



# **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: June 16, 2016**  
**Time: 4:30 p.m.**  
**Where: Lompoc Unified School District**  
**Education Center – Conference Room 1**  
**1301 North A Street, Lompoc, California 93436**

## **AGENDA**

**Call to Order** – 4:30 p.m.

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

May 19, 2016 Regular Meeting (*Attachment 1*)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

B. **Input from the Public**

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

C. **Reports**

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

D. **Information Items**

1. Classified Personnel Items – May 24, 2016 & June 14, 2016 (*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: \_\_\_\_\_

2. Cancellation of July 21, 2016 PC Meeting – (*Attachment 7*)

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 18, 2016** - (Conference Room 1) 4:30 p.m. – **Regular Meeting (Tentative)**

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

There are no items for closed session.

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

None

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

May 19, 2016

### Unadopted Minutes

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. on May 19, 2016 at the Education Center, Conference Room 1, 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, Kathy Brown, Lisa Smith
<b><u>Guests Present</u></b>	Barbara Sandoval
<b><u>Approval of Minutes</u></b>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the April 21, 2016 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b>	
1. CSEA	Barbara Sandoval reported this past week has been CSEW week. It has been a good week, but it is a lot of work. Candy was handed out to every classified employee and tumblers to all CSEA Chapter members. She said it's a good recruitment tool.
2. Cynthia Carrillo	Cynthia reported that this month has been and continues to be busy with recruitments. She shared the employee of the quarter announcement and reminded commissioners of the employee recognition event. There are 77 retirees. Also noted was the August 3 <sup>rd</sup> clerical training for Escape.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – April 26, 2016 & May 10, 2016 <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 following eligibility lists (3-0) <b>Senior Office Assistant</b> – Established 05/11/16 – 5 Promotional / 13 Open <b>Plumber</b> – Established 05/12/16 – 1 Promotional / 3 Open
<b><u>Unfinished Business</u></b>	
1. 2016-2017 Personnel Commission Budget	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the Personnel Commission Budget for 2016-2017 after correction to paragraph two - 2015-2016 should read 2016-2017.
<b><u>Items from the Floor</u></b>	None
<b><u>Items from Personnel Commissioners</u></b>	Gayle congratulated Lisa on her promotion.
<b><u>Items from Personnel Commission 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>	June 16, 2016 (Conference Room 1) 4:30 p.m. – <b>Regular Meeting</b>
<b><u>Adjournment</u></b>	Motion by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:45 p.m. (3-0)

PERSONNEL ITEMS  
ACTION ITEMS  
 May 24, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bradshaw-Sheeley, Odette	Accounting Technician	PROB	Range 38-2	05/05/16
Harlow, Mona	CNW I	PROB	Range 21-2	05/03/15
Uribe, Viviana	IA-Bilingual	PROB	Range 25-1	05/11/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Mora, Bryanna	IA-SPED	SUB	Range 26-1	05/09/16
VanSandt, Rachel	NDA	SUB	FR	05/10/15
Vogler, Muserref	Custodian	SUB	Range 29-1	05/02/16

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Gomez, Anthony	IA-SPED	Joining the Military	05/01/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Gonzalez, Christy	Accounting Technician 8.0 hrs/day, ACCTG Range 38-5	Budget Analyst 8.0 hrs/day, Payroll Range 42-5	05/04/16

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>
Hofer, Larry	Classified Substitute	Resignation	05/05/16
Van Artsdalen, Shannon	CNW I	Resignation	05/25/16
Vogler, Muserref	Custodian	Resignation	05/02/16

PERSONNEL ITEMS  
ACTION ITEMS  
 June 14, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Garcia, Rosana	CNW I	Probation	Range 21-2	05/26/16
Neal, Melissa	Accounting Technician	Probation	Range 38-3	05/23/16
Reyes, Fabian	Custodian	Probation	Range 29-2	05/09/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Alexander, Rachel	Clerical	SUB	Clerical Ranges-1	05/28/16
Burke, Angela	IA-SPED	SUB	Range 26-1	05/31/16
Dierling, Elsie	IA-SPED	SUB	Range 26-1	05/23/16
Midgley, Patrick	IA-SPED	SUB	Range 26-1	05/27/16

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Barto, Helen	Transportation Attendant	Medical	05/16/16 – 06/09/16
Duckett, Jessica	IA-SPED	Personal	08/16/16 – 02/16/17
Gomez, Melissa	Office Assistant	Maternity	04/18/16 – 07/26/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Ramos, Angelica	HSL-Bilingual 2.4 hrs/day	HSL/Bilingual 3.6 hrs/day	04/25/16

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>
Cuevas, Marisela	NDA	Resignation	05/17/16
Schuyler, Kristen	CNW I	39-Month Reemployment Medical	05/26/16

Status of Classified Vacancies  
Prepared June 8, 2016  
For Personnel Commission Meeting June 16, 2016

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clk I	8.0	Vacant due to retirement	228	General	Herrera	LC	17LC02 05/19/16	INTERVIEWS
2	Accounting Technician	8.0	Vacant due to promotion	260	General	Siemsen	Payroll	17payroll01 05/06/16	TESTING
3	Admin. Asst. IV	8.0	Vacant due to promotion	260	General	A. Hernandez	Ed Svc		INTERVIEWS
4	Asst Superintendent Business Svc	8.0	Vacant due to resignation	260	General	S. Smith	Ed Ctr		RECRUITING
5	CNW II	6.5	NEW	196	Food Svc		RUTH	14CK054 05/29/15	INTERVIEWS
6	CNW II	6.5	NEW	196	Food Svc		FIL	14CK053 05/29/15	INTERVIEWS
7	Home/School/Comm. Liaison-Bilingual	18.0 hrs/wk	Vacant due to transfer	196	SPEC	Ramos	LC	17LC04 05/19/16	TESTING
8	Home/School/Comm. Liaison-Bilingual	2.0	NEW	196	SPEC		LH	17LAH021 06/01/16	TESTING
9	Home/School/Comm. Liaison-Bilingual	4.0	NEW	196	SPEC		FIL	17FILL18 04/30/16	TESTING
10	Human Resources Technician	8.0	Vacant due to promotion	260	General	Ludvigson	Cert HR		INTERVIEWS
11	Human Resources Technician	8.0	Vacant due to promotion	260	General	Smith	Class HR	17CLHR01 05/03/16	INTERVIEWS
12	Inst. Assistant	25 hrs/wk	NEW	196	General		ADULT ED	17AE17 05/19/16	TESTING
13	Inst. Assistant	4.0	Vacant due to transfer	196	General	Fredrich	LC	17LC01 05/19/16	TESTING
14	IA-Bilingual	4.0	Vacant due to retirement	196	SPEC	Otaola	LH	17LAH020 06/01/16	POSTING
15	IA-Computer Lab	6.0	Vacant due to promotion	196	General	Ayers	VMS	16VMS013 04/04/16	INTERVIEWS
16	IA-SPED LH-2 1:1	6.0	NEW	196	SPED		HAP	17114CL09 06/01/16	INTERVIEWS

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
17	IA-SPED (SDC)	6.0	NEW	196	SPED		LC	16115CL79 05/02/16	INTERVIEWS
18	IA-SPED (SH) (2)	6.0	NEW	196	SPED		LHS	17152CL01&2 05/03/16	INTERVIEWS
19	IA-SPED CTE	6.0	Vacant due to transfer	196	SPED	Ruestman	VMS		INTERVIEWS
20	Lead Custodian I	8.0	Vacant due to transfer	260	General	Razo	HAP	17HAP01 05/03/16	TESTING
21	Library Technician	5.0	Vacant due to transfer	196	General	Reynolds	MIG	17MIG003 05/19/16	INTERVIEWS
22	Office Assistant	4.0	Vacant due to transfer	228	General	Ramos	LC	17LC03 05/19/16	INTERVIEWS
23	Sr. Office Assistant	2.0	NEW	260	General		Ed Ctr./HR	2016ECHR22 02/01/16	INTERVIEWS
24	Sr. Office Assistant	4.0	Vacant due to separation	233	General	C. Sebring	CHS	16CHS20 01/11/16	INTERVIEWS
25	Sr. Office Assistant	4.0	Vacant due to retirement	233	General	Gross	LHS	171521 05/03/16	INTERVIEWS
26	Staff Secretary	8.0	Vacant due to transfer	233	General	Zebley	LHS		INTERVIEWS
27	Staff Secretary	4.0	NEW	233	General		LHS	171526 06/01/16	INTERVIEWS
28	Student Safety/Comm. Liaison (MALE/BILINGUAL PERFERED)	6.0	NEW	196	General		BFCDS		INTERVIEWS

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

**EXAMINATION SCHEDULE**

Prepared: June 8, 2016

For June 16, 2016 Personnel Commission Meeting

<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>
Account Clerk I	61	05/05/16, 05/10/16 & 05/11/16	31	05/24/16	16
Accounting Technician	14	06/22/16	TBD	TBD	TBD
Administrative Assistant IV	5	05/25/16	5	06/06/16	5
Bus Driver I	TBD	TBD	TBD	TBD	TBD
CNW Site Lead	5	05/26/16	5	NA	NA
Human Resources Technician	29	05/24/16	17	06/07/16	12
IA-Computer Lab	23	05/10/16 & 05/11/16	15	05/25/16	6
Lead Custodian I	17	06/21/16	TBD	TBD	TBD
Office Assistant	111	05/12/16, 05/17/16, 05/18/16 & 05/19/16	71	05/31/16	11
Vehicle & Equipment Mechanic	12	05/19/16	8	05/26/16	6



## Working Out of Class Report

Prepared: June 08, 2016

For Personnel Commission Meeting June 16, 2016

	<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>
1	Sandoval, Barbara	IA-SPED FILL	Library Technician Dist. Textbooks	02/01/16	06/09/16	Due to Dept. Need
2	Bedolla, Rosana	IA-Bilingual Ruth	Home/School-Bilingual Ruth	03/09/16	06/09/16	Due to Absence
3	Lindsey, Deborah	IA-Special Education CV	Sr. Office Assistant CHS (4 hrs/day)	04/04/16	06/22/16	Due to Vacancy
4	Lindsey, Deborah	IA-Special Education CV	Sr. Office Assistant EC (2 hrs/day)	04/04/16	Until Filled	Due to Vacancy
5	Forney, Gene	GMW II Maintenance	Warehouse Worker/Delivery Driver	06/27/16	07/01/16	Due to Absence
6	Plumber, Joseph	GMW I Maintenance	GMW II Maintenance	06/27/16	07/01/16	Due to WOC

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared: June 8, 2016

**RATIFICATION OF ELIGIBILITY LISTS**  
For Personnel Commission June 16, 2016

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>
Instructional Assistant - Special Education (Merged List)	<b>05/18/16</b>	<b>1</b>	<b>1</b>	<b>16</b>	<b>24</b>
Transportation Attendant	<b>05/19/16</b>			<b>4</b>	<b>4</b>
Vehicle & Equipment Mechanic	<b>05/24/16</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>5</b>
Instructional Assistant - Computer Lab	<b>05/25/16</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>5</b>
Account Clerk I	<b>05/26/16</b>	<b>1</b>	<b>1</b>	<b>10</b>	<b>11</b>
Child Nutrition Worker Site Lead	<b>05/31/16</b>	<b>4</b>	<b>5</b>		
Office Assistant	<b>05/31/16</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>5</b>
Administrative Assistant IV	<b>06/06/16</b>	<b>4</b>	<b>5</b>		
Human Resources Technician	<b>06/07/16</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>6</b>

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

**CANCELATION OF JULY 21, 2016 PERSONNEL COMMISSION MEETING**

Due to a reduced number of items requiring Personnel Commission action during the summer months, it is being proposed that the regular July Personnel Commission meeting be canceled.

It is recommended that the Personnel Commission cancel the July 21, 2016 Personnel Commission Meeting and hold its next regular meeting on August 18, 2016.

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission