

# ***PLEASE POST ON CLASSIFIED BULLETIN BOARD***

## **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 chair 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**

## **NOTICE OF SPECIAL MEETING**

### **REVISED**

**What: Special Personnel Commission Meeting**  
**When: Wednesday, May 29, 2019**  
**Time: 4:30 pm**  
**Where: Lompoc Unified School District**  
**Education Center – Conference Room 1**  
**1301 North A Street, Lompoc California 93436**

A. CALL TO ORDER – 4:30 p.m.

B. NEW BUSINESS (DISCUSSION/ACTION)

1. Personnel Commission 2019-2020 Budget – 2<sup>nd</sup> Reading (Action) (Attachment 1)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

2. Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education (Attachment 2)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

C. Recess to Closed Session (Government Code 54957)

1. Personnel Item – Director, Human Resources

D. Report of Action Taken in Closed Session

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

E. ADJOURNMENT (ACTION)

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 Personnel 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  
Prepared: May 23, 2019

**PERSONNEL COMMISSION 2019-2020 BUDGET – 2<sup>nd</sup> READING**  
Reading/Action Item

The proposed Personnel Commission Budget for 2019-2020 has been prepared in accordance with the guidelines established by the Personnel Commission in accordance with Education Code 45253.

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission

**LOMPOC UNIFIED SCHOOL DISTRICT**  
**Personnel Commission Budget (Proposed)**  
**2019-2020**  
**Second Reading/Action – May 29, 2019**

OBJECT	DESCRIPTION	2019-2020 PROPOSED Budget	2018-2019 APPROVED Budget
2310	Supervisors' and Administrators'	\$ 125,603.00	\$ 150,142.00
2410	Clerical and Office	\$ 132,356.00	\$ 127,756.00
2430	Substitute / Overtime	\$ 4,200.00	\$ 9,224.00
2440	Office Substitutes	\$ -	\$ 3,922.00
2920	Office Classified Hourly	\$ 500.00	\$ 1,500.00
3302-3802	Statutory Benefits	\$ 119,417.00	\$ 89,326.00
	Health/Welfare	\$ 32,800.00	\$ 33,264.00
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 414,876.00</b>	<b>\$ 415,134.00</b>
4311	Materials and Supplies - Toner	\$ 2,658.00	\$ 1,000.00
4350	Supplies	\$ 4,000.00	\$ 3,000.00
4352	Meeting	\$ 1,000.00	\$ 1,500.00
4360	Equipment Replacement	\$ 1,000.00	\$ -
4400	Equipment Replacement	\$ 1,000.00	\$ 1,500.00
4660	Noncap IT/Tech	\$ 1,000.00	\$ 1,000.00
5200	Travel/Conference Expense	\$ 10,000.00	\$ 8,000.00
5300	Dues/Memberships	\$ 3,000.00	\$ 3,000.00
5650	Copier (department portion)	\$ -	-
5710	Transfers of Direct Costs (Print shop)	\$ 500.00	\$ 500.00
5720	Field Trips	\$ -	\$ 100.00
5725	Maintenance Work Orders	\$ -	-
5811	Legal Advertising	\$ 1,000.00	\$ 1,000.00
5824	Employee Medical Services	\$ 1,200.00	\$ 1,000.00
5850	Professional/Consulting (Classification/compensation Study Year 3 and Professional Development-2 days classified	\$ 1,500.00	\$ 6,000.00
5920	Postage	\$ 500.00	\$ 500.00
<b>TOTAL SUPPLIES / SERVICES</b>		<b>\$ 28,358.00</b>	<b>\$ 28,100.00</b>
<b>GRAND TOTAL SALARY/BENEFITS &amp; SUPPLIES/SERVICES</b>		<b>\$ 443,234.00</b>	<b>\$ 443,234.00</b>

Note: No increase to 2019-2020 budget. Budget includes an additional 3.0 hour Office Assistant position to be added to the Personnel Commission staff.

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSIONAction Item  
May 29, 2019**CORRECTION OF ERROR ON CLASSIFICATION/COMPENSATION STUDY YEAR 2 RESULTS  
PREVIOUSLY SUBMITTED TO THE BOARD OF EDUCATION**

Year Two of the Personnel Commission Compensation Study presented to the Board of Education on February 13, 2018, contained an error on the salary recommendation for the Grounds Equipment Operator (currently placed on Range 35). Although the information provided by the Classified Human Resources Department to the District, CSEA and classified employees regarding their salary placement was correct, the board agenda item subsequently approved by the Board of Education, did contain the error, as described above.

The study completed by Ewing Consulting, used the Grounds Equipment Operator as a benchmark position in their compensation study of the Grounds Job Family. The initial study indicated that this benchmark position was being paid \$222 per month higher than the median salary for like positions, which is the reason why the position was not recommended for an upward allocation to its salary by Ewing Consultants.

The second benchmark position in the Grounds job family selected by Ewing Consultants was the Grounds Maintenance Worker I (previously placed on Range 31) position. The study of this position concluded that it was paid \$-58.00 per month lower than the median salary for like positions. Based on this benchmark position, the remaining classifications in the Grounds Family, with the exception of the Grounds Equipment Operator, which was already being paid above the median salary, were recommended for an upward allocation of 2 ½%, which is equal to one placement range on the classified salary schedule.

All three parties, including the District, the Personnel Commission, and CSEA are seeking a fair and just resolution to correct this error and ensure that the employees in this classification are not negatively impacted. Upon final approval by the Personnel Commission, at its June 20, 2019 Personnel Commission Meeting, the attached "*Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education*" on year two of the Ewing Classification/Compensation Study, signed by all parties will serve as the correction for this matter.

It is recommended that the Personnel Commission approve and sign the attached "*Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education*" regarding the Grounds Equipment Operator job classification.

Respectfully Submitted,

Cynthia Carrillo  
Director, Human Resources-Classified  
Personnel Commission

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOMPOC UNIFIED SCHOOL DISTRICT AND  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AN ITS LOMPOC VALLEY CHAPTER 257

Classification/Compensation Study Results – Error

Year Two of the Personnel Commission Compensation Study presented to the Board of Education on February 13, 2018, contained an error to the salary recommendation for the Grounds Equipment Operator (currently placed on Range 35). Although the information provided by the Classified Human Resources Department to employees regarding their salary placement was correct, the board agenda item subsequently approved by the Board of Education, did contain an error.

The study completed by Ewing Consulting, used the Grounds Equipment Operator as a benchmark position in their compensation study of the Grounds Job Family. The initial study indicated that this benchmark position was being paid \$222 per month higher than the median salary for like positions, which is the reason why the position was not recommended for an upward allocation to its salary by Ewing Consultants.

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All three parties, including the District, the Personnel Commission, and CSEA are seeking a fair and just resolution to correct this error and ensure that the employees in this classification are not negatively impacted.

Proposed Resolution to Correct Classification/Compensation Study Results Error

The proposed resolution, presented by the Director, Human Resources-Classified, for the Personnel Commission for all parties to consider, includes the following:

1. Allow the two current incumbents of the classification of the Grounds Equipment Operator to receive the 2 ½ % **(from Range 35 to Range 36)** retroactive with the effective date of March 1, 2018.

2. Any additional FTE's added to this classification or any new hires / promotions entering this classification, on or after March 1, 2018, will be paid at Range 35, in accordance with the correct recommendation provided by the Ewing Classification/Compensation Study completed in 2018.
  
3. Future classification/compensation studies will include this position as a benchmark position to be one of the positions to be studied and correctly classified in order to eventually eliminate the dual salary ranges (Range 35 and Range 36) for the position of Grounds Equipment Operator and have one correct salary range. Until such time, all WOC, limited term, and temporary assignments in this classification will be paid at the correct salary range of 35.
  
4. As it is the role of the Personnel Commission to establish and maintain internal alignments between occupational hierarchies, as indicated in Education Code 45256 and 45268, the Personnel Commission will acknowledge the proposal above as an appropriate resolution to this error.
  
5. The Proposed Resolution is agreed by the Personnel Commission, the District, and CSEA.



This Memorandum of Understanding reflects the full and complete agreement of the parties and will take effect upon ratification of the parties and the completion of CSEA Policy 610 review.

Signatures of all parties:

For the Personnel Commission

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

For the District

Signature  \_\_\_\_\_ Date 5/23/19  
 Signature  \_\_\_\_\_ Date 5/23/19

For CSEA

Signature Frylis Comstock \_\_\_\_\_ Date 5/23/2019  
 Signature Jim R More \_\_\_\_\_ Date 5/23/19