



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: May 15, 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)
March 20, 2014 (**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 – March 25, April 8, & 22, and May 13, 2014 (**Attachment 2**)
2. Status of Vacancies (**Attachment 3**)
3. Examination Schedule (**Attachment 4**)
4. Working Out Of Class Report (**Attachment 5**)
5. 2014-2015 Personnel Commission Proposed Budget (**Attachment 6**)

E. **New Business (Discussion/Action)**

1. Extension of Eligibility List for Home/School Liaison - Bilingual (***Attachment 7***)

Moved by: _____ Seconded by: _____ Vote: _____

2. Ratification of Eligibility List – Action (***Attachment 8***)

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**

- **June 19, 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

March 20, 2014

Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:03 p.m. on March 20, 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>Approval of Minutes</u>	A motion was made by Hector Samaniego seconded by Gayle Higgason and carried to approve the minutes of the February 20, 2014 regular meeting (2-0-1). A motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the minutes of the March 5, 2014 special meeting (3-0).
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval reported that The Staff Development Day on March 17th went well for classified employees. She also inquired about the status of a classification study for classified staff.
2. Cynthia Carrillo	Cynthia Carrillo, Director of Classified HR provided a brief update on the projects that the department has been working on. She thanked Ms. Sandoval for the feedback regarding the Staff Development Day and also thanked her staff, Kathy Brown and Lisa Smith for their work on the Staff Development Day.
<u>Information Items</u>	<i>Classified Personnel Items – February 25 and March 11, 2014 - (Attachment 2)</i> <i>Status of Vacancies – (Attachment 3)</i> <i>Examination Schedule – (Attachment 4)</i> <i>Working Out of Class Report – (Attachment 5)</i>
<u>New Business</u>	
1. Ratification of Eligibility Lists	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the ratification of the following eligibility list (3-0): <u>Staff Secretary</u> – Established 3/19/14 – 6 promotional – 3 open
<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.
<u>Personnel Commissioner's Items</u>	None
<u>Items from Personnel Commission Staff</u>	None

<u>Recess to Closed Session</u>	The Personnel Commission met in closed session at 5:20 p.m. to discuss a personnel matter.
<u>Reconvene in Open Session</u>	The Personnel Commission reconvened to open session at 5:28 p.m. and had no items to report out.
<u>Next Meeting Date</u>	April 17, 2014 Regular meeting (Conference Room 1) – this meeting was cancelled. The next scheduled meeting will be held May 15, 2014 (Conference Room 1)
<u>Adjournment</u>	Motion by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 5:30 p.m. (3-0)

PERSONNEL ITEMS

ACTION ITEMS

March 25, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Garnsey, Kevin "Gordon"	Custodian 8.0 hrs/day, LHS	Probation	Range 29-1	03/10/14
Rubin, Malinda	Account Clerk I 8.0 hrs/day, LVMS	Probation	Range 31-1	03/24/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Giambianco, Julian	Noon Duty Aide	SUB	FR	03/03/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Crouse-Tell, Janice	CNW I 5.75 hrs/day Hapgood	CNW I 7.0 hrs/day Hapgood	02/07/14
Eriksen, April	CNW I 2.0 hours/day LHS	CNW I 2.75 hours/day LHS	03/03/14
Petersen, Deborah	CNW I 4.5 hours/day, CK	CNW I 3.75 hours/day, CK (Requested Reduction in Hours)	03/03/14
Rosales, Katie	IA-Bilingual 3.0 hours/day Hapgood Range 25/3	IA-Special Ed 6.0 hours/day, LB Range 26/4	03/03/14

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>
White, Jacqueline	39-month Reemployment	Separation	03/01/14

PERSONNEL ITEMS

ACTION ITEMS

April 8, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Nelson, Cheryse	IA-Special Education	Probation	Range 26-1	03/24/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Kiblinger, Rhonda	Noon Duty Aide	SUB	FR	03/21/14
Rodriguez, Reyna	Transportation Attend	SUB	Range 26/1	03/26/14
Ward, Sherrie	Transportation Attend	SUB	Range 26/1	03/21/14
Willis, Josiah	IA-Special Education	SUB	Range 26/1	03/21/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Greathouse, Cindy	CNW I 11.25 hrs/wk, LC	CNW I 11.25 hrs/wk, LC & CNW I Ltd. Term 12.50 hrs/wk, CK	03/13/14
Trejo, Rosalia	IA-Bilingual 4.0 hrs/day, Fillmore Range 25-4	IA-Bilingual 3.0 hrs/day, Hapgood Range 25-4	04/01/14
Vang, Bao	Sr. Office Assistant 8.0 hrs/day VMS Range 31-5	Staff Secretary 8.0 hrs/day VMS Range 33-5	03/25/14

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>
Arnold, Margaret (Peggi)	Director, Fiscal Services	Retirement – 28 Years	04/04/14
Evernham, David	Custodian	Resignation	03/24/14
Wallentin, Michelle	Custodian	39 Month Re-employment Medical	03/19/14

PERSONNEL ITEMS

ACTION ITEMS

April 22, 2014

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Chaney, Matthew	Transportation Attendant	SUB	Range 26-1	03/31/14

ASSIGNMENT CHANGE

<u>Previous Name</u>	<u>New Assignment</u>	<u>Assignment</u>	<u>Date</u>
Segura, Lori	Custodian 5.6 hrs/day, Roving/MHS	Custodian 8 hrs/day, CHS	04/01/14

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Previous Name</u>	<u>New Assignment</u>	<u>Assignment</u>	<u>Date</u>
Haug, Michelle	Noon Duty Aide SUB	Noon Duty Aide 3 hrs/day, C. Ruth	04/02/14

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>
Gray, Paul	39 Month Re-Employment	Inactive	03/31/14

PERSONNEL ITEMS ACTION ITEMS May 13, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Donaghe, Brian	Custodian 5.6 hrs/day, Roving/MHS	Probation	Range 29-2	04/10/14
Hastings, Shawn	Child Nutrition Worker I 2.0 hrs/day, LHS	Probation	Range 21-2	04/01/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bueno-Trejo, Alejandra	IA-Bilingual	Provisional SUB	Range 25-1	04/07/14
Callahan, Charlene	Noon Duty Aide	SUB	FR	04/08/14
Castro, Frankie	Child Nutrition Worker I	SUB	Range 21-1	04/21/14
Jones, James	IA-Computer Lab	SUB	Range 27-1	05/16/14
McMillan, Joy	Noon Duty Aide	SUB	FR	04/28/14
Olson, Jovina	IA/IA-SPED	SUB	Range 24&26-1	04/23/14
Ruby, Julieta	Noon Duty Aide	SUB	FR	04/04/14
Schmidt, Kathleen	Child Nutrition Worker I	SUB	Range 21-1	04/15/14
Sutton, Deidra	Transport Attend	SUB	Range 26-1	05/02/14
Terrones, Tracy	Noon Duty Aide	SUB	FR	04/30/14
Torres De Reyes, Silvia	Child Nutrition Worker I	SUB	Range 21-1	05/05/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Janecek, Lauryn	Sr. Office Assistant 6.0 hrs/day, LHS	Sr. Office Assistant 8.0 hrs/day, VMS	05/12/14

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>
Brown, Sean	Student Safety/Community Lia.	Resignation	04/14/14
Chaney, Matthew	Transportation Attendant	Resignation	05/01/14
McCandless, Lynda	Child Nutrition Sub	Resignation	04/28/14

Status of Classified Vacancies
May 12, 2014

For Personnel Commission Meeting May 15, 2014

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA # & Date Approved	Status
1	Accounting Manager	8.0	NEW	261	General		Ed Center	1400002 02/27/14	RECRUITING
2	Director, Fiscal Services	8.0	Vacant due to resignation	261	General	B. King	Ed Center	WAITING	RECRUITING
3	Home/School Liaison-Bilingual	12/wk	Vacant due to resignation	196	General	L. Hernandez	CHS	14CHS14 03/24/14	HOLD
3	Home/School Liaison-Bilingual	6.0	Vacant due to transfer 2014-15	196	General	E. Castaneda	C. Ruth	WAITING	HOLD
4	Home/School Liaison-Bilingual	10/wk	Vacant due to resignation	196	General	L. Hernandez	Ed Center	14STUSVC21 03/24/14	HOLD
6	IA-Special Education (LH)	6.0	NEW for 2014-15	196	General		VMS	14133CL39 04/21/14	Interviews
7	IA-Special Education (LH)	6.0	NEW for 2014-15	196	General		LVMS	14132CL40 04/21/14	Interviews
8	IA-Special Education (LH)	6.0	NEW for 2014-15	196	General		TBD Elementary	14-CL45 04/21/14	Interviews
9	IA-Special Education (LH2)	6.0	NEW for 2014-15	196	General		TBD Elementary	14-CL46 04/21/14	Interviews
10	IA-Special Education (SH) (2)	6.0	NEW for 2014-15	196	General		TBD Elementary	14-CL47 04/21/14	Interviews
11	IA-Special Education Resource	3.0/3.0	NEW for 2014-15	196	General		La Canada & Miguelito	14115/119CL42 04/21/14	Interviews
12	IA-Special Education CTE	6.0	Vacant due to resignation	196	General	L. Fredrich	Los Berros	14LB18 01/31/14	HOLD
13	Senior Office Assistant	6.0	Vacant due to Transfer	233	General	B. Gross	CHS	WAITING	POSTING
14	Student Safety/Comm. Liaison	4.0	Vacant due to resignation	196	General	S. Brown	LHS	14152137 04/28/14	Testing
15	Bus Driver	22.0/wk	Vacant	196	General	P. Blight	Trans	Waiting	HOLDING
16	Child Nutrition Worker I	2	Vacant due to transfer	196	Food Svc	M. Bretado	CV	Waiting	HOLDING FOR KCHN REMODEL
17	IA-Special Ed	6	NEW	196	General		CHS	14151C12 08/26/13	HOLDING FOR IEP
18	LVN	6	NEW	208	General		LHS	14152C10 08/26/13	TESTING SUBS ONLY

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: May 12, 2014

For Personnel Commission Meeting May 15, 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
Accounting Manager	16	N/A	N/A	TBD	TBD
Child Nutrition Worker II	23	04/23/14	23	05/06/14	12
Child Nutrition Worker Site Lead	9	04/23/14	9	05/06/14	6
Home/School/Community Liaison-Bilingual	10	04/03/14	10	04/11/14	9
Instructional Assistant Bilingual	16	04/15/14	16	TBD	TBD
Licensed Vocational Nurse	7	NA	NA	04/11/14	5
Office Assistant	HOLD				
Senior Office Assistant	35	03/27/14	27	04/09/14	16
Student Safety/Community Liaison	20	04/15/14	20	TBD	TBD

Working Out of Class Report

Prepared: May 12, 2014

For Personnel Commission Meeting May 15, 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	Campbell, Sean	Data/Telecom Specialist Ed Center	IT Engineer (LT)	04/28/14	6 mos. MAX	Due to absence
3	Stearns, Ray	Grounds Maintenance Worker II	Lead Grounds Maintenance Worker	03/21/14	TBD	Due to absence

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

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

May 15, 2014

Personnel Commission 2014/2015 Budget (Information Item)

The proposed Personnel Commission Budget for 2014/2015 has been prepared in accordance with the guidelines established by the Personnel Commission and in cooperation with Dr. Sheldon Smith, Assistant Superintendent, Business Services and Brian King, Director of Fiscal Services.

The 2014/2015 Personnel Commission budget will be presented as an action item to be recommended for approval at a Special Personnel Commission Meeting to be held no later than May 30, 2013.

Reference: Education Code 45253

Lompoc Unified School District
PERSONNEL COMMISSION BUDGET
(PROPOSED)
2014-2015

		2014/2015 PROPOSED BUDGET	2013/2014 WORKING BUDGET
Classified Personnel Salaries			
2310	Supervisors' and Administrators'	122,976.00	124,170.00
2410	Clerical and Office	102,893.00	102,893.00
2430	Clerical and Office – Overtime	500.00	500.00
2920	Other Classified Salaries – Hourly	1,500.00	1,500.00
	TOTAL SALARIES	227,869.00	229,063.00
Employee Benefits			
3202	PERS (11.7%)	26,545.00	26,153.00
3302	OASDI/Medicare/Alternative (6.200%)	14,067.00	14,204.00
3304	Medicare (1.450%)	3,290.00	3,323.00
3402	Health & Welfare (2.94 FTE x 9101.30)	26,758.00	25,574.00
3502	State Unemployment Insurance (.05%)	114.00	116.00
3602	Workers Comp Insurance (2.65%)	6,013.00	4,216.00
	TOTAL EMPLOYEE BENEFITS	76,787.00	73,586.00
Supplies/Services			
4350	Materials/Supplies	2,000.00	1,398.00
4400	Non-Capitalized Equipment	1,400.00	3,502.00
5200	Staff Development/Travel	3,500.00	2,000.00
5300	Dues/Memberships	2,650.00	2,650.00
5710	Transfers of Direct Costs		400.00
5811	Legal Advertising	2,000.00	1,600.00
5823	Fingerprinting	4,000.00	4,000.00
5824	Employee Medical Services	1,500.00	1,500.00
5850	Professional/Consulting Services – Hearings		
5920	Postage Services	100.00	100.00
	TOTAL SUPPLIES/SERVICES	17,150.00	17,150.00
	TOTAL PERSONNEL COMMISSION BUDGET	321,806.00	319,799.00

BUDGET STRING: 1.000.7400.xxxx.00.PERC

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

May 15, 2014

EXTENSION OF ELIGIBILITY LIST FOR HOME/SCHOOL LIAISON - BILINGUAL

We currently have two eligibility lists for the position of Home/School Liaison-Bilingual. When this happens the eligibility lists are merged and names drop off the list as each list expires. The two lists below have become one merged eligibility list.

- List #1 – Established June 7, 2013 and expires June 7, 2014
- List #2 – Established April 22, 2014 and expires April 22, 2015

During the period of June 7, 2013 to the present, only one candidate from List #1 was hired. List #2 was created due to three vacancies and not enough eligibles remaining on List #1. By maintaining all of the names on List #1 and List #2 through June 7, 2015 it will allow us to provide an adequate candidate pool for these vacancies.

The Personnel Commission has authority to extend a list, not to exceed two years.

The Personnel Commission Rules and Regulation Chapter 50.100.3 states the following:
“An eligibility list is automatically terminated one year from the date of its approval unless previously extended by the Personnel Director for the Personnel Commission and reported to the Personnel Commission at its next meeting.”

It is recommended that the Personnel Commission approve the extension of the merged eligibility list for Home/School Liaison-Bilingual and have it expire on June 7, 2015 in order to utilize the merged list for current and future vacancies.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Prepared: May 12, 2014

May 15, 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>Senior Office Assistant</i>	04/10/14	6	9
<i>Licensed Vocational Nurse</i>	04/11/14		5
<i>Home School Liaison-Bilingual*</i>	04/22/14	4	6
<i>Child Nutrition Worker II</i>	05/07/14	12	
<i>Child Nutritional Site Lead</i>	05/07/14	6	

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission