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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: September 18, 2014
Time: 5:00 p.m.
Where: Lompoc Unified School District
Education Center – Board Room
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 5:00 p.m.

- A. **Approval of Minutes** (Action)
August 21, 2014 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 9, 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)**

2. 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**

- **October 16, 2014** (Board Room) 5:00 p.m. – **Regular Meeting**

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

1. Personnel Matter – 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.

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
August 21, 2014
Unadopted Minutes**

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on August 21, 2014, in the Education Center, Board Room, 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>	Kathy Brown, Cynthia Carrillo, Lisa Smith
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego seconded by Joyce Gehlhaar and carried to approve the minutes of the June 19, 2014 regular meeting (3-0).
<u>Input from the Public</u>	Lisa Smith addressed the Personnel Commission regarding the paperwork she submitted for reclassification review. Cynthia Carrillo indicated she would be looking for an outside consultant to assist with this study. There was also discussion regarding the increase to minimum wage, which has increased the NDA salary by 12%.
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	There was no CSEA report at this meeting. Cynthia Carrillo, Director of Classified HR provided an update of the Personnel Commission 2013-2014 Goals and introduced the 2014-2015 Goals. Kathy Brown gave a presentation on the Ed-Join application process recently implemented by the department.
<u>Information Items</u>	<i><u>Classified Personnel Items – June 24, July 8, August 12, 2014 - (Attachment 2)</u></i> <i><u>Status of Vacancies – (Attachment 3)</u></i> <i><u>Examination Schedule – (Attachment 4)</u></i> <i><u>Working Out of Class Report – (Attachment 5)</u></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 lists (3-0): Accounting Manager – Established 6/23/14 – 8 Dual Certification
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Personnel Commissioner’s Items</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission recessed to closed session at 5:27p.m.
<u>Reconvene to Open Session</u>	The Personnel Commission reconvened to Open Session at 5:40 p.m. and had no items to report out.
<u>Next Meeting Date</u>	September 18, 2014 (Conference Room 1) – Regular Meeting
<u>Adjournment</u>	Motion by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 5:41 p.m. (3-0)

PERSONNEL ITEMS

ACTION ITEMS

September 9, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Andreatta, Opal	Student Safety/Comm Lia.	Probation	Range 28-1	08/18/14
Camacho, Robert	Bus Driver I	Probation	Range 33-2	08/15/14
Chastain, Jeremy	CNW I	Probation	Range 21-2	08/28/14
Duckett, Jessica	IA-Special Education	Probation	Range 26-1	08/18/14
Gonzalez, Janina	Hm/Schl/Comm Lia-Bil.	Probation	Range 29-1	08/18/14
Martin, Danyelle	LVN	Probation	Range 42-1	08/18/14
White, Maurice	Student Safety/Comm Lia.	Probation	Range 28-3	09/02/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bonham, Jessica	Noon Duty Aide	Hourly	FR	08/27/14
CandiaDeJimenez, Griselda	Noon Duty Aide	SUB	FR	08/25/14
Cardoza, Ashlee	Noon Duty Aide	SUB	FR	08/28/14
Donaghe, Daniel	Custodian	SUB	Range 29-1	08/07/14
Dove, Ammatine	Crossing Guard	Hourly	FR	08/19/14
Dove, Donald	Crossing Guard	Hourly	FR	08/19/14
Emerson, Ladonna	Crossing Guard	Hourly	FR	08/18/14
Forney, Eugene	Grounds Maintenance	SUB	Range 31/1	08/29/14
Gongora, Lucero	IA-Bilingual	SUB	Range 25-1	08/18/14
Hernandez, Sandra	IA & IA-Bilingual	SUB	Range 24-1 & 25-1	08/21/14
Jimenez, Aileen	Noon Duty Aide	SUB	FR	08/13/14
Logan, Rhonda	Crossing Guard	SUB	FR	08/19/14
Lowthorp-Guillen, Kenneth	Noon Duty Aide	Hourly	FR	08/19/14
Maggart, Haley	Transportation Attendant	SUB	Range 26-1	08/25/14
Miguel, Linnea	Noon Duty Aide	SUB	FR	08/19/14
Pagen, Kenneth	Noon Duty Aide/Cross Gd.	SUB	FR	08/22/14
Pentel, Dianne	Noon Duty Aide	SUB	FR	08/11/14
Pierce, Jeffrey	Custodian	SUB	Range 29-1	08/18/14
Richards, Pamela	Custodian	SUB	Range 29-1	08/04/14
Rodriguez, Sandra	Custodian	SUB	Range 29-1	08/13/14
Rowell, Mary	Noon Duty Aide	SUB	FR	08/18/14
Sunthimer, Kelly	IA & IA-Bilingual	SUB	Range 24-1 & 25-1	08/20/14
Taylor, Justin	IA-Special Ed	SUB	Range 26-1	08/18/14
Webster, Joseph	Custodian	SUB	Range 29-1	08/14/14
Williams, Hattie	Crossing Guard	Hourly	FR	08/21/14

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Camos, Dianne	Instructional Assistant	Personal Necessity	8/18/14-10/27/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Frank, Debra	CNW I 7.0/day, BV	CNW II 7.0/day, BV	08/18/14
Garner, Leanna	IA-Special Ed 6.0/day, C. Ruth	IA-Special Ed 6.0/day, Fillmore	08/18/14
Geer-Olsen, Grace	IA-Computer Lab 6.0/day, Los Berros	IA-Computer Lab 6.0/day, Miguelito	08/18/14
Hay, Janice	CNW I 6.5/day, LC	CNW II 6.5/day, LC	08/18/14
Hendrick, Georgia Ann	Instructional Asst 3.0/day, Hapgood Range 24-3	IA-Computer Lab 6.0/day, LVMS Range 27-3	09/01/14
Kramer, Nancy	IA-Computer Lab 4.0/day, Crestview & 12/wk, Miguelito	IA-Computer Lab 6.0/day, Crestview	08/18/14
Latimer, Jeffrey	IA-Computer Lab 4.0/day, Fillmore	IA-Computer Lab 6.0/day, Fillmore	08/18/14
Leviner, Nilufer	Account Clk II 4.0/day, VMS Range 34-3	Accounting Tech 8.0/day, Ed Center Range 38-2	09/08/14
Navarro, Aracely	IA-Special Ed 6.0/day, CHS	IA-Special Ed 6.0/day, Hapgood	08/18/14
Woolever, Timothy	IA-Computer Lab 4.0/day, BV	IA-Computer Lab 6.0/day, BV	08/18/14

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Callahan, Charlene	Noon Duty Aide SUB	Noon Duty Aide – MIG	08/19/14
Davis, Tina	Noon Duty Aide SUB	Noon Duty Aide – MIG	08/19/14
Guevara, Janie	Noon Duty Aide SUB	Noon Duty Aide – LVMS	08/19/14
Hurtado, Irma	Noon Duty Aide SUB	Noon Duty Aide – Fillmore	08/19/14
LeCavalier, Justin	Noon Duty Aide SUB	Noon Duty Aide – Buena Vista	08/25/14
Lopez, Brandy	Noon Duty Aide - BV	Noon Duty Aide SUB	08/13/14
Madden, Elaine	Noon Duty Aide SUB	Noon Duty Aide – LH	08/21/14
Martinez, Alma	Noon Duty Aide – MIG	Noon Duty Aide SUB	08/21/14
Miller, Cherryll	Noon Duty Aide SUB	Noon Duty Aide – CV	08/19/14
Terrones, Tracy	Noon Duty Aide SUB	Noon Duty Aide – LC	08/13/14

TERMINATION DUE TO INACTIVITY

Termination

<u>Name</u>	<u>Assignment</u>	<u>Date</u>
Cervantes, Estefani	Noon Duty Aide Sub	06/30/14
Gongora, Lucero	IA-Bilingual Sub	06/30/14
Gonzalez, Kalyn	CNW I Sub	06/30/14
Grelck, Janice	Admin Assistant II Sub	08/17/14
Guevara, Mary Helen	Clerical Sub	06/30/14
Hierholzer, Aubrey	Noon Duty Aide Sub	06/30/14
Rowell, Mary	Noon Duty Aide Sub	06/30/14

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>
Blanton, Darlene	Sr. Office Assistant	Retirement – 31.5 years	09/01/14
Hall, Andreu	Sr. Office Assistant	Resignation	08/23/14
Gross, Lewis	Noon Duty Aide	Resignation	08/12/14
Janes, Larry	Grounds Maintenance Worker I	Retirement – 30 years	09/04/14
Johns, Kara	IA-Special Ed Sub	Resignation	08/13/14
Main, Vivienne	IA-Special Education	Deceased	08/12/14
Morton, Sara	CNW I	Resignation	08/12/14
Nogle, Robert	Bus Driver I	Resignation	08/12/14
Quin, Amelia	IA-Special Education	Resignation	08/12/14
Rubin, Malinda	Account Clerk I	Resignation	07/29/14
Santos, Martha	Noon Duty Aide	Resignation	08/18/14
Smith, Geneva	Administrative Assistant II	Retirement – 10 years	09/13/14
Stoddard, Lucinda	Custodian Sub	Resignation	07/23/14
Taylor, Lynn	Clerical Sub	Resignation	08/13/14

Status of Classified Vacancies
Prepared: September 15, 2014
For Personnel Commission Meeting

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clerk II	4.0	Vacant due to resignation & restructure	233	General	New	LVMS		POSTING
2	Account Clerk II	4.0	Vacant due to promotion	233	General	N. Leviner	VMS		POSTING
3	Bus Driver I	24.25/wk	Vacant due to resignation	196	General	R. Nogle	Transp.	15Transp	INTERVIEW
4	Child Nutrition Worker I	2.25	Vacant due to resignation	196	Fd Svc	S. Morton	VMS	14CK002 08/13/14	INTERVIEW
5	Cook	8.0	NEW	200	Fd Svc		Central Kitchen		TESTING
6	Help Desk Technician	8.0	Vacant due to retirement (10/1/14)	260	General	A. Hernandez	Ed Center	WAITING	TESTING
7	Home/School Liaison-Bilingual	12/wk	Vacant due to promotion	196	General	V. Corona	LC	15LC3 07/02/14	INTERVIEW
8	IA	1.25	Vacant due to transfer	196	General	L. Harris	Hapgood	15HAP1 08/13/14	TESTING
9	IA	1.25	Vacant due to promotion	196	General	G. Hendrick	Hapgood	15HAP3 08/22/14	TESTING
10	IA (2)	1.25	NEW	196	General		Fillmore	15FILL3	TESTING
11	IA- Special Ed (RSP)	6.0	Vacant due to transfer	196	General	L. Garner	C. Ruth	15RTH027	TESTING
12	IA-Bilingual Dual Immersion	1.25	NEW	196	General		Hapgood	15HAP2 08/22/14	INTERVIEW
13	IA-Computer Lab	6.0	Vacant due to transfer	196	General	G. Geer-Olsen	LB	151173 08/14/14	TESTING
14	IA-Computer Lab (3)	6.0	NEW	196	General		LH, RUTH, VMS	15ITS013 06/27/14	TESTING
15	IA-Special Ed (LH1 SC=1:1)	6.0	NEW	196	General		Hapgood	14HAPCL54	TESTING
16	IA-Special Ed (CTE)	6.0	Vacant due to resignation	196	General	L. Fredrich	Los Berros	14LB18 01/31/14	TESTING
17	IA-Special Ed (LH3)	6.0	NEW	196	General		VMS	14133CL39 04/21/14	TESTING
18	IA-Special Ed (RS)	6.0	Vacant due to transfer	196	General	A. Quin	CHS	15CHS3 08/20/14	TESTING
19	IA-Special Ed (RS)	6.0	Deceased	196	General	V. Main	LB	15117CL06 08/13/14	TESTING
20	IA-Special Ed (SH 1.5)	6.0	NEW	196	General		Fillmore	14FILCL47 4/21/2014	TESTING

21	Language Census Tech	8.0	Vacant due to promotion	197	General	F. Schacht	Ed Center	15SpPro2 07/02/14	TESTING
22	Ld. Grounds Maintenance Wkr.	8.0	Vacant due to retirement (07/1/14)	260	General	F. Feliz	CHS	15CS004 08/14/14	TESTING
23	Library Tech	5.0	Vacant due to promotion	197	General	C. Quinlan	Los Berros	151174 08/20/14	TESTING
24	Accounting Manager	8.0	NEW	260	General		Ed Center	1400002 02/27/14	HOLDING
25	Admin Assist II	8.0	Vacant due to retirement 09/13/14	233	General	G. Smith	VMS	15VMS1 06/27/14	HOLDING FOR LAYOFFS
26	Bus Driver	22/wk	Vacant	196	General	P. Blight	Trans	WAITING	HOLDING
27	Sr. Office Assistant	8.0	Vacant due to retirement (09/1/14)	260	General	D. Blanton	Ed Center	WAITING	HOLDING
28	Child Nutrition Worker I	2.0	Vacant due to transfer	196	Food Svc	M. Bretado	CV	WAITING	HOLDING FOR KCHN REMODEL

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE
Prepared: September 15, 2014

For September 18, 2014 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS TAKING WRITTEN	ORAL & PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS TAKING ORAL & PERFORMANCE
Instructional Assistant	71	09/08/2014 thru 09/12/2014	39	09/22/2014 thru 09/24/14	
Instructional Assistant Computer Lab	25	09/08/2014 thru 09/12/2014	15	09/22/2014 thru 09/24/14	
Instructional Assistant Special Education	41	09/08/2014 thru 09/12/2014	29	09/22/2014 thru 09/24/14	
Grounds Maintenance Worker I	46	NA	TBD	09/29/2014 & 09/30/2014	
Ld. Grounds Maintenance Worker	3	09/18/14	TBD	09/22/2014	
Language Census Technician	5	09/18/14	TBD	09/22/2014	
Library Technician	40	09/16/2014 & 09/17/2014	TBD	09/26/2014	
Bus Driver I	3	NA	NA	09/11/2014 & 09/15/2014	3

Working Out of Class Report
Prepared: September 15, 2014

For Personnel Commission Meeting September 18, 2014

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Campbell, Sean	Data/Telecom Specialist Ed Center	IT Engineer (LT)	04/10/14	6 mos. MAX	Due to absence
2	Stearns, Ray	Grounds Maintenance Worker II	Lead Grounds Maintenance Worker	03/21/14	TBD	Due to absence
3	Stoddard, Ronald	Computer Net. Tech IT	IT Engineer (LT) IT	04/28/14	6 mos. MAX	Due to dept. need
4	Bobo, Kym	Administrative Asst. II Cat. Programs	Admin. Asst. III IT	06/19/14	TBD	Due to dept. need
5	Castañeda, Evelyn	Inst. Asst – Bilingual Fill	Lang. Census Tech. Ed Center	07/21/14	Until filled	Due to vacancy
6	Morgan, Jessica	Office Assistant Ruth	Admin. Asst. I Ruth	08/04/14	10/10/14	Due to absence

Prov – Provisional Assignment

LT – Limited Term Assignment

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Attachment 6

Prepared: September 15, 2014

September 18, 2014

RATIFICATION OF ELIGIBILITY LISTS

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

Recruitment Type/Position	Established	Dual Certification
<i>Director, Fiscal Services</i>	9/3/14	5 (4 Ranks)

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission