



PLEASE POST ON CLASSIFIED BULLETIN BOARD

PERSONNEL COMMISSION MEETING

PERSONNEL COMMISSION MEETING PROCEDURES

Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chair may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

SMOKING IS NOT PERMITTED ON DISTRICT PREMISES

What: Personnel Commission Meeting
When: March 20, 2014
Time: 5:00 p.m.
Where: Lompoc Unified School District
Education Center – Conference Room 1
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 5:00 p.m.

- A. **Approval of Minutes** (Action)
February 20, 2014 and March 5, 2014 (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 – February 25, 2014 & March 11, 2014 (***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 List – Action (***Attachment 6***)

Moved by: _____ Seconded by: _____ Vote: _____

F. **Unfinished Business (Discussion/Action)**

None

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **April 17, 2014** (Conference Room 1) 5:00 p.m. – **Regular Meeting**

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

1. Personnel Matter – Government Code Section 54957

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

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

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 February 20, 2014 Unadopted Minutes

| | |
|--------------------------------------|--|
| <u>Call to Order</u> | The meeting of the Personnel Commission was called to order at 5:00 p.m. on February 20, 2014, in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California. |
| <u>Members Present</u> | Gayle Higgason, Hector Samaniego |
| <u>Members Absent</u> | Joyce Gehlhaar |
| <u>Staff Present</u> | Barbara Sandoval |
| <u>Approval of Minutes</u> | A motion was made by Hector Samaniego seconded by Gayle Higgason and carried to approve the minutes of the January 16, 2014 regular meeting. |
| <u>Input from the Public</u> | None |
| <u>Reports</u> | |
| 1. CSEA | Barbara Sandoval reported that she and Terri Moore attended the CSPCA conference. She shared with it was a very good and valuable conference. Ms. Sandoval also shared that she attended a SISC training in Santa Barbara. At the training they discussed how the health insurance changes will impact districts. |
| 2. Cynthia Carrillo | Cynthia Carrillo, Director of Classified HR provided a brief update on the projects that the department has been working on. She shared that the department had prepared and distributed two newsletters, the Classified Quarterly and the Ed CONNECTION. The 2014 Seniority List has been prepared and distributed. The staff was working on completing several recruitments, hosted a CalPERS workshop, and is working on the upcoming staff development day. |
| <u>Information Items</u> | <p><i><u>Classified Personnel Items – January 14, 28, and February 11, 2014(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> | |
| 1. Ratification of Eligibility Lists | <p>Motion was made by Hector Samaniego seconded by Gayle Higgason and carried to approve the ratification of the following eligibility lists (with correction to the Custodian list information provided in the report):</p> <p style="text-align: center;">(this information represents the corrected information)</p> <p><u>Accounting Technician</u> – Established 1/30/14 – 3 promotional – 0 open <u>Budget Analyst</u> – Established 1/30/14 – 5 promotional – 0 open <u>Custodian</u> – Established 1/12/14 – 0 promotional – 17 open <u>IA/Sp Ed</u> – Established 1/14/14 – 0 promotional – 18 open</p> |
| <u>Unfinished Business</u> | None |
| <u>Items from the Floor</u> | There was a question regarding the two new director job descriptions that were placed on the Board of Education Agenda. It was stated that both of these positions were certificated management positions. |

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| <u>Personnel Commissioner's Items</u> | None |
| <u>Items from Personnel Commission Staff</u> | None |
| <u>Recess to Closed Session</u> | The Personnel Commission did not meet in closed session. |
| <u>Reconvene in Open Session</u> | The Personnel Commission did not meet in closed session. |
| <u>Next Meeting Date</u> | March 20, 2014 Regular meeting (Conference Room 1) |
| <u>Adjournment</u> | Motion by Hector Samaniego seconded by Gayle Higgason and carried that the meeting be adjourned at 5:25 p.m. |

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission
SPECIAL MEETING**

**March 5, 2014
Unadopted Minutes**

| | |
|-------------------------------------|--|
| <u>Call to Order</u> | The meeting of the Personnel Commission was called to order at 4:00 p.m. on March 5, 2014, in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California. |
| <u>Members Present</u> | Joyce Gehlhaar, Gayle Higgason, Hector Samaniego |
| <u>Members Absent</u> | None |
| <u>Staff Present</u> | Barbara Sandoval |
| <u>New Business - Action</u> | A motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the dual certification for the upcoming recruitment for the Accounting Manager position. |
| <u>Adjournment</u> | Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 4:05 p.m. |

PERSONNEL ITEMS
ACTION ITEMS
 February 25, 2014

EMPLOYMENT - Regular

| <u>Name</u> | <u>Assignment</u> | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|--------------|--|---------------|----------------------------------|-------------|
| Diggs, Erika | Administrative Asst. I 8.0 hrs/day Los Berros | Probation | Range 35-1 | 02/11/14 |

EMPLOYMENT - Exempt

| <u>Name</u> | <u>Assignment</u> | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|------------------|----------------------------|---------------|----------------------------------|-------------|
| Esparza, Melanie | IA (Spec. Ed. & Bilingual) | SUB | Range 26-1/25-1 | 02/06/14 |
| Haug, Michelle | Noon Duty Aide | SUB | FR | 02/03/14 |
| Johns, Kara | IA-Special Education | SUB | Range 26-1 | 02/04/14 |
| Tafoya, Ana | Noon Duty Aide | SUB | FR | 02/06/14 |

ASSIGNMENT CHANGE

| <u>Name</u> | <u>Previous Assignment</u> | <u>New Assignment</u> | <u>Date</u> |
|------------------|-----------------------------------|----------------------------------|-------------|
| Blout, Mary | CNW I 2.75 hrs/day LHS | CNW I 3.0 hrs/day LHS | 02/12/14 |
| Lindsey, Deborah | IA-Special Ed 6.0 hrs/day, CHS | IA-Special Ed 6.0 hrs/day, CV | 02/24/14 |

ASSIGNMENT CHANGE NOON DUTY AIDE

| <u>Name</u> | <u>Previous Assignment</u> | <u>New Assignment</u> | <u>Date</u> |
|------------------|----------------------------|-----------------------------|-------------|
| Diaz, Magdalena | NDA – SUB | Noon Duty Aide Hapgood | 02/24/14 |
| Hemphill, Kristy | NDA – SUB | Noon Duty Aide La Canada | 02/06/14 |

RESIGNATIONS

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

| <u>Name</u> | <u>Assignment</u> | <u>Type of Resignation</u> | <u>Date</u> |
|-----------------------|-------------------------------|----------------------------|-------------|
| Alba Pedroza, Claudia | Noon Duty Aide | Resignation | 02/21/14 |
| Hernandez, Lidia | Home/School Liaison-Bilingual | Resignation | 02/14/14 |
| Villones, Nenita | Noon Duty Aide | Resignation | 02/03/14 |

PERSONNEL ITEMS
ACTION ITEMS
 March 11, 2014

REQUEST FOR LEAVE OF ABSENCE - REVISED

| <u>Name</u> | <u>Assignment</u> | <u>Type of Leave</u> | <u>Date</u> |
|--------------|----------------------|--------------------------|----------------------------|
| Campo, Diane | IA-Special Education | Maternity Leave | 12/02/13 To 03/05/14 |
| Campo, Diane | IA-Special Education | Extended Maternity Leave | 03/06/14 To 04/21/14 |

ASSIGNMENT CHANGE

| <u>Name</u> | <u>Previous Assignment</u> | <u>New Assignment</u> | <u>Date</u> |
|-----------------|-------------------------------|-------------------------------|-------------|
| Crawford, April | CNW I 2.5 hrs/day, Hapgood | CNW I 5.0 hrs/day, Hapgood | 02/07/14 |

ASSIGNMENT CHANGE NOON DUTY AIDE

| <u>Name</u> | <u>Previous Assignment</u> | <u>New Assignment</u> | <u>Date</u> |
|---------------------|---|---|-------------|
| Arguello, Judy | Noon Duty Aide Sub | Noon Duty Aide 2.0 hrs/days LVMS | 02/21/14 |
| Christovale, Willye | Noon Duty Aide Sub | Noon Duty Aide 1.5 hrs/day Los Berros | 02/26/14 |
| Espinoza, Margarita | Noon Duty Aide 1.5 hrs/day Los Berros | Noon Duty Aide Sub | 02/25/14 |
| Frank, Sara | Noon Duty Aide 2.25 hrs/day, Buena Vista | Noon Duty Aide Sub | 02/26/14 |
| Guevara, Janie | Noon Duty Aide 2.0 hrs/day LVMS | Noon Duty Aide Sub | 02/20/14 |
| Ramirez, Veronica | Noon Duty Aide Sub | Noon Duty Aide 2.25 hrs/day, Buena Vista | 02/27/14 |
| Rehn, Kathryn | Noon Duty Aide 1.5 hrs/day Los Berros | Noon Duty Aide Sub | 02/25/14 |
| Romeo, Jill | Noon Duty Aide Sub | Noon Duty Aide 1.5 hrs/day, Los Berros | 02/26/14 |

RESIGNATIONS

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

| <u>Name</u> | <u>Assignment</u> | <u>Type of Resignation</u> | <u>Date</u> |
|-----------------|-----------------------|----------------------------|-------------|
| Calderon, Daisy | Noon Duty Aide Sub | Resignation | 02/18/14 |
| Jones, Vera | Classified Substitute | Resignation | 02/24/14 |

Status of Classified Vacancies
Prepared: March 14, 2014

For Personnel Commission Meeting March 20, 2014

| | Position | Hours | Reason | Work Year | Funding Source | Replacing | Site | PCA # & Date Approved | Status |
|----|-------------------------------|--------------|----------------------|------------------|-----------------------|------------------|-------------|----------------------------------|--------------------------|
| 1 | Accounting Manager | 8.0 | VACANT - NEW | 261 | General | | Ed Center | 1400002 02/27/14 | RECRUITING |
| 2 | Child Nutrition Worker I | 2.0 | VACANT – REPLACEMENT | 196 | Food Svc | A. Eriksen | LHS | No # 03/14/14 | POSTING |
| 3 | Home/School Liaison-Bilingual | 12/wk | VACANT – REPLACEMENT | 196 | General | L. Hernandez | CHS | 14CHS14 | TESTING |
| 4 | Home/School Liaison-Bilingual | 10/wk | VACANT – REPLACEMENT | 196 | General | L. Hernandez | Ed Center | Waiting | TESTING |
| 5 | IA-Bilingual | 3.0 | VACANT – REPLACEMENT | 196 | General | K. Rosales | Hapgood | 14HAP21 03/04/14 | INTERVIEW |
| 6 | Staff Secretary | 8 | VACANT – REPLACEMENT | 228 | General | D. Morr | VMS | 14VMS14 01/29/14 | TESTING |
| 7 | Bus Driver | 22.0/wk | VACANT – REPLACEMENT | 196 | General | P. Blight | Trans | Waiting | HOLDING |
| 8 | Child Nutrition Worker I | 2 | VACANT – REPLACEMENT | 196 | Food Svc | M. Bretado | CV | Waiting | HOLDING FOR KCHN REMODEL |
| 9 | IA-Special Ed | 6 | VACANT - NEW | 196 | General | | CHS | 14151C12 08/26/13 | HOLDING FOR IEP |
| 10 | LVN | 6 | VACANT - NEW | 208 | General | | LHS | 14152C10 08/26/13 | TESTING SUBS ONLY |

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: March 14, 2014

For Personnel Commission Meeting February 20, 2014

| CLASSIFICATION | TOTAL NUMBER OF APPLICANTS | WRITTEN EXAM & PERFORMANCE EXAM DATE | NUMBER OF APPLICANTS TAKING WRITTEN & PERFORMANCE EXAM | ORAL EXAM DATE | NUMBER OF APPLICANTS TAKING ORAL |
|---|-----------------------------------|---|---|-----------------------|---|
| Staff Secretary | 19 | March 4, 2014 | 9 | 03/18/14 | 8 |
| Licensed Vocational Nurse | TBD | NA | NA | April 9-11 2014 | TBD |
| Office Assistant | TBD | March 24, 27 & 28, 2014 | TBD | April 9-11, 2014 | TBD |
| Senior Office Assistant | TBD | March 24, 27 & 28, 2014 | TBD | April 9-11, 2014 | TBD |
| Home/School/Community Liaison-Bilingual | TBD | April 2, 2014 | TBD | April 9-11, 2014 | TBD |
| Accounting Manager | TBD | N/A | N/A | TBD | TBD |

Working Out of Class Report

Prepared: March 14, 2014

For Personnel Commission Meeting March 20, 2014

| | Employee Name | Current Job Title/Location | WOC Assignment | Beginning Date of WOC | End Date of WOC | Comments |
|---|----------------------|--|------------------------------|------------------------------|------------------------|-----------------------------|
| 1 | Rodriguez, Maria | Home/School/Community Liaison ADULT ED | Admin. Asst. II (LT) | 08/26/13 | 06/30/14 | Due to intermittent absence |
| 2 | Vang, Bao | Sr. Office Assistant VMS | Staff Secretary VMS (LT) | 10/21/13 | TBD | Due to vacancy |
| 3 | Bobo, Kym | Admin. Asst. II Cat. Programs | Admin. III Cat. Programs | 03/05/14 | TBD | Due to absence |
| 4 | Charbonneau, Delia | Admin. Asst. I Clarence Ruth | Admin. II Cat. Programs | 03/05/14 | TBD | Due to WOC |
| 5 | Morgan, Jessica | Office Assistant Clarence Ruth | Admin. Asst. I Clarence Ruth | 03/05/14 | TBD | Due to WOC |

Prov – Provisional Assignment**LT** – Limited Term Assignment

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Prepared: March 14, 2014

March 20, 2013

RATIFICATION OF ELIGIBILITY LISTS

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

| Recruitment Type/Position | Established | Number on Promotional | Number on Open |
|----------------------------------|--------------------|------------------------------|-----------------------|
| <i>Staff Secretary</i> | 03/19/2014 | | |

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission