



# ***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: March 15, 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)

February 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 – February 13 & February 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: \_\_\_\_\_

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**

- **April 19, 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

February 15, 2018

### Unadopted Minutes (Page 1)

|  |  |
|--|--|
| <b><u>Call to Order</u></b>                      | The meeting of the Personnel Commission was called to order at 4:30 p.m. February 15, 2018 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.  |
| <b><u>Members Present</u></b>                    | Gayle Higgason, Hector Samaniego, Chris Rowe   |
| <b><u>Members Absent</u></b>                     |  |
| <b><u>Staff Present</u></b>                      | Kathy Brown, Cynthia Carrillo, Erika Diggs   |
| <b><u>Guests Present</u></b>                     | Barbara Sandoval   |
| <b><u>Approval of Minutes</u></b>                | A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the January 23, 2018 regular meeting. (3-0)  |
| <b><u>Input from the Public</u></b>              | None   |
| <b><u>Reports</u></b>                            |  |
| 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.  |
| <b><u>Information Items</u></b>                  | <b><u>Classified Personnel Items</u></b> – January 23, 2018<br><b><u>Status of Vacancies</u></b> – Reviewed by Kathy Brown<br><b><u>Examination Schedule</u></b> – Reviewed by Kathy Brown<br><b><u>Working Out of Class Report</u></b> – Reviewed by Erika Diggs  |
| <b><u>New Business</u></b>                       |  |
| 1. Ratification of Eligibility Lists<br>(Action) | Ratification List for the February 15, 2018 Personnel Commission meeting was revised to include the HR Analyst/Classified Eligibility List. Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility list:<br><br><b>HR Analyst/Classified</b> (Promotional) – Established 2/9/18 – 5 Ranks on the Promotional list. |
| <b><u>Unfinished Business</u></b>                |  |
| 1. None  | None   |
| <b><u>Items from the Floor</u></b>               | None   |
| <b><u>Items from Personnel Commissioners</u></b> | None   |
| <b><u>Items from PC Staff</u></b>                | None   |

**LOMPOC UNIFIED SCHOOL DISTRICT**

**Personnel Commission Meeting  
February 15, 2018**

**Unadopted Minutes (Page 2)**

|  |  |
|--|--|
| <b><u>Recess to Closed Session</u></b> | The Personnel Commission did not recess to closed session.   |
| <b><u>Next Meeting Date</u></b>        | March 15, 2018 in Conference Room I at 4:30 p.m. – <b>Regular Meeting</b>  |
| <b><u>Adjournment</u></b>              | 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  
February 13, 2017

EMPLOYMENT - Regular

| <u>Name</u>   | <u>Assignment</u>    | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|---------------|----------------------|---------------|----------------------------------|-------------|
| Soto, Kira    | Bus Driver I         | PROB          | Range 33-1                       | 01/12/18    |
| White, MiQell | IA-Special Education | PROB          | Range 27-1                       | 01/22/18    |

EMPLOYMENT - Exempt

| <u>Name</u>          | <u>Assignment</u>                  | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|----------------------|------------------------------------|---------------|----------------------------------|-------------|
| Aalto, Marie         | ELPAC Tester                       | SUB           | Range 29-1                       | 01/26/18    |
| Ante, Lidia          | CNW I                              | SUB           | Range 21-1                       | 01/22/18    |
| Belnavis, Maria      | CNW I                              | SUB           | Range 21-1                       | 01/22/18    |
| Fletes, Rosalinda    | IA, IA-Bil., IA-SPED,<br>HSCL-Bil. | SUB           | Various                          | 01/12/18    |
| Foust, Makayla       | CNW I                              | SUB           | Range 21-1                       | 01/29/18    |
| Giambianco, Rosemary | Clerical                           | SUB           | Various                          | 01/16/18    |
| Gryffin, Morgan      | CNW I                              | SUB           | Range 21-1                       | 01/26/18    |
| Martinez, Krystal    | CNW I                              | SUB           | Range 21-1                       | 01/25/18    |

REQUEST FOR LEAVE OF ABSENCE

| <u>Name</u>    | <u>Assignment</u>    | <u>Type of Leave</u> | <u>Date</u>       |
|----------------|----------------------|----------------------|-------------------|
| Stark, Kristin | IA-Special Education | Student Teaching     | 01/08/18-05/04/18 |

RETURN FROM LEAVE OF ABSENCE

| <u>Name</u>     | <u>Assignment</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|-----------------|-------------------|----------------------------------|-------------|
| Densmore, Marie | LVN               | Range 42-5                       | 01/22/18    |

ASSIGNMENT CHANGE

| <u>Name</u>             | <u>Previous Assignment</u>             | <u>New Assignment</u>                              | <u>Date</u> |
|-------------------------|--|--|-------------|
| Abayan, Carol           | CNW I<br>3.0 hrs/day, BV<br>Range 21-5 | Trans. Attendant<br>30 hrs/wk, TRANS<br>Range 26-4 | 01/08/18    |
| Campbell, Santina       | Custodian<br>4.0/4.0 hrs/day, LHS/CHS  | Custodian<br>8.0 hrs/day, CHS                      | 01/22/18    |
| Garnsey, Kevin "Gordon" | Custodian<br>8.0 hrs/day, CHS          | Custodian<br>4.0/4.0 hrs/day, MIG/HAP              | 01/22/18    |
| Jenocovich, Shana       | Office Assistant<br>8.0 hrs/day, SPED  | Office Assistant<br>8.0 hrs/day, LB                | 01/04/18    |

ASSIGNMENT CHANGE NOON DUTY AIDE

| <u>Name</u>     | <u>Previous Assignment</u> | <u>New Assignment</u>              | <u>Date</u> |
|-----------------|----------------------------|------------------------------------|-------------|
| Clifford, Megan | NDA, SUB                   | CNW I, SUB                         | 01/18/17    |
| Gomez, Lucia    | NDA                        | CNW I, SUB                         | 01/29/18    |
| Zavala, Dulce   | NDA<br>2.25 hrs/day, RUTH  | IA, IA-Bil., IA-SPED,<br>HSCL-Bil. | 01/17/18    |

TERMINATION DUE TO INACTIVITY

| <u>Name</u>        | <u>Assignment</u>      | <u>Termination Date</u> |
|--------------------|------------------------|-------------------------|
| Frank, Nathan      | Accompanist            | 01/31/18                |
| Hernandez, Joshua  | Admin. Assistant I Sub | 01/31/18                |
| Matousek, Brittany | Staff Secretary Sub    | 01/31/18                |
| Mcvicar, Sharon    | HR Tech Sub            | 01/31/18                |
| Trujillo, Sylvia   | Classified Substitute  | 01/31/18                |

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> |
|------------------------|------------------------|---------------------------|-------------|
| Bressemer, Mark        | Transportation Sub     | Resignation               | 01/18/18    |
| Landthaler, Christiana | IA-Special Education   | Resignation               | 02/09/18    |
| McPeck, Norma Jean     | Clerical Sub           | Resignation               | 12/31/17    |
| Montes, Rosa           | Hm/Schl/Comm. Lia-Bil. | Resignation               | 01/23/18    |

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

EMPLOYMENT - Regular

| <u>Name</u>      | <u>Assignment</u>       | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|------------------|-------------------------|---------------|----------------------------------|-------------|
| Osborn, Steven   | Custodian               | PROB          | Range 29-2                       | 02/12/18    |
| Ramirez, Azucena | Hm/Schl/Comm. Lia.-Bil. | PROB          | Range 29-1                       | 02/05/18    |

EMPLOYMENT - Exempt

| <u>Name</u>        | <u>Assignment</u> | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|--------------------|-------------------|---------------|----------------------------------|-------------|
| Heath, Holly       | Piano Accompanist | SUB           | Range 24-1                       | 01/30/2018  |
| Prantil, Stephanie | CNW I             | SUB           | Range 21-1                       | 02/06/2018  |
| Schutz, Alan       | NDA               | SUB           | FR                               | 02/08/2018  |
| Smalling, Kaylee   | AVID Tutor        | Regular       | FR                               | 02/15/2018  |

ASSIGNMENT CHANGE

| <u>Name</u>       | <u>Previous Assignment</u>          | <u>New Assignment</u>               | <u>Date</u> |
|-------------------|-------------------------------------|-------------------------------------|-------------|
| Greathouse, Cindy | CNW I<br>4.0 hrs/day, CK            | CNW I<br>5.0 hrs/day, CK            | 02/14/18    |
| Tovar, Claudia    | CNW I<br>2.5 hrs/day CK             | CNW I<br>4.0 hrs/day, CK            | 02/14/18    |
| Ward, Sherrie     | Bus Driver I<br>5.70 hrs/day, TRANS | Bus Driver I<br>5.45 hrs/day, TRANS | 02/11/18    |

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> |
|-------------------|------------------------|------------------------------|-------------|
| Bradshaw, Johnnie | Grounds Maint. II      | Resignation                  | 03/31/18    |
| Brown, Katherine  | HR Analyst, Classified | Retirement – <b>26 years</b> | 03/27/18    |

Status of Classified Vacancies  
Prepared March 8, 2018

For Personnel Commission Meeting March 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 | 18Trans7<br>02/17/18  | Recruiting          |
| 2  | Career Center Technician      | 20 hr/wk | NEW                        | 196       | General        |              | ADED  | 18AE7<br>05/17/17     | ON HOLD<br>PER MARY |
| 3  | CNW I                         | 2.0      | Vacant due to transfer     | 196       | FD SVC         | L. Schroder  | CHS   | WAITING               | POSTING             |
| 4  | Grounds Maintenance Worker II | 8.0      | Vacant due to separation   | 260       | General        | J. Bradshaw  | M&O   | WAITING               | POSTING             |
| 5  | Health Clerk                  | 6.0      | NEW                        | 205       | General        |              | SPED  | 18SPED070<br>02/17/18 | TESTING             |
| 6  | HR Technician                 | 8.0      | Vacant due to promotion    | 260       | PC             | E. Diggs     | CLHR  | WAITING               | TESTING             |
| 7  | IA                            | 6.0      | Vacant due to promotion    | 196       | ADED           | J. Valentine | ADED  | 18AE7<br>05/17/17     | Interviews          |
| 8  | Outreach Consultant           | 6.0      | NEW                        | 196       | SUP CON        |              | BFCDS | 18MHS9<br>01/23/18    | TESTING             |
| 9  | Senior Office Assistant       | 4.0      | Vacant due to transfer     | 228       | General        | C. Nelson    | CHS   | WAITING               | Interviews          |
| 10 | Translator                    | 4.0      | NEW                        | 260       | SUP CON        |              | DO    | 18STSV24              | Testing             |

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared: March 8, 2018

**EXAMINATION SCHEDULE**  
For Personnel Commission Meeting March 15, 2018

| <b>CLASSIFICATION</b>  | <b>TOTAL<br/>NUMBER<br/>OF<br/>APPLICANTS</b> | <b>WRITTEN<br/>EXAM<br/>DATE</b> | <b>NUMBER OF<br/>APPLICANTS<br/>QUALIFIED<br/>TO TAKE<br/>WRITTEN &amp;<br/>PERFORMANCE<br/>EXAM</b> | <b>ORAL<br/>EXAM<br/>DATE</b> | <b>NUMBER<br/>OF<br/>APPLICANTS<br/>QUALIFIED<br/>TO TAKE<br/>ORAL</b> |
|--|---|----------------------------------|--|-------------------------------|--|
| Bus Driver I<br>(continuous recruitment)                               | 3   | NA                               | NA   | NA                            | NA   |
| Home/School/Community<br>Liaison-Bilingual<br>(continuous recruitment) | 23  | 12/07/17 &<br>01/16/18           | 20   | 01/25/18                      | 11   |
| Instructional Assistant<br>Bilingual<br>(continuous recruitment)       | 30  | 12/07/17 &<br>01/16/17           | 25   | 01/24/18                      | 16   |
| LVN<br>(continuous recruitment)  | 3   | NA                               | NA   | NA                            | NA   |
| Outreach Consultant  | 10  | 02/13/18                         | 7  | TBD                           | TBD  |
| Carpenter  | 8   | NA                               | NA   | TBD                           | TBD  |
| Locksmith  | 4   | NA                               | NA   | TBD                           | TBD  |
| Electrician  | 10  | NA                               | NA   | TBD                           | TBD  |
| Maintenance Wrk II   | 5   | 02/27/18                         | 4  | 03/16/18                      | 4  |
| Health Clerk   | 37  | 02/27/18                         | 24   | 03/14/18                      | 10   |
| HR Technician  | 6   | 03/09/18                         | 4  | TBD                           | TBD  |
| CNW Site Lead  | 10  | 02/27/18                         | 9  | TBD                           | TBD  |

**LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION**  
Prepared: March 8, 2018

**WORKING OUT OF CLASS REPORT**  
For Personnel Commission Meeting March 15, 2018

|  | <b>Employee Name</b>  | <b>Current Job Title/Location</b> | <b>WOC Assignment</b>         | <b>Beginning Date of WOC</b> | <b>End Date of WOC</b> | <b>Comments</b> |
|--|-----------------------|-----------------------------------|-------------------------------|------------------------------|------------------------|-----------------|
|  | 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                    |                 |
|  | 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              |                 |
|  | Manuel (Tre) Carrillo | Custodian / Buena Vista & MHS     | Language Census Tech.         | 1/29/2018                    | 4/20/2018              |                 |
|  | 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              |                 |
|  | 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              |                 |
|  | 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: March 8, 2018

**RATIFICATION OF ELIGIBILITY LISTS**  
For Personnel Commission March 15, 2018

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

| <b>Recruitment Type/Position</b>  | <b>Established</b> | <b>Number of Ranks on Promotional</b> | <b>Number of Candidates on Promotional</b> | <b>Number Of Ranks on Open</b> | <b>Number of Candidates on Open</b> |
|-----------------------------------|--------------------|---------------------------------------|--|--------------------------------|-------------------------------------|
| <i><b>IA-Bilingual</b></i>        | <b>01/25/18</b>    | <b>0</b>                              | <b>0</b>                                   | <b>10</b>                      | <b>12</b>                           |
| <i><b>Outreach Consultant</b></i> | <b>02/20/18</b>    | <b>1</b>                              | <b>1</b>                                   | <b>2</b>                       | <b>2</b>                            |
|                                   |                    |                                       |  |                                |                                     |

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

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission