling, grammar and punctuation; special education behavioral learning and coaching strategies, and cultural references including colloquialisms, slang and other expressions that do not translate literally. Must understand multi-cultural concepts and be sensitive to diversity.

ABILITY is required to schedule activities; collate data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: simultaneous and consecutive interpretation between the source language and the target language (e.g., English to Spanish) on the spur of the moment between two or more parties; communicating with individuals of diverse cultural backgrounds; maintaining confidentiality; establishing effective working relationships; working independently under time constraints; and adapting to changing work priorities. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision and the ability to adjust focus. Positions in this class generally require the ability to stand, reach, stoop, bend, and input data using a variety of equipment and software related to the position. The ability to hear and understand speech at normal room levels and on the telephone is essential.

Responsibilities include:

Working under limited supervision and independently, using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly 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; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. Lifting objects normally does not exceed 25 pounds. This job is performed in a generally clean and healthy environment.

Experience: At least two years of recent paid job related experience performing interpreting and translating functions with increasing levels of responsibility. Experience working in schools is preferred.

Education: High School diploma or equivalent supplemented by training or course work in interpretation and translation technology.

Required Testing:

Pre-employment Proficiency Test

Bilingual Skills Proficiency Test

Pre-employment Physical Exam (may be required)

Certificates:

Certificate in translation and interpretation is desirable.

Must possess a valid Class C driver license and evidence of insurability.

Continuing Education/Training:

Training necessary to maintain and/or update skills related to this position.

Clearances:

Criminal Justice Fingerprint/Background Clearance

TB Test

FLSA Status: Non-exempt

Salary Grade: Range 40

Approval Date: January 15, 2015

Revision Date:

LOCKSMITH

Purpose Statement

The job of Locksmith was established for the purpose/s of providing skilled locksmith services with specific responsibility for repair, alteration, installation and keying of locks, managing electronic hardware and software on buildings, equipment, lockers and vehicles; managing key control, resolving immediate operational and/or key security concerns; coordinating with other skilled trades and outside agencies; and ensuring the key/lock security of District facilities.

Essential Functions

- Coordinates with assigned administrators for the purpose of addressing plans, policies, procedures, and/or specific actions.
- Coordinates with assigned supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Cuts new or duplicate keys (e.g. building and vehicle keys, file cabinets, desks, cabinets, intrusion alarms, lost or stolen locks/keys, etc.) for the purpose of providing the District with a master key system.
- Diagnoses causes of problems and/or failures in security locks for the purpose of identifying equipment and/or lock repair and/or replacement needs.
- Estimates materials and labor required for locksmith jobs for the purpose of ensuring timely completion of projects.
- Fabricates unique locks and locking devices for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Installs and repairs locking systems (e.g. computer managed electronic lock hardware, doors, door hardware, closures, panic hardware, changes lock combinations, security bolts, etc.) for the purpose of supporting a safe and secure facility.
- Maintains a five level master key system using a variety of software applications (e.g. Apache, Locklink Express, SNAP, Sitemaster 200, etc.) for the purpose of ensuring an efficient, confidential, and secure operation.
- Maintains manual and electronic files and/or records (e.g. secure and confidential information, audits, keys issued, prox cards, I-buttons, pin numbers, etc.) for the purpose of documenting activities, providing reference, and audit trails.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors distribution of keys (e.g. Great Grand Master, Grand Master, personnel, etc.) for the purpose of maintaining maximum security, emergency, and specific use only.
- Monitors facility locks, security systems and their components for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Operates picks, “slim jims”, and other devices for the purpose of opening locks.
- Participates in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. repair status, activity logs, reports, etc.) for the purpose of documenting activities and/or conveying information.
- Re-keys or makes new high security keys for locks and changes combinations and/or changes locks using interchangeable core cylinders for the purpose of ensuring security.

- Repairs a variety of items, systems and/or components (e.g. book and P.E. lockers, coin operated dispensers, locks, worn tumblers, shortens tumblers, springs, changes combinations, re-pin lock cylinders, etc.) for the purpose of ensuring a safe working condition.
- Requisitions equipment and supplies for the purpose of maintain inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Responds to emergency situations during or after hours for the purpose of resolving immediate security concerns.
- Services school safes (e.g. check locking mechanism, change combination, etc.) for the purpose of ensuring that safes are in working condition.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at the job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements; Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the locksmith trade, power and hand tools, etc.; adhering to safety practices; computer skills and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, materials and equipment used in locks; types and uses of available locks; and safety practices and procedures; computers and related software (Chaleg, Management Express, SNAP, Microsoft Office/Access, etc.)

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, up to 100 pounds (e.g. commercial grade solid core doors), carrying, pushing, and/or pulling up to 100 pounds; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking,

Locksmith
Page 3

and 40% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education Targeted job related education that meets the organization's prerequisite requirements

Equivalency One year experience as a journey-level locksmith; or two years as a Maintenance Worker with the District in an area in which the incumbent has acquired journey level skill in this trade.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical Exam (may be required)

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

FLSA Status

Non Exempt

Approval Date**Certificates & Licenses**

Valid Driver's License & Evidence of Insurability

Continuing Education / Training

~~None Specified~~

Incumbent may be required to attend training as required by the District

Salary Grade

Range 43 (no change)

Revision Date

April 1, 2015

~~PERSONNEL ASSISTANT~~ **HUMAN RESOURCES TECHNICIAN**

Purpose Statement

The job of ~~Personnel Assistant~~ **Human Resources Technician** was established for the purpose/s of providing **complex technical and clerical support in the Classified or Certificated Human Resources Department; clerical support to the Director, Classified Personnel and assisting with the delivery assisting in the administration of personnel activities related to human resources services including regular and temporary employees (e.g. noon duty aides and student assistants); such as recruitment and examination, selection, classification, record keeping, and the hiring of permanent and temporary classified and certificated staff. providing general information to employees and applicants; coordinating pre-employment activities; compiling applicant files and records; processing employment related documents; ensuring the personnel functions conform to all applicable regulatory requirements.**

Essential Functions

- ~~Assists with employment process (e.g. callbacks, processing applications, scheduling, interviewing, advertising, notification, fingerprinting, substitute hiring, summer school recruitment, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.~~
- Provides technical and clerical support in the administration of classified and certificated recruitment, examination and selection, record keeping, and hiring of permanent and temporary staff for the purpose of meeting district staffing requirements.**
- ~~Attends meetings, workshops and seminars for the purpose of gathering information required to perform functions and remaining current on State and District regulations and policies related to employment requirements.~~
- Compiles data from a variety of sources (e.g. applicants, employee databases, employees, outside agencies, **expenditures/budget**, staffing information, **internet research**, etc.) for the purpose of **preparing reports and** complying with mandated requirements.
- Informs employees and applicants regarding a variety of procedures and program requirements for the purpose of providing necessary information for making decisions, taking appropriate action and/or referring to someone else, if appropriate.
- Maintains a variety of forms, office supplies, employment files and records (e.g. applicants, new hire packet, handbooks, applications, office supplies, credentialing information, etc.) for the purpose of ensuring the availability of items for distribution and information and complying with mandated requirements.
- Monitors a variety of processes (e.g. applications, performance evaluations, eligibility, background checks, clearances, credentials, etc.) for the purpose of ensuring efficient processing of applicants and employee requirements.
- Participates in meetings that involve a range of issues (e.g. personnel actions, ~~regulator~~ employment requirements, actions involving outside agencies, inter-department needs, etc.) for the purpose of developing written reference and/or conveying information.

- Prepares, **edits and proofs** a variety of correspondence, ~~reports and related documents~~ **such as letters, forms, notices, notifications, memos, bulletins, flyers, and newsletters, (e.g. Board agenda items, board policies and administrative regulations, meeting minutes and agendas,** reasonable assurance notices, status of application, status notices, employment letters, etc.) for the purpose of providing documentation and information.
- Processes documents and materials (e.g. applications, credential applications, verifies credentials, criminal justice/background checks, performance evaluations, personnel requisitions, employee change requests, employee ID badges, purchase orders, travel requests, etc.) for the purpose of disseminating information to appropriate parties.
- **Researches, compiles, assembles and evaluates a variety of data and information related to vacancies, test scores, applicants, interviews and assigned activities for the purpose of maintaining accurate records.**
- **Creates and edits Human Resources web pages for the purpose of providing information to employees and to the public.**
- **Receives monies and reconciles cash deposits and billing for TB and/or Livescan screenings, CTC, etc. for the purpose of providing appropriate information to the Accounting Department.**
- **Communicates with outside agencies (e.g. Employment Development Department, California Department of Justice, Lompoc Police Department, Santa Barbara County Office of Education, other school districts, financial institutions etc.) for the purpose of providing and obtaining information.**

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements; Minimum Qualifications **Skills, Knowledge and Abilities**

SKILLS are required to perform ~~single~~ **multiple**, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining records; researching information; planning and managing work assignments; operating standard office equipment; and utilizing pertinent software applications **at an intermediate to advance level.**

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: personnel practices applied within the merit school system; standard office software; office methods and procedures; business telephone etiquette; concepts of grammar and punctuation; and applicable codes, regulations and laws; **spreadsheets and databases; and basic research methods and resources.**

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and 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 processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; displaying patience and tact **in dealing with both internal and external customers**; establishing and maintaining effective working relationships; working with detailed information; adapting to changing priorities; working independently ~~with little detailed information~~; understanding and resolving issues, complaints or problems; working with frequent interruptions; **understanding and interpreting related rules, regulations, policies and collective bargaining agreements**; writing clear and concise memos, reports and other correspondence; organizing and maintaining files and data; and performing complex and confidential clerical functions.

Responsibility

Responsibilities include: working under ~~direct~~ **limited** supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units **and outside agencies** may be required to perform the job's functions. There is **some 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: **Ability to see to review applications and other documents; hear and speak to exchange information with others on a constant basis**; some lifting, carrying, pushing, and/or pulling **up to 20 pounds**; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity **to operate computer keyboard and peripherals and telephones for extended periods of time**. **High volume exposure to the public with constant distractions and interruptions**. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience with increasing levels of responsibility is required.

Education

High School diploma or equivalent. **Some college level coursework in human resources or a related field preferred.**

Equivalency

Any combination equivalent **that provides 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 coursework in human resources or a related field** and three years of recent and increasingly responsible office experience. **Personnel Human Resources** experience and knowledge of the merit system is desired.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam (may be required)
Keyboarding 50 Net WPM

Certificates & Licenses

Valid Driver's License and evidence of insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Education/Training

Incumbent may be required to attend
work related training

FLSA Status

Non Exempt

Salary Grade

Range ~~33~~

Proposed: 39

Approval Date

Revision Date: May, 2015

DISTRICT RECEPTIONIST-BILINGUAL / SUBSTITUTE CALLER

Purpose Statement

The job of District Receptionist-Bilingual / Substitute Caller was established for the purpose/s of greeting and directing visitors with specific responsibilities including: responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties in both English and Spanish; and, using specific software, provide administrative and clerical support by receiving and recording information relating to employee absences. ~~when time permits, providing general clerical support.~~

Essential Functions

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Arranges for substitute services and communicates to sites for the purpose of providing information relative to absences reported and substitute services arranged.
- Distributes items within the site (e.g. special delivery and overnight mail/packages, messages, application packets, checks, etc.) for the purpose of ensuring receipt to addressee.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains building and district-wide information (e.g. use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Maintains reception area materials (e.g. job ~~applications~~ announcements, newsletters, event calendars, articles about education, a list of telephone numbers of other educational facilities, keys, etc.) for the purpose of providing resource information to visitors.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Provides information and training to employees relating to absence reporting procedures and substitute services, for the purpose of supporting staff members with their absences and substitute needs.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements; Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adopting to changing priorities; working with frequent interruptions; communicating with diverse groups; ~~and~~ displaying tact and courtesy; handling complaints, diffusing customers; multi-tasking; the ability to read, write, translate and interpret English and Spanish; provide translation and assistance in Spanish to limited and non-English speaking members of the community; make sure that visitors to the building sign in and keep record of the sign-in sheets.

Responsibility

Responsibilities include working under limited supervision using standardized routines; providing information and/or advising others; maintaining the daily substitute caller/absences tracking services of the District; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's service.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, up to 20 pounds, carrying, pushing, and/or pulling, up to 20 pounds; and significant finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency Any combination equivalent to: graduation from high school and two years of general clerical experience, including one year of general office experience.

Required Testing

Pre-employment Proficiency Test
Pre-employment Physical Exam (may be required)

Certificates & Licenses

None Specified

FLSA Status

Non Exempt

Approval Date

3/25/10

Personnel Commission First Reading: June 21, 2015

Personnel Commission Final Approval:

Continuing Education / Training

None Specified
Incumbent may be required to attend specific training as requested by the District

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

Salary Grade

Range 29
Proposed: Range 31

Revision Date

April 1, 2015

SUPERVISOR, CHILD NUTRITION SERVICES

Purpose Statement

The job of Supervisor, Child Nutrition Services was established for the purpose/s of assisting with the overall operation of the Child Nutrition Service Department including: staff development and management; providing support for teachers to teach health topics to students; developing marking materials for our department; assisting with marketing events at the schools; and working with the cooks and leads toward developing recipes and menus that meet USDA guidelines and are pleasing to students.

Essential Functions

- Provides assistance in writing grants for the purpose of securing alternative funding for school nutrition programs.
- Assists with recipe development and menu planning for the purpose of ensuring menus are prepared in accordance with established USDA nutritional requirements.
- Seeks input from students to ensure that the foods served are acceptable to them.
- Assists with personnel functions (e.g. interviewing, monitoring, evaluating, supervising, orienting, training, disciplining etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Attends State and District workshops/training related to child nutrition administrative practices for the purpose of maintaining required minimum training/education standards.
- Collaborates with administrators, teachers, community members, local agencies, etc. for the purpose of implementing activities and programs to promote and support a culture of health and fitness in the District and community.
- Provides support for teachers to teach health topics to students and their families for the purpose of building community relationships within the school community and achieving District academic and wellness policy goals.
- Develops, implements, and evaluates nutritional education materials, activities and resources for the purpose of providing nutrition education in the District and school community.
- Maintains current knowledge of: State and Federal regulations, USDA National School Meal requirements, food safety standards and other issues related to the Child Nutrition Services program for the purpose of compliance with administrative guidelines and/or regulatory requirements.
- Prepares written materials for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Assists with the development of diets for students with special needs for the purpose of providing foods that are acceptable and promote health and development so they can achieve academic goals.
- Oversees the planning, production and serving of catering events for the purpose of providing high quality, nutritious food for catering for District meetings and events.
- Assists with the marketing of food programs by implementing annual national celebrations such as National School Breakfast and School Lunch Week, Food Day and other marketing campaigns, such as, Meatless Monday, Harvest of the Month, etc. for the purpose of building student and parent awareness and increasing student participation in school meals.
- Develops creative marketing materials, such as, menus, signs, and Power Point presentations with which to showcase the nutritious and delicious foods served at the schools for the purpose of increasing student meal participation.
- Assists with marketing events at the schools for the purpose of showcasing nutrition promotion and the high quality and nutritious foods served at school.
- Assists with financial reports to evaluate and analyze finances of new programs for the purpose of maintaining desirable budget outcomes.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: facilitating meetings; presenting before groups; good computer skills; creativity in writing and development of presentations and handouts; and working independently.

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 solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; food science/and or dietetics and food administration; and marketing and promotions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of diverse backgrounds/knowledge/skills; analyzing problems and developing sound solutions; reading and understanding legal codes, technical materials and administrative policies, reports and directives; and establishing and maintaining effective relationships.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's degree in job related area.

Equivalency: A bachelor's degree in nutrition, health or closely related field; registered dietitian (R.D.) or an R.D. candidate.

Required Testing

Pre-employment Physical Exam

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

FLSA Status

Non Exempt

Salary Grade

CM II

Certificates & Licenses:

Valid Food Handler Servsafe Certificate

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

Approval Date

June 18, 2015

Personnel Commission 2015-2016 Budget

Public Hearing of the Personnel Commission Budget

In accordance with Education Code section 45253, a public hearing will be held by the Personnel Commission on this proposed budget in order to receive input and/or comments from the public. The Superintendent of Schools and Board members have been advised of the public hearing.

The attached budget for 2015-2016 was presented at the May 21, 2015 Personnel Commission meeting for a first reading and has been prepared in accordance with the guidelines established by the Personnel Commission.

The budget was prepared in cooperation with Dr. Sheldon Smith, Assistant Superintendent, Business Services and Margarita Reyes, Director of Fiscal Services.

Following the public hearing, it is recommended that the Personnel Commission adopt the proposed budget for the 2015-2016 fiscal year.

Adoption of Proposed Personnel Commission Budget *(Action)*

It is recommended that the Personnel Commission take action to adopt the proposed Personnel Commission Budget for the 2015-2016 Fiscal Year. Upon adoption, the budget will be submitted to the County Superintendent of Schools for final approval.

Moved by: _____ Seconded by: _____ Vote: _____

This proposed 2015-2016 budget was adopted subsequent to a public hearing by the Personnel Commission of the Lompoc Unified School District.

Date of Meeting: Thursday, June 18, 2015

Signed: _____ Date _____

Gayle Higgason, Chairperson of the Personnel Commission

_____ Date _____

Hector Samaniego, Vice-Chairperson of the Personnel Commission

_____ Date _____

Christina Rowe, Member of the Personnel Commission

OBJECT	DESCRIPTION	2015-2016 Proposed Budget	2014-2015 Working Budget
2310	Supervisors' and Administrators'	\$ 134,172.00	\$ 122,976.00
2410	Clerical and Office	\$ 114,295.00	\$ 102,893.00
2430	Substitute / Overtime	\$ 1,500.00	\$ 1,500.00
	Total Salaries Staff	\$ 249,967.00	\$ 227,369.00
3302-3802	Statutory Benefits	\$ 57,367.43	\$ 50,029.00
	Health/Welfare	\$ 27,837.00	\$ 24,801.00
<i>Note: 2015-2016 increases in salaries and benefits are due to step increases, 4.25/6.25% salary increases, and increases to statutory benefits and health and welfare.</i>			
	TOTAL SALARIES & BENEFITS	\$ 335,171.43	\$ 302,199.00
4350	Supplies	\$ 2,000.00	\$ 2,000.00
4400	Equipment Replacement (Time stamp)	\$ 800.00	\$ 1,400.00
5200	Travel/Conference Expense	\$ 3,700.00	\$ 3,500.00
5300	Dues/Memberships	\$ 2,650.00	\$ 2,650.00
5601	Repairs	\$ -	\$ -
5710	Transfers of Direct Costs	\$ -	\$ -
5811	Legal Advertising	\$ 1,000.00	\$ 2,000.00
5823	Fingerprinting	\$ 4,000.00	\$ 4,000.00
5824	Employee Medical Services	\$ 1,500.00	\$ 1,500.00
5850	Professional/Consulting (Classification/compensation Study Yr. 1)	\$ 15,000.00	\$ -
5920	Postage	\$ 100.00	\$ 100.00
<i>Note: 2015-2016 increases in Supplies / Services is due to adding \$15,000 to pay for classification / compensation study Year 1 of 3</i>			
	TOTAL SUPPLIES / SERVICES	\$ 30,750.00	\$ 17,150.00
	GRAND TOTAL SALARY/BENEFITS & SUPPLIES/SERVICES	\$ 365,921.43	\$ 319,349.00

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

June 18, 2015

Cancelation of July 16, 2015 Personnel Commission Meeting

(Action Item)

It is recommended that the Personnel Commission cancel its scheduled July 16, 2015 meeting. The next regularly scheduled meeting for the Personnel Commission would be August 20, 2015 at a location to be determined.