



# **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: September 15, 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)

August 18, 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 – September 13, 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: \_\_\_\_\_

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**

- **October 20, 2016 - (Board Room) 4:30 p.m. – Regular Meeting**

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 August 18, 2016 Unadopted Minutes

|  |  |
|--|--|
| <b><u>Call to Order</u></b>                      | The meeting of the Personnel Commission was called to order at 4:31 p.m. August 18, 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>                      | Odette Bradshaw-Sheeley, Kathy Brown, Cynthia Carrillo, Barbara Sandoval   |
| <b><u>Guests Present</u></b>                     | None   |
| <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 June 16, 2016 regular meeting. (3-0)   |
| <b><u>Input from the Public</u></b>              | None   |
| <b><u>Reports</u></b>                            |  |
| 1. CSEA  | Barbara Sandoval reported that classified employees were getting school going. There are a lot of new faces at the district and school sites. This year LUSD/CSEA negotiations includes the reopeners of the whole contract. Negotiations started in the summer.   |
| 2. Cynthia Carrillo                              | Cynthia introduced and welcomed Odette Bradshaw-Sheeley, who is our new HR Technician. Odette's first day was July 17 <sup>th</sup> . She is a great fit in the office. Cynthia provided an update on all that was happening in the Classified HR Department.  |
| <b><u>Information Items</u></b>                  | <b><u>Classified Personnel Items</u></b> – August 15, 2016<br><b><u>Status of Vacancies</u></b> – Reviewed by Kathy Brown<br><b><u>Examination Schedule</u></b> – Reviewed by Kathy Brown<br><b><u>Working Out of Class Report</u></b> – Reviewed by Cynthia Carrillo  |
| <b><u>New Business</u></b>                       |  |
| 1. Annual Report                                 | Motion was made by Chris Rowe, seconded by Hector Samaniego, and carried to approve the 2015-2016 Personnel Commission Annual Report. (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)<br><b>Bus Driver 1</b> – Established 8/1/16 – 0 Promotional/2 Open<br><b>Home School Community Liaison (Merged List)</b> – Established 8/5/16 – 3 Promotional/2 Open<br><b>Instructional Assistant</b> – Established 7/29/16 – 2 Promotional/16 Open<br><b>Lead Custodian I</b> – Established 6/3/16 – 17 Promotional/0 Open |
| <b><u>Unfinished Business</u></b>                | None   |
| <b><u>Items from the Floor</u></b>               | None   |
| <b><u>Items from Personnel Commissioners</u></b> | Gayle Higgason welcomed Odette to the Department.  |
| <b><u>Items from PC Staff</u></b>                | Kathy Brown officially welcomed Odette to the Department.<br>Odette Bradshaw-Sheeley stated that she was excited to be working in the department.  |
| <b><u>Recess to Closed Session</u></b>           | The Personnel Commission did not recess to closed session.   |
| <b><u>Next Meeting Date</u></b>                  | September 15, 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 4:54 p.m. (3-0)  |

PERSONNEL ITEMS  
ACTION ITEMS  
 September 13, 2016

EMPLOYMENT - Regular

| <u>Name</u>      | <u>Assignment</u>   | <u>Status</u> | <u>Salary Schedule</u><br><u>Placement</u> | <u>Date</u> |
|------------------|---------------------|---------------|--|-------------|
| Ando, Aalayuh    | IA-SPED             | PROB          | Range 26-2                                 | 08/22/16    |
| Holmes, Wikanda  | IA-SPED             | PROB          | Range 26-2                                 | 08/22/16    |
| Romero, Elisabet | Admin Assistant III | PROB          | Range 39-3                                 | 09/01/16    |
| Salas, Trinidad  | Staff Secretary     | PROB          | Range 33-1                                 | 08/29/16    |
| Solomon, Kyle    | IA-Bilingual        | PROB          | Range 26-1                                 | 08/19/16    |
| Stout, Amanda    | IA                  | PROB          | Range 24-1                                 | 08/22/16    |
| Street, JoAnn    | IA-SPED             | PROB          | Range 26-3                                 | 08/16/16    |
| Steward, Erika   | IA-SPED             | PROB          | Range 26-1                                 | 08/15/16    |

EMPLOYMENT - Exempt

| <u>Name</u>         | <u>Assignment</u>   | <u>Status</u> | <u>Salary Schedule</u><br><u>Placement</u> | <u>Date</u> |
|---------------------|---------------------|---------------|--|-------------|
| Becerra, Karina     | IA, IA-Bil, IA-SPED | SUB           | Range 24,25,26-1                           | 09/01/16    |
| Bidileci, Georgeta  | NDA/Crossing Guard  | SUB           | FR   | 08/29/16    |
| Boyer, Gloria       | CNW I               | SUB           | Range 21-1                                 | 08/25/16    |
| Demaria, Eileen     | Staff Secretary     | SUB           | Range 33-1                                 | 08/01/16    |
| Fabela, Daniel      | Custodian           | SUB           | Range 29-1                                 | 08/29/16    |
| Lonnon, Deirdre     | NDA                 | SUB           | FR   | 09/01/16    |
| McVicar, Sharon     | HR Technician       | SUB           | Range 39-1                                 | 08/05/16    |
| Osbourne, Jonathan  | IA & IA-SPED        | SUB           | Range 24 & 26-1                            | 08/23/16    |
| Triplett, Gilda     | CNW I               | SUB           | Range 21-1                                 | 08/25/16    |
| Williams, Erwin "B" | Crossing Guard      | SUB           | FR   | 08/16/16    |

REQUEST FOR LEAVE OF ABSENCE

| <u>Name</u>       | <u>Assignment</u> | <u>Type of Leave</u> | <u>Date</u>         |
|-------------------|-------------------|----------------------|---------------------|
| Gonzalez, Barbara | IA-SPED           | Teaching             | 08/15/16 – 02/15/16 |

RETURN FROM LEAVE OF ABSENCE

| <u>Name</u>   | <u>Assignment</u>                   | <u>Salary Schedule</u><br><u>Placement</u> | <u>Date</u> |
|---------------|-------------------------------------|--|-------------|
| Dubose, Loree | Staff Secretary<br>4.0 hrs/day, LHS | Range 33-4                                 | 08/24/26    |

ASSIGNMENT CHANGE

| <u>Name</u>       | <u>Previous</u><br><u>Assignment</u>     | <u>New</u><br><u>Assignment</u>          | <u>Date</u> |
|-------------------|--|--|-------------|
| Castaneda, Evelyn | Hm Schl Comm Lia-Bil.<br>7.0 hrs/day, HP | Hm Schl Comm Lia-Bil.<br>6.0 hrs/day, LC | 09/06/16    |
| Greathouse, Cindy | CNW I<br>2.5 hrs/day, LC                 | CNW I<br>2.5 hrs/day, CK                 | 08/15/16    |

|                 |   |  |          |
|-----------------|---|--|----------|
| Harlow, Mona    | CNW I<br>2.5 hrs/day, BV  | CNW I<br>2.5 hrs/day, RUTH   | 08/22/16 |
| Lever, Charlene | IA-SPED<br>6.0 hrs/day, LHS                                       | IA-SPED<br>6.0 hrs/day, LHS  | 08/23/16 |
| Razo, Rebekah   | Sr. Office Asst.<br>2.0 hrs/day, Ed Cntr<br>&<br>4.0 hrs/day, LHS | Sr. Office Asst.<br>6.0 hrs/day, Ed Cntr, HR   | 08/19/16 |
| Stout, Heather  | Sr. Office Asst.<br>8.0 hrs/day, LHS<br>Range 31-2                | Sr. Office Asst.<br>4.0 hrs/day, LHS<br>Range 31-2<br>&<br>Staff Secretary<br>4.0 hrs/day, LHS<br>Range 33-2 | 08/19/16 |

### 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> |
|------------------|------------------------------|---------------------------|-------------|
| Barnes, Colby    | NDA                          | Resignation               | 08/08/16    |
| French, Thomas   | Vehicle & Equipment Mechanic | Resignation               | 09/06/16    |
| Garcia, Everardo | Classified Substitute        | Resignation               | 08/30/16    |
| Hall, Cellee     | NDA                          | Resignation               | 08/11/16    |
| Larsh, Jason     | NDA                          | Resignation               | 08/17/16    |
| Martinez, Rianna | IA-SPED                      | Resignation               | 08/12/16    |

Status of Classified Vacancies  
Prepared September 9, 2016  
For Personnel Commission Meeting September 15, 2016

|    | Position                          | Hours | Reason                    | Work Year | Funding Source | Replacing | Site   | PCA No. & Date App'd  | Status     |
|----|-----------------------------------|-------|---------------------------|-----------|----------------|-----------|--------|-----------------------|------------|
| 1  | Admin Asst II                     | 8.0   | Vacant due to transfer    | 260       | General        | Acosta    | ED SVC |                       | POSTING    |
| 2  | Asst Superintendent Business Svc  | 8.0   | Vacant due to resignation | 260       | General        | S. Smith  | ED CTR |                       | RECRUITING |
| 3  | CNW I                             | 2.0   | NEW                       | 196       | CNS            |           | FIL    | 07CK02<br>06/16/16    | TESTING    |
| 4  | CNW I                             | 2.5   | NEW                       | 196       | CNS            |           | RUTH   | 17CK06<br>06/16/16    | TESTING    |
| 5  | CNW I                             | 2.5   | Vacant due to transfer    | 196       | CNS            | Crawford  | VMS    | 17CK15<br>08/08/16    | TESTING    |
| 6  | CNW I                             | 2.25  | Vacant due to transfer    | 196       | CNS            | Robbie    | LVMS   | 17CK16<br>08/08/16    | TESTING    |
| 7  | Home School Community Liaison-Bil | 7.0   | Vacant due to transfer    | 196       | General        | Castaneda | HAP    |                       | INTERVIEWS |
| 8  | IA-SPED HS 12+                    | 6.0   | Vacant due to resignation | 196       | SPEC           | Davis     | HAP    |                       | TESTING    |
| 9  | IA-SPED LH-1 (1:1)                | 6.0   | Vacant due to transfer    | 196       | SPEC           | Navarro   | HAP    |                       | TESTING    |
| 10 | IA-SPED LH-1 (1:1)                | 6.0   | NEW                       | 196       | SPEC           |           | HAP    |                       | TESTING    |
| 11 | IA-SPED 1:1                       | 6.0   | NEW                       | 196       | SPEC           |           | HAP    |                       | TESTING    |
| 12 | IA-SPED LH-2 1:1                  | 6.0   | NEW                       | 196       | SPED           | NEW       | LB     | 17117CL09<br>06/01/16 | TESTING    |
| 13 | IA-SPED LH-2 (1:1)                | 3.0   | Vacant due to resignation | 196       | SPED           | Conery    | LB     | 17117CL16<br>07/07/16 | TESTING    |
| 14 | IA-SPED SH-1.5                    | 6.0   | Vacant due to transfer    | 196       | SPEC           | Navarro   | HAP    |                       | TESTING    |
| 15 | IA-SPED LH-3                      | 6.0   | Vacant due to transfer    | 196       | SPED           | Height    | LVMS   | 17132CL14<br>07/07/16 | TESTING    |
| 16 | IA-SPED CTE                       | 6.0   | Vacant due to transfer    | 196       | SPEC           | Williams  | VMS    |                       | TESTING    |
| 17 | IA-SPED Deaf & Hard of Hearing    | 6.0   | NEW                       | 196       | SPED           |           |        |                       | POSTING    |

|    | <b>Position</b> | <b>Hours</b> | <b>Reason</b>                  | <b>Work Year</b> | <b>Funding Source</b> | <b>Replacing</b> | <b>Site</b>    | <b>PCA No. &amp; Date App'd</b> | <b>Status</b>      |
|----|-----------------|--------------|--------------------------------|------------------|-----------------------|------------------|----------------|---------------------------------|--------------------|
| 18 | Inst. Assistant | 25 hrs/wk    | NEW                            | 196              | General               | NEW              | ADULT ED       | 17AE17<br>05/19/16              | INTERVIEWS         |
| 19 | LVN             | 6.0          | Replacing vacated Health Clerk | 208              | General               | R. Razo          | AUX            | 17000CL17<br>07/26/16           | Holding for layoff |
| 20 | Staff Secretary | 4.0          | NEW                            | 238              | CAT                   |                  | PUP SUP<br>SVC | 17PUPSUP11CL<br>08/09/16        | INTERVIEWS         |

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

**EXAMINATION SCHEDULE**

Prepared: September 9, 2016

For September 15, 2016 Personnel Commission Meeting

| <b>CLASSIFICATION</b>                        | <b>TOTAL<br/>NUMBER<br/>OF<br/>APPLICANTS</b> | <b>WRITTEN<br/>EXAM<br/>DATE</b> | <b>NUMBER OF<br/>APPLICANTS<br/>QUALIFIED<br/>TO TAKE<br/>WRITTEN &amp;<br/>PERFORMANCE<br/>EXAM</b> | <b>ORAL<br/>EXAM<br/>DATE</b> | <b>NUMBER<br/>OF<br/>APPLICANTS<br/>QUALIFIED<br/>TO TAKE<br/>ORAL</b> |
|--|---|----------------------------------|--|-------------------------------|--|
| Accounting Technician                        | 17  | 08/12/16                         | 14   | 08/25/16                      | 6  |
| Admin Assistant I                            | TBD   | 09/23/16                         | TBD  | 09/28/16                      | TBD  |
| Admin Assistant II                           | TBD   | 09/23/16                         | TBD  | 09/28/16                      | TBD  |
| Admin Assistant III                          | 39  | 08/12/16                         | 20   | 08/24/16                      | 9  |
| CNW I  | 62  | 09/14/16                         | 53   | TBD                           | TBD  |
| Instructional Assistant<br>Special Education | TBD   | 10/11/16                         | TBD  | TBD                           | TBD  |
| Print Shop Assistant                         | 97  | 09/13/16                         | 23   | TBD                           | TBD  |
| Staff Secretary                              | 60  | 09/15/16                         | 18   | TBD                           | TBD  |
| Transportation Attendant                     | 11  | 09/15/16                         | 6  | TBD                           | TBD  |



Working Out of Class Report  
 Prepared: September 8, 2016  
 For Personnel Commission Meeting September 15, 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>           |
|--|----------------------|---|---|------------------------------|------------------------|---------------------------|
|  | Garcia, Martha       | CNWI/LHS                                | Home School<br>Community<br>Liaison/Bilingual | 8/18/16                      | 10/1/16                |                           |
|  | Lizarraga, Gayle     | Office Assistant/La<br>Canada           | Admin. Asst. I                                | 9/6/16                       | 9/9/16                 |                           |
|  | Sanchez, Adriana     | Office Assistant/Fillmore               | Sr. Office Asst.<br>CHS                       | 8/1/16                       | TBD                    | Due to Pregnancy<br>Leave |
|  | Cavazos, Annalilia   | Home School<br>Liaison/Bilingual / LVMS | CELDT TESTER                                  | 5/27/16                      | 9/30/16                |                           |
|  | Lindsey, Deborah     | IA/Sp Ed / Crestview                    | CELDT TESTER                                  | 5/27/16                      | 9/30/16                |                           |
|  | Rodriguez, Sara      | IA/Bilingual / Ruth                     | CELDT TESTER                                  | 5/27/16                      | 9/30/16                |                           |
|  | Trejo, Rosalia       | IA/Bilingual / Ruth                     | CELDT TESTER                                  | 5/27/16                      | 9/30/16                |                           |
|  | Vargas, Margo        | IA/Sp Ed / Fillmore                     | CELDT TESTER                                  | 5/27/16                      | 9/30/16                |                           |
|  | Vega, Leticia        | IA/Bilingual / Ruth                     | CELDT TESTER                                  | 5/27/16                      | 9/30/16                |                           |

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared: September 9, 2016

**RATIFICATION OF ELIGIBILITY LISTS**  
For Personnel Commission September 15, 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> |
|--|--------------------|---------------------------------------|--|--------------------------------|-------------------------------------|
| Accounting Technician<br>(Merged list) | <b>08/25/16</b>    | <b>2</b>                              | <b>2</b>                                   | <b>6</b>                       | <b>6</b>                            |
| Administrative Assistant III           | <b>08/24/16</b>    | <b>5</b>                              | <b>5</b>                                   | <b>4</b>                       | <b>4</b>                            |

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

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission