



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: October 19, 2017
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)

September 21, 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 – September 26, 2017 & October 10, 2017 (*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**

- **November 16, 2017 - (TBD) 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 September 21, 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. September 21, 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>	None
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the August 17, 2017 regular meeting. (2-0, 1 Abstain)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval was absent.
2. Cynthia Carrillo	Cynthia Carrillo provided a brief update on the Classified Human Resources Department.
<u>Information Items</u>	<i>Classified Personnel Items</i> – August 14, 2017 & September 12, 2017 <i>Status of Vacancies</i> – Reviewed by Kathy Brown <i>Examination Schedule</i> – Reviewed by Kathy Brown <i>Working Out of Class Report</i> – 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: Library Technician - (Open/Promotional) – Established 8/23/17 – 1 rank promotional/2 ranks open Administrative Assistant I - (Open/Promotional) – Established 8/10/17 – 2 ranks promotional/6 ranks open Career Center Technician - (Open/Promotional) – Established 9/6/17 – 0 promotional open/5 ranks open Senior Office Assistant - (Open/Promotional) – Established 9/7/17 – 1 rank promotional/6 ranks open Account Clerk I - (Open/Promotional) – Established 9/8/17 – 1 rank promotional/9 ranks open
2. Continuous Examinations	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve continuous examinations effective September 21, 2017 through October 1, 2018 for the following positions: <ul style="list-style-type: none"> • LVN • Home School Community Liaison Bilingual • Instructional Assistant/Bilingual • Bus Driver
<u>Unfinished Business</u>	
1. None	None
<u>Items from the Floor</u>	Kathy Brown stated that the office has been busy/stressful since January of 2017 – she also thanked Erika Diggs and Cynthia Carrillo for their support.
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	None

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting
August 17, 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>	October 19, 2017 (Location: TBD) 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 4:48 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
September 26, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Perez, Naomi	IA-Bilingual	PROB	Range 25-1	09/05/17
Ruiz, Melissa	IA-Bilingual	PROB	Range 25-1	09/01/17

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Gonsalves, Phillip	Grounds Main. Wrkr I	SUB	Range 31-1	09/01/17
McMillan, Joy	IA-SPED-Provisional	SUB	Range 26-1	08/31/17
Quackenbush, Kathryn	NDA	REG	FR	09/01/17
Webb, Judith	IA-SPED	SUB	Range 26-1	09/06/17

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Baumgardner, Anita	IA-SPED 6.0 hrs/day, VMS	IA-SPED 6.0 hrs/day, VMS/CHS	08/14/17
Landthaler, Christina	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.0 hrs/day, LVMS/LHS	08/14/17
Mendez, Christina	IA-SPED 6.5 hrs/day, VMS	IA-SPED 7.0 hrs/day, CHS	09/22/17
Ramirez, Micaela	IA-SPED 6.0 hrs/day, HAP	IA-SPED 6.0 hrs/day, LH	09/01/17
Reeves, Randolph	IA-SPED 6.5 hrs/day, VMS	IA-SPED 7.0 hrs/day, CHS	09/22/17

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>
Carrillo, Arlet	NDA	Resigned	08/31/17
Fox, Robert	Custodian	Retirement – 10.5 years	09/29/17
Ludvigson, Mary	HR Analyst, Certificated	Retirement – 18.5 years	09/05/17
Trujillo, Tara	IA-SPED	Resigned	09/05/17

CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 October 10, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Robinson, Heather	Account Clerk I	PROB	Range 31-1	09/25/17

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Aguiniga, Jacqueline	NDA	REG	FR	09/22/17
Diaz, Luis	Custodian	SUB	Range 29-1	09/15/17
Eberhard, Vincent	IA-SPED	SUB	Range 26-1	09/27/17
Emerson, LaDonna	Crossing Guard	REG	FR	10/02/17
Forster, Susie	IA-SPED	SUB	Range 26-1	09/25/17
Heller, Michael	Custodian	SUB	Range 29-1	09/13/17
McKean-Durrett, Mary	NDA	SUB	FR	09/22/17
Ramirez, Azucena	HSCL-Bilingual	SUB	Range 29-1	09/25/17
Terrones, Karen	Library Technician	SUB	Range 33-1	09/11/17

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Aardweg, Nancy	IA-SPED	Teaching Position	09/13/17-06/07/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Bravo, Pedro	Bus Driver I 4.25 hrs/day	Bus Driver I 4.50 hrs/day	09/12/17
Brown, April	CNW I 19.0 hrs/week, LC	CNW I 21.0 hrs/week, LC	09/11/17
Cornelia, Kimberly	Bus Driver I 4.35 hrs/day	Bus Driver I 4.60 hrs/day	09/12/17
Diaz-Stearns, Debra	Trans. Attendant 6.65 hrs/day	Trans. Attendant 7.15 hrs/day	09/12/17
Dorado, Maria	CNW I 10.0 hrs/week, LC	CNW I 11.25 hrs/week, LC	09/11/17
Eldridge, Stephanie	Trans. Attendant 5.70 hrs/day	Trans. Attendant 6.0 hrs/day	09/12/17
Gravitt, Madeline	IA-SPED 6.0 hrs/day, VMS	IA-SPED 6.0 hrs/day, MIG	09/25/17

Lopez Perez, Sergio	Bus Driver I 4.15 hrs/day	Bus Driver I 4.30 hrs/day	09/12/17
Miller, Patrick	CNW I 2.0 hrs/day, LC	CNW I 2.0 hrs/day, RUTH	09/01/17
Newby, Cristina	Trans. Attendant 6.65 hrs/day	Trans. Attendant 6.85 hrs/day	09/12/17
Ortega, Paul	Bus Driver II 6.90 hrs/day	Bus Driver II 7.0 hrs/day	09/12/17
Osua, Aurora	Bus Driver II 6.90 hrs/day	Bus Driver II 7.40 hrs/day	09/12/17
Rosales, Edwin	Bus Driver II 6.50 hrs/day	Bus Driver II 7.10 hrs/day	09/12/17
Simmons, Melissa	CNW I 11.5 hrs/week, LC	CNW I 12.5 hrs/week, LC	09/11/17
Valentine, Jennifer	Instructional Assistant 6.5 hrs/day, ADED Range 24-2	Library Technician 5.5 hrs/day, CV Range 33-2	09/27/17
Villalobos, Alejandro	Bus Driver I 5.95 hrs/day	Bus Driver I 6.25 hrs/day	09/12/17

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>
Villa Rojas, Maria	Sub Noon Duty Aide	Resignation	09/25/17
Wells, Thelma	Crossing Guard	Deceased	09/30/17

Status of Classified Vacancies
Prepared October 12, 2017
For Personnel Commission Meeting October 19, 2017

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Career Center Technician	20 hr/wk	NEW	196	General		ADED	18AE7 05/17/17	TESTING
2	CNW I	8 hr/wk	Vacant due to transfer	196	Food Svc.	T. Terrones	FIL		POSTING
3	HR Analyst, Certificated HR	8.0	Vacant due to retirement	260	General	M. Ludvigson	HRCE	17HRCE10 08/25/17	TESTING
4	IA	6.0	Vacant due to promotion	196	ADED	J. Valentine	ADED		TESTING
5	IA-SPED MILD/MOD	6.0	Vacant due to resignation	196	SPED	T. Trujillo	CV	Pending	INTERVIEWS
6	IA-SPED SDC MOD/SEV	6.0	Vacant due to transfer	196	SPED	R. McPeek	FL	Pending	INTERVIEWS
7	IA-SPED SDC MOD/SEV 1:1	6.0	NEW	196	SPED		FL	Pending	INTERVIEWS
8	IA-SPED SDC MOD/SEV	6.0	Vacant due to Resignation	196	SPED	W. Holmes	HAP	Pending	INTERVIEWS
9	IA-SPED SDC MOD/SEV 1:1	6.0	Vacant due to transfer	196	SPED	T. Trujillo	LC	Pending	INTERVIEWS
10	IA-SPED SDC MOD/SEV 1:1	6.0	NEW	196	SPED		LC	Pending	INTERVIEWS
11	IA-SPED MILD/MOD 1:1	6.0	NEW	196	SPED		LVMS	Pending	INTERVIEWS
12	IA-SPED MILD/MOD	6.0	Vacant due to transfer	196	SPED	M. Gravitt	VMS	Pending	INTERVIEWS
13	IA-SPED SDC MOD/SEV	6.0	NEW	196	SPED		LHS	Pending	INTERVIEWS
14	LVN (2)	6.0	Vacant due to resignation	205	General	D. Martin K. Harleman	SPED	17SpEdCL78 06/08/17	INTERVIEWS
15	Std. Safety Comm. Liaison	3.0	NEW	196			LVMS	17LVMS081 02/21/17	TESTING
16	Transportation Attendant (2)	TBD	Vacant due to retirement	196	General	H. Barto J. Saul	TRANS		IN PROCESS

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: October 12, 2017

For Personnel Commission Meeting October 19, 2017

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
Grounds Maintenance Worker I	28	09/14/17	22	09/28/17	18
Home/School/Community Liaison-Bilingual	27	09/13/17	16	09/29/17	7
Instructional Assistant Computer Lab	28	09/14/17	21	10/5/17	4
Instructional Assistant Special Education	47	09/13/17	38	10/04/17	26
Staff Secretary	63	09/15/17	35	10/03/17	16
Transportation Attendant	26	09/14/17	6	09/28/17	4

Working Out of Class Report

Prepared: October 12, 2017

For Personnel Commission Meeting October 19, 2017

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Janeck, Lauren	Sr. Office Assistant/VMS	Staff Secretary	8/21/17	TBD	
	Razo, Rebekah	Sr. Office Assistant/MHS	Certificated HR Analyst	9/5/17	TBD	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: October 12, 2017

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission October 19, 2017

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>Grounds Maintenance Worker I</i>	10/05/17			10	11
<i>Home/School/Community Liaison-Bilingual (merged list)</i>	09/29/17	2	2	7	9
<i>Instructional Assistant Computer Lab</i>	10/05/17			3	3
<i>Instructional Assistant Special Education (merged list)</i>	10/05/17			18	39
<i>Staff Secretary</i>	10/04/17	2	2	11	13
<i>Transportation Attendant</i>	09/28/17	1	1	3	3

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission