



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: November 17, 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)

October 20, 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 – October 25, 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. Continuous Examinations – **(Attachment 7)**

Moved by: _____ Seconded by: _____ Vote: _____

3. Personnel Commissioner - Joint Appointee – **(Attachment 8)**

Moved by: _____ Seconded by: _____ Vote: _____

4. Election of Officers for Personnel Commission – **(Attachment 9)**

Moved by: _____ Seconded by: _____ Vote: _____

5. Personnel Commissioner - Joint Appointee – **(Attachment 10)**

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

- **January 21 - (Board Room) 4:30 p.m. – Regular Meeting**

K. Recess to Closed Session (Government Code 54957)

1. Personnel Matter: Evaluation of Director, Classified Human Resources – Government Code Section 54957

Personnel Commission recessed to Closed Session at _____ p.m.

L. Report of Action Taken in Closed Session

1. Public report of any action taken in closed session which must be reported out.

Personnel Commission resumed to Open Session at _____ p.m.

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,

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

October 20, 2016

Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. October 20, 2016 at 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
<u>Guests Present</u>	Barbara Sandoval
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the September 15, 2016 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval reported that CSEA continues to negotiate reopeners. They have a new Labor Rep and things have gone well so far. Things have been very busy and interesting so far this year.
2. Cynthia Carrillo	Cynthia Carrillo shared that she presented the Annual Report at the last Board Meeting and gave an update of the status of Professional Development on October 31 st .
<u>Information Items</u>	<u>Classified Personnel Items</u> – September 27, 2016 and October 11, 2016 <u>Status of Vacancies</u> – Reviewed by Cynthia Carrillo <u>Examination Schedule</u> – Reviewed by Cynthia Carrillo <u>Working Out of Class Report</u> – Reviewed by Cynthia Carrillo
<u>New Business</u>	
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) Print Shop Assistant – Established 9/20/16 – 3 promotional/6 open Staff Secretary – Established 9/22/16 – 1 promotional/12 open Child Nutrition Worker I – Established 9/21/16 – 17 open Admin. Asst. I – Established 9/29/13 – 3 promotional/5 open Admin. Asst. III – Established 9/29/13 – 4 promotional/3 open IA/Sp Ed – Established 10/13/16 – 1 promotional/12 open
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission recessed to closed session at 4:50 p.m. and reported to open session at 5:05 p.m. No action was reported out
<u>Next Meeting Date</u>	November 17, 2016 (Conf. Rm. 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 5:07 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 October 25, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Garcia, Brandy	CNW I	PROB	Range 21-2	10/10/16
Ingrahm, Rebecca	Accounting Technician	PROB	Range 38-2	10/10/16
Patena de Wilson, Ana	CNW I	PROB	Range 21-2	10/10/16
Thornhill, Tiffany	CNW I	PROB	Range 21-2	10/11/16
Torres, Adams, Fatima	CNW I	PROB	Range 21-2	10/10/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Garcia, Gloria	NDA	REG	FR	10/13/16
Khatun, Shakila	NDA	SUB	FR	10/12/16
Monroy-Garcia, Alma	Crossing Guard	REG	FR	10/13/16
Thompson, Becky	NDA	REG	FR	10/14/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Greathouse, Cindy	CNW I 2.5 hrs/day, CK	CNW I 4.0 hrs/day, CK	10/01/16
Lopez, Ernest	Stu/Safe/Comm. Lia. 6.0 hrs/day, MHSS	Stu/Safe/Comm. Lia. 8.0 hrs/day, MHSS	10/03/16
Martin, Danyelle	LVN 7.5 hrs/day, AUX	LVN 6.0 hrs/day, AUX	10/16/16
Smith, Robert	Hm/Scl/Comm Lia-Bil. 4.0 hrs/day, PUP SUP & Hm/Scl/Comm Lia-Bil. 3.0 hrs/day, CHSS	Print Shop Assistant 8.0 hrs/day, Print Shop Range 29-5	10/17/16
Tovar, Claudia	CNW I 2.0 hrs/day, CV	CNW I 2.5 hrs/day, CK	10/01/16
Vargas, Marco	IA-SPED 6.0 hrs/day, FIL	IA-SPED 6.0 hrs/day, LHSS	10/03/16
Williams, Chelsea	IA-SPED 6.0 hrs/day, CHSS	IA-SPED 6.0 hrs/day, LHSS	09/20/16
Williamson, Dianna	CNW I	CNW I	10/01/16

4.0 hrs/day, CK

5.0 hrs/day, CK

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	<u>Termination Date</u>
Alejandro, Ana	NDA	10/11/16
Garcia, Jami	NDA	10/11/16
Lowthorp-Guillen, Kenneth	NDA	10/11/16

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>
Dixon, Trisha	Staff Secretary	Resignation	10/13/16
Rajioppi, Samantha	NDA	Resignation	10/10/16
Romero, Elisabet	Administrative Assistant III	Separation	10/13/16
Stewart, Erika	IA-SPED	Separation	10/13/16

Status of Classified Vacancies
Prepared November 10, 2016
For Personnel Commission Meeting November 17, 2016

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Administrative Assistant III	8.0	Vacant due to separation	260	General	Romero	SPED Ed Ctr	17000CL34 09/24/16	RECRUITING
2	Asst Superintendent Business Svc	8.0	Vacant due to resignation	260	General	S. Smith	Ed Ctr		RECRUITING
3	Bus Driver I	TBD	Vacant due to resignation	196	General	H. Alexander	TRANS		
4	Home/School/Community Liaison-Bilingual	3.0	Vacant due to promotion	196	General	R. Smith	CHSS		RECRUITING
5	Home/School/Community Liaison-Bilingual	4.0	Vacant due to promotion	196	General	R. Smith	PUP SUP	17PUPSUPCL12	RECRUITING
6	IA-SPED LH-1 (1:1) (2)	6.0	Vacant due to transfer	196	SPEC	Navarro	HAP	17114CL36 11/2/16	INTERVIEWS
7	IA-SPED CTE	6.0	Vacant due to resignation	196	SPEC	Almaguer	VMS	17VMS006	RECRUITING
8	Warehouse Delivery Driver	8.0	NEW	260	General		Bus Svc	17PUR06 11/7/16	RECRUITING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: November 10, 2016

For November 17, 2016 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
Administrative Assistant III	24	11/08/2016	9	11/17/2016	5
Home School Community Liaison - Bilingual	24	11/15/16	24	TBD	TBD
IA Special Education	TBD	11/29/16	TBD	TBD	TBD
Maintenance Worker II	41	11/17/16	16	TBD	TBD
Transportation Attendant	11	09/15/16	6	TBD	4
Warehouse Delivery Driver	TBD	11/29/16	TBD	TBD	TBD

Working Out of Class Report
Prepared: November 7, 2016

For Personnel Commission Meeting November 17, 2016

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Lizarraga, Gayle	Office Assistant / La Canada	Admin. Asst. I / La Canada	9/6/16	TBD	Medical Leave
	Meeker, Lee Ann	Account Clerk I / La Honda	Admin. Asst. II / Special Education	9/19/16	10/21/16	Vacancy

LOMPOC UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 Prepared: November 10, 2016

RATIFICATION OF ELIGIBILITY LISTS
 For Personnel Commission November 17, 2016

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
NONE					

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

November 17, 2016

CONTINUOUS EXAMINATIONS

In accordance with Merit System Rule & Regulation 40.200.4 (D), the Commission may designate certain classes of positions for continuous examination. When so designated, applications will be accepted on every working day, and examinations held periodically throughout the year, based upon need and the availability of applicants.

Continuous examination for classes which cannot be practically filled by promotional examination only may be held without further action by the Personnel Commission.

Due to the continuously high volume of recruitments occurring during the 2016-2017 school year, it is recommended that the Personnel Commission designate the following classes of positions for continuous examination effective November 18, 2016 through November 1, 2017:

- Bus Driver I
- Instructional Assistant/Special Education

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

November 17, 2016

PERSONNEL COMMISSIONER JOINT APPOINTEE

The Personnel Commissioners appointed by CSEA and the District must appoint a Personnel Commissioner Joint Appointee to begin a three-year term December 1, 2016 through November 30, 2019.

It is recommended that the CSEA appointed Personnel Commissioner and the District appointed Personnel Commissioner reappoint the current joint appointee Personnel Commissioner, Ms. Gayle Higgason, who will begin her term December 1, 2016.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

November 17, 2016

ELECTION OF OFFICERS FOR PERSONNEL COMMISSION

Merit System Rule 20.100.3 states in part that the Personnel Commission shall annually elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until successors are duly elected.

It is recommended that the Personnel Commission elect one of its members as Chairperson and one as Vice Chairperson respectively for the ensuing year.

Personnel Commissioner Elected

2017 Chair: _____

2017 Vice-Chair: _____

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

November 17, 2016

DESIGNATION OF DAY, TIME, AND LOCATION OF PERSONNEL COMMISSION MEETINGS

In accordance with Merit System Rules, a yearly meeting schedule shall be approved by the Personnel Commission. Subject to cancellation or proper change the Personnel Commission shall meet monthly on the third Thursday of each month at 4:30 p.m., in the Education Center, located at 1301 North A Street, Lompoc, California.

DATE	LOCATION
January 19, 2017	Board Room
February 18, 2017	Board Room
March 16, 2017	Conference Room 1
April 20, 2017	Conference Room 1
May 18, 2017	Conference Room 1
June 20, 2017	Conference Room 1
July 20, 2017	Conference Room 1
August 17, 2017	TBD
September 21, 2017	TBD
October 19, 2017	TBD
November 16, 2017	TBD
December 2017 - No meeting Scheduled	TBD

It is recommended that the Personnel Commission adopt its meeting calendar for 2017.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources

