



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: January 18, 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)

November 16, 2017 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 – December 5, 2017 & January 9, 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. Personnel Commissioner - CSEA Appointee (Discussion Only) – **(Attachment 7)**

Moved by: _____ Seconded by: _____ Vote: _____

3. Election of Officers (Action) – **(Attachment 8)**

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**

- **February 15, 2018** – Board Room 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 November 16, 2017 Unadopted Minutes (Page 1)

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. November 19, 2017 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 September 21, 2017 regular meeting. (3-0 Abstain)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval stated that she was pleased about the decision made by the Board to approve the Ewing Recommendations. She provided an update on the merit system vote for Santa Maria Bonita SD (they did not vote the Merit System in) and also shared that LFT, CSEA, and Management participated in an Interest Based Training Refresher.
2. Cynthia Carrillo	Cynthia Carrillo thanked the classified HR staff for their diligence in handling so many priorities and assignments that have recently come up. She indicated that she is continuing to work on the classified study. Professional Development Day, held in October was a success. She also shared that she was going to be nominated as the CSPCA Training Director.
<u>Information Items</u>	<u>Classified Personnel Items</u> – October 24, 2017 & November 14, 2017 <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: HR Analyst/Certificated – Established 10/20/17 (Open/Promotional) – 1 promotional / 5 open
2. Designation of Day, Time, and Location of Personnel Commission Meetings	Motion was made by Chris Rowe, seconded by Hector Samaniego and carried (3-0) to approve the Designated Day, Time, and Location of Personnel Commission Meetings 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
November 16, 2017**

Unadopted Minutes (Page 2)

<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Next Meeting Date</u>	January 18, 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 4:44 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
December 5, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule</u>	
			<u>Placement</u>	<u>Date</u>
Amavizca de Aguirre, Francisca	IA-SPED	PROB	Range 27-1	11/24/17
Anguiano, Maria	IA-SPED	PROB	Range 27-1	11/27/17
Dunaetz, Brian	Grounds Main. Wrk. I	PROB	Range 31-2	11/07/17
Hudluman, Robin	Sr. Office Assistant	PROB	Range 31-2	11/20/17
Labato, Yvonne	IA-SPED	PROB	Range 27-1	11/13/17
Lopez, Edtna	Sr. Office Assistant	PROB	Range 31-2	11/07/17
Nunez, Beatriz	IA-SPED	PROB	Range 27-1	12/04/17
Walsh, Barbara	Sr. Office Assistant	PROB	Range 31-1	11/20/17

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Densmore, Marie	LVN	Continuing Education	01/22/18-01/07/19
Jacobs, Nicole	LVN	Continuing Education	01/22/18-12/17/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Garnsey, Kevin	Lead Custodian III 8.0 hrs/day, LHS Range 36-2	Custodian 8.0 hrs/day, CHS Range 29-3	11/07/17
Janecek, Lauren	Sr. Office Assistant 8.0 hrs/day, VMS Range 31-5	Staff Secretary 8.0 hrs/day, VMS Range 33-5	11/06/17
Kinard, Christopher	Custodian 8.0 hrs/day, CHS Range 29-3	Lead Custodian III 8.0 hrs/day, LHS Range 36-1	11/13/17
Lawrence, Shanell	Sr. Office Assistant 4.0 hrs/day, LHS Range 31-1	HR Analyst, Certificated 8.0 hrs/day, Cert. HR Range 43-1	11/08/17
Zarate, Irma	CNW I 4.50 hrs/day, LH	CNW I 5.25 hrs/day, LH	11/10/17

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>
Williamson, Dianna	CNW I	Resignation	11/17/17

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 January 9, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Cardoza, Leslie	IA-Special Education	PROB	Range 27-1	12/04/17

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Perez, Naomi	IA-Bilingual 5.0 hrs/day, LH	IA-Bilingual 6.0 hrs/day, LH	11/10/17

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>
Ball, Paula	Office Assistant	Retirement – 16.5 years	12/30/17
Saul, James	Transportation Attendant	Retirement – 26 years	12/08/17
Vazquez, Graciela	IA-Bilingual	Resignation	12/08/17
Yolar-Groppetti, Madison	Classified Substitute	Resignation	10/01/17

Status of Classified Vacancies
Prepared January 9, 2018

For Personnel Commission Meeting January 18, 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 S. Beaton	TRANS		POSTING
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		POSTING
4	Custodian	8.0	Vacant due to resignation	260	General	A. Janos	MIG	18CSVS29 01/09/18	POSTING
5	HSL-Bilingual	3.0	Vacant due to resignation	196	General	R. Montes	CHS		POSTING
6	HSL-Bilingual	4.0	Vacant due to resignation	196	General	R. Montes	BV		POSTING
7	IA	6.0	Vacant due to promotion	196	ADED	J. Valentine	ADED	18AE7 05/17/17	TESTING
8	IA	4.0	Vacant due to resignation	196	General	M. Savella	LC	18LCEL12	POSTING
8	IA-Bilingual	4.0	Vacant due to resignation	196	General	G. Valdez	LC	18LCEL13 10/13/17	TESTING
9	IA-Bilingual	3.0	Vacant due to promotion	196	General	R. Trejo Villegas	HAP	18HPEL18 11/08/17	TESTING
10	IA-Bilingual	4.2	NEW	196	General		RUTH	18RTH19 11/08/17	TESTING
11	IA-Bilingual	4	Vacant due to resignation	196	General	J. Hernandez	RUTH		TESTING
12	IA-SPED	6.0	NEW	196	SPED		BV	18SPED060 01/09/18	POSTING
13	IA-SPED RSP MILD/MOD	6.0	Vacant due to retirement	196	SPED	C. Archer	CHS		POSTING

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
14	IA-SPED SDC MOD/SEV 1:1	6.0	Vacant due to transfer	196	SPED	R. McPeek	FL	18-SPED-022	INTERVIEWS
15	LVN (2)	6.0	Vacant due to resignation	205	General	D. Martin K. Harleman	SPED	17SpEdCL78 06/08/17	INTERVIEWS
16	Office Assistant	8.0	Vacant due to transfer	TEMP	General	S. Jenocovich	SPED		POSTING
17	Std. Safety Comm. Liaison	3.0	NEW	196			LVMS	17LVMS081 02/21/17	INTERVIEWS

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared: January 9, 2018

EXAMINATION SCHEDULE
For Personnel Commission Meeting January 18, 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	23	11/28/17	21	12/08/17	21
Instructional Assistant Bilingual (continuous recruitment)	30	12/07/17 & 01/16/17	25	TBD	TBD
LVN (continuous recruitment)	3	NA	NA	NA	NA
Office Assistant	60	12/01/17	44	12/08/17	30
Student Safety/Community Liaison	17	11/27/17	16	12/08/17	7

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: January 9, 2018

WORKING OUT OF CLASS REPORT
For Personnel Commission Meeting January 18, 2018

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	None					

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: January 9, 2018

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission January 18, 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>Instructional Assistant</i>	12/14/17	0	0	9	10
<i>Student Safety/Community Liaison</i>	12/14/17	0	0	5	6
<i>Office Assistant</i>	12/08/17	3	3	12	19

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
January 18, 2018

PERSONNEL COMMISSIONER – CSEA APPOINTEE
(Information Item Only)

At the December 5, 2017 Board Meeting, the Board held a public hearing and then voted to reappoint Christina Rowe as the Classified Appointee to the Personnel Commission for the term beginning December 1, 2017 through November 30, 2020.

This item is being presented as an information item only.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
January 18, 2018

ELECTION OF OFFICERS FOR PERSONNEL COMMISSION

Merit System Rule 20.100.3 states in part that the Personnel Commission shall annually elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until successors are duly elected.

It is recommended that the Personnel Commission elect one of its members as Chairperson and one as Vice Chairperson respectively for the ensuing year.

Personnel Commissioner Elected

2018 Chair: _____

2018 Vice-Chair: _____

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission