



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: April 19, 2018
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)

March 15, 2018 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 – March 13 and March 27, 2018 (*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 (Action) – **(Attachment 6)**

Moved by: _____ Seconded by: _____ Vote: _____

2. Approval of Revised Job Descriptions – Administrative Assistant I and District Translator (Action) – **(Attachment 7)**

Moved by: _____ Seconded by: _____ Vote: _____

3. 2018-2019 Personnel Commission Budget 1st Reading (Discussion) – **(Attachment 8)**

4. Proposed New Job Description-Pest Control and Turf Technician 1st Reading (Discussion) – **(Attachment 9)**

F. Unfinished Business (Discussion/Action)

G. Items from the Floor

H. Items from the Personnel Commissioners

I. Items from Personnel Commission Staff

J. Next Meeting Date

- **May 17, 2018** – Conference Room 1, 4:30 p.m. – **Regular Meeting**

K. Recess to Closed Session (Government Code 54957)

There are no items for Closed Session.

L. Report of Action Taken in Closed Session

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

March 15, 2018

Unadopted Minutes (Page 1)

| | |
|--|---|
| <u>Call to Order</u> | The meeting of the Personnel Commission was called to order at 4:30 p.m. March 15, 2018 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> | |
| <u>Staff Present</u> | Kathy Brown, Cynthia Carrillo, Erika Diggs |
| <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 February 15, 2018 regular meeting. (3-0) |
| <u>Input from the Public</u> | None |
| <u>Reports</u> | |
| 1. CSEA | Barbara Sandoval provided an update on CSEA activities. |
| 2. Cynthia Carrillo | Cynthia Carrillo provided a monthly update regarding the work being done in classified human resources. |
| <u>Information Items</u> | <u>Classified Personnel Items</u> – February 13 & February 27, 2018 <u>Status of Vacancies</u> – Reviewed by Kathy Brown <u>Examination Schedule</u> – Reviewed by Kathy Brown <u>Working Out of Class Report</u> – Reviewed by Erika Diggs |
| <u>New Business</u> | |
| 1. Ratification of Eligibility Lists (Action) | Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists: IA-Bilingual (Open and Promotional) – Established 1/25/18 – 10 Ranks on the Open list. Outreach Consultant (Open and Promotional) – Established 2/20/18 – 1 Rank on the Promotional List and 2 Ranks on the Open List. |
| <u>Unfinished Business</u> | |
| 1. None | None |
| <u>Items from the Floor</u> | None |
| <u>Items from Personnel Commissioners</u> | None |
| <u>Items from PC Staff</u> | Kathy Brown, who is retiring as our HR Analyst stated that she enjoyed working with the District. She said that she feels so blessed to have worked for the District for 26 years and for the Personnel Commission for 14 years. |

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting
March 15, 2018**

Unadopted Minutes (Page 2)

| | |
|--|--|
| <u>Recess to Closed Session</u> | The Personnel Commission did not recess to closed session. |
| <u>Next Meeting Date</u> | April 19, 2018 in Conference Room I at 4:30 p.m. – Regular Meeting |
| <u>Adjournment</u> | Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:43 p.m. (3-0) |

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
March 13, 2018

EMPLOYMENT - Regular

| <u>Name</u> | <u>Assignment</u> | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|--------------------|-------------------|---------------|----------------------------------|-------------|
| Gonzalez, Victoria | IA-Bilingual | PROB | Range 25-1 | 03/01/18 |
| Martinez, Emely | IA-Bilingual | PROB | Range 25-1 | 03/01/18 |
| Martinez, Miriam | LVN | PROB | Range 42-1 | 03/01/18 |
| Valencia, Jennifer | IA | PROB | Range 24-2 | 03/06/18 |

EMPLOYMENT - Exempt

| <u>Name</u> | <u>Assignment</u> | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|-------------------|-------------------|---------------|----------------------------------|-------------|
| Bedolla, Andreina | IA-Bilingual | SUB | Range 25-1 | 02/26/18 |
| Blanco, Arthur | IA-Bilingual | SUB | Range 25-1 | 02/23/18 |
| Rios, Morris | IA-Computer Lab | SUB | Range 27-1 | 02/28/18 |

ASSIGNMENT CHANGE

| <u>Name</u> | <u>Previous Assignment</u> | <u>New Assignment</u> | <u>Date</u> |
|-------------------|------------------------------|------------------------------|-------------|
| Eberhard, Vincent | IA-SPED 6.0 hrs/day, LVMS | IA-SPED 6.0 hrs/day, CHS | 02/22/18 |
| Garner, Leanna | IA-SPED 6.0 hrs/day, FIL | IA-SPED 6.0 hrs/day, RUTH | 02/20/18 |
| Polton, Donna | IA-SPED 6.0 hrs/day, FIL | IA-SPED 6.0 hrs/day, MIG | 02/20/18 |
| Scipio, Edward | IA-SPED 6.0 hrs/day, LHS | IA-SPED 6.0 hrs/day, LVMS | 02/22/18 |

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> |
|--------------------|------------------------------------|---|-------------|
| Callahan, Charlene | NDA | Resignation | 03/02/18 |
| Densmore, Marie | LVN | Resignation | 03/16/18 |
| Valencia, Namroong | CNW Site Lead 8.0 hrs/day, SPED | Retirement – 12.5 years 8.0 hrs/day, LB | 02/28/18 |

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 March 27, 2018

EMPLOYMENT - Exempt

| <u>Name</u> | <u>Assignment</u> | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|---------------------|-------------------|---------------|----------------------------------|-------------|
| Fischer, Karl | Custodian | SUB | Range 29-1 | 03/06/18 |
| Knudsen, Jesse | Custodian | SUB | Range 29-1 | 03/13/18 |
| Mares, Christal | NDA | REG | FR | 03/14/18 |
| Smallwood, Jennifer | NDA | REG | FR | 03/13/18 |

ASSIGNMENT CHANGE

| <u>Name</u> | <u>Previous Assignment</u> | <u>New Assignment</u> | <u>Date</u> |
|--------------|--|---|-------------|
| Diggs, Erika | HR Technician, Class. 8.0 hrs/day, CLHR Range 39-5 | HR Analyst, Class 8.0 hrs/day, CLHR Level III-4 | 03/28/18 |

TERMINATION DUE TO INACTIVITY

| <u>Name</u> | <u>Assignment</u> | <u>Termination Date</u> |
|-----------------------------|-----------------------|-------------------------|
| Caldera, Virginia | Classified Substitute | 03/07/18 |
| Candia De Jimenez, Griselda | Classified Substitute | 03/07/18 |
| Duran, Karlana | Classified Substitute | 03/07/18 |
| Evangelista, Monica | Classified Substitute | 03/07/18 |
| Giordano, Kristin | Classified Substitute | 03/07/18 |
| Gray, Paul | Classified Substitute | 03/07/18 |
| Grossini, Jr., Anthony | Classified Substitute | 03/07/18 |
| Kazianka, Kira | Classified Substitute | 03/07/18 |
| Kelly, Jennifer | Classified Substitute | 03/07/18 |
| Lemus, Balby | Classified Substitute | 03/07/18 |
| Medina, Hector | Classified Substitute | 03/07/18 |
| Sena, Dylan | Classified Substitute | 03/07/18 |
| Todaro, William | Classified Substitute | 03/07/18 |
| Wimalasoma, Meddage | Classified Substitute | 03/07/18 |

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> |
|-------------------|-------------------------|---------------------------|-------------|
| Dunaetz, Brian | Grounds Maint. Wrkr. II | Separation | 03/15/18 |
| Pagan, Kenneth | NDA/Crossing Guard | Resignation | 03/23/18 |
| Warrenburg, Janet | Custodian | Resignation | 03/16/18 |

Status of Classified Vacancies
Prepared April 11, 2018

For Personnel Commission Meeting April 19, 2018

| | Position | Hours | Reason | Work Year | Funding Source | Replacing | Site | PCA No. & Date App'd | Status |
|--|-------------------------------|----------|----------------------------|-----------|-----------------|--------------|---------------|-----------------------|------------------------------|
| | Bus Driver | TBD | Vacant due to resignations | 196 | General | P. Bravo | TRANS | 18Trans7 02/17/18 | Recruiting |
| | Career Center Technician | 20 hr/wk | NEW | 196 | General | | ADED | 18AE7 05/17/17 | ON HOLD PER SUPERVISOR |
| | Child Nutrition Site Lead | 8.0 | Vacant due to retirement | 200 | Child Nutrition | N. Valencia | Cent. Kitchen | | |
| | Grounds Maintenance Worker II | 8.0 | Vacant due to separation | 260 | General | J. Bradshaw | M&O | 18CVCS42 | TESTING |
| | Health Clerk | 6.0 | NEW | 205 | General | | SPED | 18SPED070 02/17/18 | ON HOLD PER SUPERVISOR |
| | IA | 16 Hr/wk | Vacant due to promotion | 196 | ADED | J. Valentine | ADED | 18AE7 05/17/17 | ON HOLD PER SUPERVISOR |
| | IA SpEd | 6.0 | Vacant due to transfer | 196 | FIL | M. White | FIL | 18SpEd077 | ON HOLD PER SUPERVISOR |
| | IA SpEd | 6.0 | Vacant due to transfer | 196 | FIL | L. Garner | FIL | 18SpEd080 | ON HOLD PER SUPERVISOR |
| | IA SpEd | 6.0 | NEW | 196 | FIL | | FIL | 18SpEd084 | ON HOLD PER SUPERVISOR |
| | IA SpEd | 6.0 | NEW | 196 | FIL | | FIL | 18SpEd093 | ON HOLD PER SUPERVISOR |
| | Lead Lang. Census Tech. | 8.0 | Vacant due to promotion | 260 | General | C. Jaramillo | DO | 18PROJ52 | |
| | Senior Office Assistant | 4.0 | Vacant due to transfer | 228 | General | R. Hudluman | LHS | 18LHS172 | Interviews |
| | Translator | 4.0 | NEW | 260 | SUP CON | | DO | 18STSV24 | Testing |

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared April 11, 2018

EXAMINATION SCHEDULE
For Personnel Commission Meeting April 19, 2018

| 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 |
|--|---|---------------------------------------|--|-------------------------------|--|
| Bus Driver I (continuous recruitment) | 6 | NA | NA | NA | NA |
| Home/School/Community Liaison-Bilingual (continuous recruitment) | 38 | 12/07/17 & 01/16/18 & | 20 | 01/25/18 | 11 |
| Instructional Assistant Bilingual (continuous recruitment) | 46 | 12/07/17 & 01/16/17 & 4/18/2018 | 23 | 01/24/18 & 3/21/2018 | 16 |
| LVN (continuous recruitment) | 6 | NA | NA | NA | NA |
| Carpenter | 8 | NA | NA | TBD | TBD |
| Locksmith | 4 | NA | NA | TBD | TBD |
| Electrician | 10 | NA | NA | TBD | TBD |
| CNW Site Lead (reopened) | 3 | TBD | 3 | TBD | TBD |
| District Translator | 23 | TBD | TBD | TBD | TBD |
| Grounds Maint. Wkr II | 26 | 4/5/2018 | 12 | 4/12/2018 | 7 |
| IA Special Education | 24 | TBD | 21 | TBD | TBD |
| Lead Lang Assmt. Tech | 1 | TBD | TBD | TBD | TBD |
| Library Technician | 35 | 4/5/2018 | 16 | TBD | 4 |

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared April 11, 2018

WORKING OUT OF CLASS REPORT
For Personnel Commission Meeting April 19, 2018

| | Employee Name | Current Job Title/Location | WOC Assignment | Beginning Date of WOC | End Date of WOC | Comments |
|--|----------------------|-----------------------------------|-------------------------------|------------------------------|------------------------|-----------------|
| | Elizabeth Acker | IA Special Ed / Los Berros | Office Assistant / SpEd Dept. | 1/25/2018 | 6/30/2017 | |
| | Jose Arajuo | Custodian / Hapgood | Lead Custodian/ Hapgood | 2/5/2018 | TBD | |
| | Lupe Arajuo | Office Assistant / La Honda | Translator / Ed Center | 3/5/2018 | 6/14/2018 | |
| | Linda Baldwin | CNW I/Central Kitchen | Lead CNW / Central Kitchen | 2/28/2018 | TBD | |
| | Trey Carrillo | Custodian I / Ruth | Language Census Tech. | 1/29/2018 | 4/20/2018 | |
| | Cindy Greathouse | CNW I/ Cent Kitchen | Cook / Central Kitchen | 4/9/2018 | 5/9/2018 | |
| | Corinna Jimenez | Sr. Office Assistant | Staff Secretary | 1/23/2018 | 6/21/2018 | |
| | Joe Plummer | Grounds Maint I | Lead Grounds Maint. Wkr | 1/9/2018 | TBD | |
| | Sara Rodriguez | IA Bilingual / Ruth | Language Census Tech. | 1/29/2018 | 4/20/2018 | |
| | Elizabeth Reyes | IA Bilingual / La Honda | Office Assistant / La Honda | 3/5/2018 | 6/14/2018 | |
| | Teri Wilke | CNW I / CHS | Language Census Tech. | 1/29/2018 | 4/20/2018 | |

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared April 11, 2018

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission Meeting April 19, 2018

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 |
|---------------------------------------|--------------------|---------------------------------------|--|--------------------------------|-------------------------------------|
| <i>HR Technician</i> | 3/16/2018 | 1 | 2 | 0 | 0 |
| <i>Health Clerk</i> | 3/16/2018 | 1 | 1 | 7 | 9 |
| <i>Child Nutrition Wkr. Site Lead</i> | 3/19/2018 | 4 | 6 | 0 | 0 |
| <i>Maintenance Wkr. II</i> | 3/19/2018 | 4 | 4 | 0 | 0 |
| <i>IA Bilingual</i> | 4/18/2018 | 0 | 0 | 11 | 15 |
| <i>Grounds Maint. II</i> | 4/12/2018 | 2 | 2 | 4 | 5 |

It is recommended that the Personnel Commission ratify the eligibility lists as shown above.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

April 19, 2018

Approval of Revised Job Descriptions

(Action Item)

The following job descriptions have been reviewed and updated by the Personnel Commission staff.

| Job Title/Job Description | Job Family |
|-----------------------------------|------------------|
| <i>Administrative Assistant I</i> | Clerical |
| <i>District Translator</i> | Special Programs |

It is recommended that the Personnel Commission approve the revised and updated job descriptions listed above.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT I

(Revised 4/19/18)

PURPOSE STATEMENT:

Under the direction of an assigned supervisor, perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail; coordinate flow of communications and information for the administrator; prepare and maintain a variety of manual and automated records and reports related to assigned activities.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification provides secondary support to higher-level administrators. Incumbents relieve the administrator of administrative and clerical detail. The Administrative Assistant II classification performs varied and responsible administrative assistant duties requiring thorough understanding of a program or functional area. Incumbents provide priSUPERVISOR secretarial support to a manager or coordinator of a large program or director of a small department. The Administrative Assistant III classification provides priSUPERVISOR and complex secretarial support to an assigned Director or high school principal. Incumbents require thorough knowledge of organizational operations, policies and procedures and assigned department, site or programs.

ESSENTIAL FUNCTIONS:

Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail; assist in assuring smooth and efficient office operations; coordinate flow of communications and information for the administrator.

Serve as secretary to the assigned administrator; perform public relations and communication services for the administrator; receive, screen and route telephone calls; receive and respond to office e-mails; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff and assigned duties; **perform student enrollment and withdrawal procedures;** establish and maintain filing systems; review, revise, verify and proofread a variety of documents.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, certificates and other materials.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Coordinate, schedule and attend a variety of meetings; prepare and send out notices of meetings; compile and prepare agenda items and other required information for meetings, workshops and other events; record minutes, transcribe and distribute notes and minutes as assigned by the position.

Perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Monitors students referred for illness or disciplinary action to ensure student welfare and a secure office environment.

Administer first aid and prescription medication to students under the direction of a health care professional.

Assist with obtaining substitute personnel to ensure appropriate coverage.

Maintain appointment and activity schedules and calendars; coordinate travel arrangements and hotel reservations as necessary; reserve facilities and equipment for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory as required; process purchase orders and invoices as assigned.

OTHER FUNCTIONS:

Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- General terminology, practices and procedures of assigned office.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of data processing.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Methods of collecting and organizing data and information. Mathematic calculations.

ABILITY TO:

- Perform a variety of clerical and secretarial duties to relieve the administrator of administrative and clerical detail.
- Coordinate flow of communications and information for the administrator.
- Assist in assuring smooth and efficient office operations.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of assigned department or program.
- Type or input data at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.

- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports. Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain confidentiality.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.
- First aid and CPR Certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.

FLSA Status: Non-Exempt

Personnel Commission: 5/18/17

Approval Date: 5/14/17

Reviewed and Updated by Personnel Commission: 4/19/18

Salary Range: 35

DISTRICT TRANSLATOR

Purpose Statement

The job of District Translator was established for the purpose of providing complex, correct and responsible technical and non-technical oral interpretations and written translation work from source language into target language or vice-versa (e.g., Spanish to English) with speed, accuracy and correct pronunciation for various meetings, documents and activities; providing specialized assistance and information to callers, visitors and staff; and serving as a resource to other District personnel requiring assistance with non-English speaking persons.

Essential Functions

- Answers questions and interprets and/or translates appropriately and with correct pronunciation from source language to target language (e.g., English to Spanish) with speed and accuracy for both internal and external parties such as staff, parents, students, and/or public agencies for the purpose of providing information and/or routing inquiries.
- ~~Administers and grades tests for bilingual preferred/designated positions for the purpose of complying with District eligibility requirements.~~
- Attends a wide variety of meetings, community meetings, hearings, and/or interviews for the purpose of serving as an interpreter of conversations (e.g., Spanish to English).
- Converts a variety of written materials from one language to another with speed and accuracy for the purpose of providing documents from/to second language for use in the classroom and/or for communication with student family members and the non-English speaking community members.
- Interprets and translates simultaneously or consecutively during various meetings (e.g., with parents, expulsion hearings, ELAC meetings, counselor intakes, SST, psychological testing, School Attendance Review Board (SARB) hearings, Individual Education Plan (IEP), parent complaints.)
- Participates in workshops, conferences and/or meetings for the purpose of providing training for professional growth and/or conveying information.
- Prepares a wide variety of documents (e.g., forms, handbooks, testing materials, eligibility reports, psychological reports, calendars, and manifestation hearing reports) for the purpose of providing/translating materials.
- Provides training, direction and guidance to bilingual staff in the areas of translation and interpretation for the purpose of maintaining a consistent standard district-wide.
- Reads a variety of materials (e.g., letters, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEP's), medical and psychological reports) for the purpose of translating materials.
- Serves as a lead in assigning and completing District-wide translation/interpretation services for the purpose of ensuring accuracy and timeliness of services.
- Translates a wide variety of documents verbatim and idiomatic materials and conversations from the source language to the target language (e.g., special education IEP meetings and resulting correspondence and reports, forms, handbooks, curriculum and testing materials, legal and medical documents, department forms, email, literary books, state reports, newsletters, flyers, notices, minutes) for the purpose of ensuring accuracy of information.
- Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar, and style.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

May provide assistance with bilingual proficiency (Spanish) testing for bilingual preferred/designated positions.

Job Requirements: Minimum Qualifications **Skills, Knowledge and Abilities**

SKILLS are required to perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

mastery of required source language to targeted second language to that of native speaker; correct language usage and pronunciation, grammar, spelling, punctuation and vocabulary; accurate translation of written documents; strong interpersonal and language skills; data collection, operation of standard office equipment; usage of pertinent software applications; and preparation and maintenance of accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read, write, interpret and translate technical information, legally mandated educational requirements, and special education terminology, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: mastery of language usage; vocabulary, spelling, grammar and punctuation; special education behavioral learning and coaching strategies, and cultural references including colloquialisms, slang and other expressions that do not translate literally. Must understand multi-cultural concepts and be sensitive to diversity.

ABILITY is required to schedule activities; collate data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: simultaneous and consecutive interpretation between the source language and the target language (e.g., English to Spanish) on the spur of the moment between two or more parties; communicating with individuals of diverse cultural backgrounds; maintaining confidentiality; establishing effective working relationships; working independently under time constraints; and adapting to changing work priorities. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision and the ability to adjust focus. Positions in this class generally require the ability to stand, reach, stoop, bend, and input data using a variety of equipment and software related to the position. The ability to hear and understand speech at normal room levels and on the telephone is essential.

Responsibilities include:

Working under limited supervision and independently, using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. Lifting objects normally does not exceed 25 pounds. This job is performed in a generally clean and healthy environment.

Experience: At least two years of recent paid job related experience performing interpreting and translating functions with increasing levels of responsibility. Experience working in schools is preferred.

Education: High School diploma or equivalent supplemented by training or course work in interpretation and translation technology.

Required Testing:

Pre-employment Proficiency Test
Bilingual Skills Proficiency Test
Pre-employment Physical Exam (may be required)

Continuing Education/Training:

Training necessary to maintain and/or update skills related to this position.

FLSA Status: Non-exempt

Approval Date: June 18, 2015

Reviewed and Updated by Personnel Commission: 4/19/18

Certificates:

Certificate in translation and interpretation is desirable.
Must possess a valid Class C driver license and evidence of insurability.

Clearances:

Criminal Justice Fingerprint/Background Clearance
TB Test

Salary Grade: Range 40

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

PROPOSED NEW JOB DESCRIPTION / PEST CONTROL AND TURF TECHNICIAN
– 1ST READING
Information Item

On March 27, 2018, the Board of Education approved the establishment of a proposed new classification titled Pest Control and Turf Technician. In accordance with Commission Rules and Regulations, the Personnel Commission staff has prepared a job description, set the qualifications for the position, appropriately classified the position, and recommended the appropriate salary placement.

The job description of Pest Control and Turf Technician will be presented as an action item to be recommended for approval at its regular Personnel Commission Meeting on May 17, 2018.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT

**PEST CONTROL AND TURF TECHNICIAN
(DRAFT)**

PURPOSE STATEMENT:

Under the direction of the Director of Maintenance and Operations, provide grounds maintenance services at assigned sites; ensure attractive and safe grounds areas and athletic fields; protect against erosion; routinely inspect facilities, accurately identify pest, monitoring and evaluating conditions and determining the most appropriate strategy for pest control from a variety of chemical and non-chemical methods. Work additionally involves utilizing effective and environmentally safe approaches to pest management and eradication by implementing Integrated Pest Management (IPM) concepts.

ESSENTIAL FUNCTIONS:

Interpret and follow the Integrated Pest Management (IPM) policy for public schools as determined by state regulation and district policy.

Schedule dates for application of chemicals and post signs where pesticides are used in accordance with state laws.

Maintain records for all pesticide operations and applications throughout the assigned areas of responsibility.

Mix chemicals to attain the appropriate strengths and apply various types of pesticides to district grounds and buildings.

Mow, edge, trim, and water lawns, fields and other turf grounds; to ensure safe and attractive grounds for students, staff and the public.

Prepare grounds and athletic fields; hoe and pull weeds and rake leaves; edge walkways, fertilize soil, water various grounds areas by hand or by operating the irrigation system.

Develop, implement and perform procedures or schedules for eradication of field and lawn pests such as gophers, squirrels, moles, mice and insect infestations.

Apply fertilizers, pesticides, herbicides, rodent and wild animal control; promote healthy growth and control insects, weeds and wildlife in accordance with established procedures.

Provide assistance with sports field renovation, planning, scheduling, and performing grounds duties and maintenance.

May serve as lead person on pest control projects and sports field renovation.

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil; maintain job related grounds keeping equipment such as routine repairs and minor adjustments; maintain routine records related to assigned activities.

Maintain inventory of pesticides, herbicides and fertilizers and make suggestions on selection and application in accordance with published rules and regulations.

Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers and other equipment used in grounds maintenance work; utilize standard gardening hand tools.

Respond to immediate safety and operational concerns such as facility damage, vandalism and alarms; undertake appropriate action or notify appropriate personnel for resolution.

Transport a variety of tools, equipment and supplies; ensure the availability of materials required at job site; drive a vehicle to conduct work.

OTHER FUNCTIONS:

Perform related duties as reasonably related to classification.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Basic grounds maintenance procedures including mowing, edging, raking and weeding.
Methods, equipment and materials used in gardening and grounds keeping work.
Cultivating, fertilizing, watering and spraying of assigned sports field turf and grounds.
Pest management and eradication using Integrated Pest Management (IPM) concepts.
Knowledge of the uses, danger and safety precautions necessary in handling, storing and transporting of insecticides.
Knowledge of federal, state and local laws and regulations related to pest control operations.
Operation and maintenance of hand and power tools and equipment used in grounds keeping.
Basic record-keeping techniques.
Health and safety regulations.

ABILITY TO:

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
Mow, edge, water, weed, fertilize, rake and cultivate lawns, athletic fields and other landscaped areas.
Operate hand and power tools and other equipment used in grounds maintenance.
Understand and follow oral and written instructions.
Ability to read, apply and explain labels, rules, regulations, policies and procedures.
Ability to act calmly and sensibly in stressful situations.
Maintain routine records.
Work around chemicals, plants, shrubs and turf without allergic reactions.
Learn quickly and adapt to a variety of machinery, instructions, and task methods.
Meet deadlines in terms of work assignment schedules.
Observe health and safety regulations.
Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years' experience in pest control, grounds keeping turf maintenance and general utility work. One year's experience working with Integrated Pest Management Concepts. Experience working in or on a school facility with staff and students present.

LICENSE AND OTHER REQUIREMENTS:

Pre-employment Proficiency Test
Valid California Class C driver's license
Pre-employment Physical Exam
Criminal Justice Fingerprint/Background Clearance
TB Clearance
Valid Qualified Applicators Certificate – able and willing to obtain a California State Qualified Applicator's License.

WORKING CONDITIONS:**ENVIRONMENT:**

Outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil/grease, gases.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate grounds maintenance equipment.
Walking or standing for extended periods of time.
Seeing to perform gardening and grounds work.
Ability to hear and understand speech at normal levels and to hear and understand speech on the telephone.
Lifting, carrying, pushing or pulling heavy objects as assigned by position up to 50 pounds on a regular basis and up to 100 pounds occasionally.
Sitting to operate tractors, mowers and other machines.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.

HAZARDS:

Working around and with machinery having moving parts.
Exposure to chemicals and fumes.

FLSA Status: Non-Exempt
Salary Range: 34

Initial Board Date: March 27, 2018
Personnel Commission First Reading: April 19, 2018
Personnel Commission Second Reading/Approval:

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: April 10, 2018

PERSONNEL COMMISSION 2018-2019 BUDGET – 1ST READING
Information Item

The proposed Personnel Commission Budget for 2018-2019 has been prepared in accordance with the guidelines established by the Personnel Commission in accordance with Education Code 45253.

The 2018-2019 Personnel Commission budget will be presented as an action item to be recommended for approval at its regular Personnel Commission Meeting on May 17, 2018.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
Personnel Commission Budget (Proposed)
2018-2019
First Reading – April 19, 2018

| OBJECT | DESCRIPTION | 2018-2019 Proposed Budget | 2017-2018 Budget "REVISED" |
|--|---|------------------------------|-------------------------------|
| 2310 | Supervisors' and Administrators' | \$ 150,142.00 | \$ 145,768.00 |
| 2410 | Clerical and Office | \$ 127,756.00 | \$ 124,035.00 |
| 2430 | Substitute / Overtime | \$ 9,224.00 | \$ 4,500.00 |
| 2440 | Office Substitutes | \$ 3,922.00 | \$ - |
| 2920 | Office Classified Hourly | \$ 1,500.00 | \$ - |
| 3302-3802 | Statutory Benefits | \$ 89,326.00 | \$ 78,527.00 |
| | Health/Welfare | \$ 33,264.00 | \$ 34,246.00 |
| TOTAL SALARIES & BENEFITS | | \$ 415,134.00 | \$ 387,076.00 |
| 4311 | Materials and Supplies - Toner | \$ 1,000.00 | \$ 1,500.00 |
| 4350 | Supplies | \$ 3,000.00 | \$ 2,061.00 |
| 4352 | Meeting | \$ 1,500.00 | \$ 1,350.00 |
| 4400 | Equipment Replacement | \$ 1,500.00 | \$ - |
| 4660 | Noncap IT/Tech | \$ 1,000.00 | \$ 1,200.00 |
| 5200 | Travel/Conference Expense | \$ 8,000.00 | \$ 8,024.00 |
| 5300 | Dues/Memberships | \$ 3,000.00 | \$ 2,850.00 |
| 5650 | Copier (department portion) | \$ - | \$ - |
| 5710 | Transfers of Direct Costs (Print shop) | \$ 500.00 | \$ 500.00 |
| 5720 | Field Trips | \$ 100.00 | \$ 39.00 |
| 5725 | Maintenance Work Orders | \$ - | |
| 5811 | Legal Advertising | \$ 1,000.00 | \$ 1,000.00 |
| 5824 | Employee Medical Services | \$ 1,000.00 | \$ 2,000.00 |
| 5850 | Professional/Consulting (Classification/compensation Study Year 3 and Professional Development-2 days classified | \$ 6,000.00 | \$ 20,250.00 |
| 5920 | Postage | \$ 500.00 | \$ 500.00 |
| TOTAL SUPPLIES / SERVICES | | \$ 28,100.00 | \$ 41,274.00 |
| GRAND TOTAL SALARY/BENEFITS & SUPPLIES/SERVICES | | \$ 443,234.00 | \$ 428,350.00 |

Note: Budget represents a 3% increase from last years' budget. The budget includes \$3,000 WRIPAC Training (Testing and Job Analysis), \$5,000 CSPCA annual Conference, \$3,500 for PD for all LUSD classified employees, \$3,400 for bilingual proficiency testing, and overtime and limited term assignment, if needed for training of staff and completion of projects during the 2018-2019 school year.