



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: February 15, 2018
Time: 4:30 p.m.
Where: Lompoc Unified School District
Education Center – Board Room
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 4:30 p.m.

A. **Approval of Minutes** (Action)

January 18, 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 – January 23, 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: _____

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**

- **March 15, 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

January 18, 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. January 18, 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 November 16, 2017 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval shared that most classified employees did not work the week of the Thomas fire due to the district closure. She shared that since returning from a long winter break, it has been very busy but things are going well.
2. Cynthia Carrillo	Cynthia Carrillo provided a monthly update regarding the work being done in classified human resources including an update on recruitments, new employee orientation, and ID badges for NDA's.
<u>Information Items</u>	<u>Classified Personnel Items</u> – December 5, 2017 & January 9, 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: Instructional Assistant (Open and Promotional) – Established 12/14/17 – 9 Ranks on the Open List. Student Safety/Community Liaison (Open and Promotional) – Established 12/14/17 – 5 Ranks on the Open List. Office Assistant (Open and Promotional) – Established 12/8/17 – 3 Ranks on the Promotional List and 12 Ranks on the Open List.
2. Personnel Commissioner – CSEA Appointee	An information item was presented to the Personnel Commission to notify them that the Board of Education took action to approve the appointment of Christina Rowe as the Classified Appointee to the Personnel Commission for the term beginning December 1, 2017- November 30, 2020.
3. Election of Officers	2018 Chair: Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve Gayle Higgason as the Chairperson for 2018. 2018 Vice-Chair: Motion was made by Gayle Higgason, seconded by Hector Samaniego and carried (3-0) to approve Chris Rowe as the Vice-Chairperson for 2018.
<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>	None

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting
January 18, 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>	February 15, 2018 in the Board Room 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 4:46 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
January 23, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Csotya, Marie	LVN	PROB	Range 42-1	01/08/18

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bush, Alicia	NDA/Crossing Guard	SUB	FR	12/05/17

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Garcia, Rosana	CNW I	Baby Bonding	01/08/18 – 03/02/18

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Nelson, Cheryse	Staff Secretary	Range 33-2	01/08/18

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>
Archer, Clare	IA-SPED	Retirement – 20 years	01/26/18
Beaton, Samuel	Bus Driver I	Separation	12/09/17
Bravo, Pedro	Bus Driver I	Resignation	01/05/18
Brennan, Sara	CNW I SUB	Resigned	10/10/17
Hernandez, Julissa	IA-Bilingual	Resignation	01/05/18
Janos, Anthony	Custodian	Resignation	01/19/18
Miller, Diana	CNW I SUB	Resignation	01/08/18
Savella, Marion	IA	Resignation	01/08/18

Status of Classified Vacancies
Prepared February 7, 2018

For Personnel Commission Meeting February 15, 2018

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Bus Driver	TBD	Vacant due to resignations	196	General	P. Bravo	TRANS		Recruiting
2	Career Center Technician	20 hr/wk	NEW	196	General		ADED	18AE7 05/17/17	ON HOLD PER MARY
3	CNW I	3.0	Vacant due to promotion	196	FD SVC	C. Abayan	CNS	18CKIT103 01/23/18	
4	IA	6.0	Vacant due to promotion	196	ADED	J. Valentine	ADED	18AE7 05/17/17	Interviews
5	IA	4.0	Vacant due to resignation	196	General	M. Savella	LC	18LCEL17 01/23/18	
6	IA-Bilingual	4.0	Vacant due to resignation	196	General	G. Valdez	LC	18LCEL13 10/13/17	Interviews
7	IA-Bilingual	3.0	Vacant due to promotion	196	General	R. Trejo Villegas	HAP	18HPEL18 11/08/17	Interviews
8	Std. Safety Comm. Liaison	3.0	NEW	196			LVMS	17LVMS081 02/21/17	TESTING
8	Outreach Consultant								
9	Senior Office Assistant	4.0	Vacant due to transfer	228	General	C. Nelson	CHS		Interviews

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared: February 7, 2018

EXAMINATION SCHEDULE
For Personnel Commission Meeting February 15, 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)	3	NA	NA	NA	NA
Home/School/Community Liaison-Bilingual (continuous recruitment)	23	12/07/17 & 01/16/18	20	TBD	TBD
Instructional Assistant Bilingual (continuous recruitment)	30	12/07/17 & 01/16/17	25	TBD	TBD
LVN (continuous recruitment)	3	NA	NA	NA	NA
Outreach Consultant	10	02/13/18	7	TBD	TBD
HR Analyst, Classified	9	02/01/18	6	02/13/18	5
Carpenter	TBD	TBD	TBD	TBD	TBD
Locksmith	TBD	TBD	TBD	TBD	TBD
Electrician	TBD	TBD	TBD	TBD	TBD
Maintenance Wrk II	TBD	TBD	TBD	TBD	TBD
Health Clerk	TBD	TBD	TBD	TBD	TBD
CNW Site Lead	TBD	TBD	TBD	TBD	TBD

**LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION**
Prepared: February 7, 2018

WORKING OUT OF CLASS REPORT
For Personnel Commission Meeting February 15, 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	
	Scott Bauldry	Grounds Maint. I	Grounds Maint II	1/18/2018	TBD	
	Rosana Bedolla	IA Special Ed / La Honda	Language Census Tech.	1/29/2018	4/20/2018	
	Diana Boltz	IA Special Ed / Hapgood	Language Census Tech.	1/29/2018	4/20/2018	
	Johnnie Bradshaw	Grounds Maint II	Grounds Equip. Operator	1/9/2018	2/8/2018	
	Manuel (Tre) Carrillo	Custodian / Buena Vista & MHS	Language Census Tech.	1/29/2018	4/20/2018	
	Candice Claggett	CNW I / LHS	CNW II/LHS	1/12/2018	1/23/2018	
	Candice Claggett	CNW I / LHS	Sr. Office Assistant / LHS	1/29/2018	6/21/2018	
	Corinna Jimenez	Sr. Office Assistant	Staff Secretary	1/23/2018	6/21/2018	
	Michelle McKinnon	Child Nutrition Supervisor	Child Nutrition Manager	1/12/2018	TBD	
	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	
	JoAnne Street	IA Special Ed / CHS	Language Census Tech.	1/29/2018	4/20/2018	
	Teri Wilke	CNW I / CHS	Language Census Tech.	1/29/2018	4/20/2018	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: February 7, 2018

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission February 15, 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

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission