



# PLEASE POST ON CLASSIFIED BULLETIN BOARD

## PERSONNEL COMMISSION MEETING

### PERSONNEL COMMISSION MEETING PROCEDURES

This meeting will be conducted via Zoom. Meeting ID: 728-4742-3108. Attached at the end of the agenda you will find Zoom instructions. 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:** April 23<sup>rd</sup>, 2020  
**Time:** 4:30 p.m.  
**Where:** Held via Zoom Meeting  
Meeting ID: 728-4742-3108

## AGENDA

**Call to Order** – 4:30 p.m.

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

February 13<sup>th</sup>, 2020 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. Lacy Gillespie, Director, Classified Human Resources – Monthly Report

**D. Information Items**

1. Classified Personnel Items March 10, 2020 (**Attachment 2**)
2. Classified Personnel Items April 7, 2020 (**Attachment 3**)
3. Status of Vacancies (**Attachment 4**)
4. Examination Schedule (**Attachment 5**)
5. Working Out of Class Report (**Attachment 6**)

**E. New Business (Discussion/Action)**

1. Personnel Commission 2020-2021 Budget – 1<sup>st</sup> Reading (Discussion) (**Attachment 7**)
2. Ratification of Eligibility Lists (Action) – (**Attachment 8**)

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

**F. Unfinished Business (Discussion/Action)**

1. PC Rule Ch. 5-Recruitment & Examinations – 2<sup>nd</sup> Reading (Action) (**Attachment 9**)

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

**G. Items from the Floor**

**H. Items from the Personnel Commissioners**

**I. Items from Personnel Commission Staff**

**J. Next Meeting Date**

- **May 21<sup>st</sup>, 2020** – Board Room, 4:30 p.m. – Regular Meeting

**K. Recess to Closed Session (Government Code 54957)**

1. Employee Discipline
2. Personnel Matter
3. Personnel Matter

**L. Report of Action Taken in Closed Session**

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

**M. 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, Lacy Gillespie, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220*

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

## UNADOPTED MINUTES

Personnel Commission Meeting – February 13, 2020

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:31 p.m. February 13, 2020 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Chris Rowe, Susie Morey, Shirley Leonard
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Lacy Gillespie, Opal Bauldry, Carmen Jaramillo
<b><u>Guests Present</u></b>	Margaret Abbott, Nancy Schuler-Jones,
<b><u>Approval of Minutes</u></b>	A motion was made by Susie Morey, seconded by Shirley Leonard and carried to approve the minutes of the January 16th, 2020 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b> 1. CSEA  2. Lacy Gillespie	None  Lacy Gillespie shared information about relationship bonding he has been attending. He feels it was received very well by CSEA and the District. He mentioned work was needed to be done to improve relationships. Discussion about the ED Center Site for WOC pilot program. Lacy mentioned the CSPCA conference was approaching and he and Carmen Jaramillo will be attending and they will report back on how the turnout was.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – Presented by Carmen Jaramillo. Chris Rowe expressed interest on why a step 2 salary placement was appearing on the personnel action items. Carmen explained that it was due to verifiable experience within the district. <b><u>Status of Vacancies</u></b> – Presented by Carmen Jaramillo <b><u>Examination Schedule</u></b> – Presented by Carmen Jaramillo <b><u>Working Out of Class Report</u></b> – Presented by Opal Bauldry

<b><u>New Business – (Discussion/Action)</u></b>  1. Ratification of Eligibility Lists (Action)	<b>Action</b> - Motion was made by Shirley Leonard seconded by Susie Morey, and carried (3-0) to approve the ratification of the following eligibility lists: <ul style="list-style-type: none"> <li>• <b>Custodian</b> Open/Promotional – established 1/24/20 – 4 Promotional Ranks / 15 Open Ranks</li> <li>• <b>Career Center Technician</b> - Open/Promotional – established 1/31/20 – 1 Promotional Ranks / 4 Open Ranks</li> <li>• <b>Site Technology Support</b> - Open/Promotional – established 1/28/20 – 0 Promotional Ranks / 4 Open Ranks</li> </ul>
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<b><u>Unfinished Business</u></b>	PC Rule Ch. 5 Recruitment & Examinations – 2 <sup>nd</sup> reading, tabled until 3/19/2020
<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

<b><u>Recess to Closed Session</u></b>	Employee Discipline
<b><u>Report out of Closed Session</u></b>	Nothing to report
<b><u>Next Meeting Date</u></b>	March 19th, 2020 in the Board Room at 4:30 p.m. – Regular Meeting
<b><u>Adjournment</u></b>	Motion was made by Susie Morey, seconded by Shirley Leonard, and carried that the meeting be adjourned at 5:22 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
March 10, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Miller, Steven	Site Tech Supp Asst.	BVEL	31/2	02/07/20
Ordonez Aguilar, Ana	Para – Bil	LHS	25/1	02/10/20
Hines, Nina	Custodian	EDCTR	29/1	02/11/20
McDougall, Kelli	Sr. Office Asst.	CHS	31/1	02/27/20
Rodriguez, Veronica	Career Ctr. Tech	CHS	34/2	02/27/20
Mance, Megan	Career Ctr. Tech	ADED	34/2	03/02/20
Rocha, AnneMarie	CNW I	HPEL	21/1	03/02/20

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Hall, Lisa	SUB Health Asst.	31/1	01/29/20
Sparks, Jeffrey	SUB Bus Driver	33/1	02/04/20
Combs, Martha	SUB Bus Driver	33/1	02/07/20
Garcia, Berenice	SUB Custodian	29/1	02/07/20
McDonough, Patrick	SUB CN Del Drvr	31/1	02/07/20
Pagan, Timothy	SUB Para – SpEd	27/1	02/11/20
Champagne, Samuel	SUB Student Sup Aide	21/1	02/11/20
Lange, Rina M	SUB Para -SpEd	27/1	02/13/20
Arambula, Gladys	SUB Para – SpEd	27/1	02/25/20
Tucker, Rachel	SUB Para – SpEd	27/1	02/25/20
Medina, Celia	SUB CNW I	21/1	02/26/20
Mora, Olivia	SUB Custodian	29/1	02/26/20

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
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ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Abayan, Carol	Trans Attndt 4.6 hrs Trans Range 26/5	Trans Attndt 5.35 hrs Trans Range 26/5	02/11/20
Arnold, Joan	Sch Bus Drvr II 6.25 hrs Trans Range 35/5	Sch Bus Drvr II 6.35 hrs Trans Range 35/5	02/11/20
Brandt, Teresa	Trans Attndt 6.25 hrs Trans Range 26/5	Trans Attndt 6.30 hrs Trans Range 26/5	02/11/20
Clark, Deborah	Sch Bus Drvr I 5.25 hrs Trans	Sch Bus Drvr I 5.40 hrs Trans	02/11/20

Galvan, Francisco	Range 33/5 Sch Bus Drvr I 4.85 hrs Trans	Range 33/5 Sch Bus Drvr I 6.15 hrs Trans	02/11/20
Gomez, Armando	Range 33/5 Sch Bus Drvr I 4.85 hrs Trans	Range 33/5 Sch Bus Drvr I 5.10 hrs Trans	02/11/20
Guzman, Ramona	Range 33/5 Trans Attn dt 6.0 hrs Trans	Range 33/5 Trans Attn dt 6.30 hrs Trans	02/11/20
Jacobson, Kristi	Range 26/5 Trans Attn dt 6.0 hrs Trans	Range 26/5 Trans Attn dt 7.25 hrs Trans	02/11/20
Jamar, Amy	Range 26/5 Sch Bus Drvr I 6.60 hrs Trans	Range 26/5 Sch Bus Drvr I 6.80 hrs Trans	02/11/20
Lara, Karla	Range 33/3 Office Asst. 6.0 hrs LHS	Range 33/3 Career Ctr. Tech 7.0 hrs LHS	02/11/20
Murphy, Kelly	Range 29/1 Sch Bus Drvr I 4.80 hrs Trans	Range 34/1 Sch Bus Drvr I 5.25 hrs Trans	02/11/20
Newby, Christina	Range 33/5 Trans Attn dt 6.25 hrs Trans	Range 33/5 Trans Attn dt 6.55 hrs Trans	02/11/20
Ortega, Paul	Range 26/5 Sch Bus Drvr II 6.50 hrs Trans	Range 26/5 Sch Bus Drvr II 7.50 hrs Trans	02/11/20
Soto, Kira	Range 35/5 Sch Bus Drvr I 4.35 hrs Trans	Range 35/5 Sch Bus Drvr I 4.65 hrs Trans	02/11/20
Taylor, Alan	Range 33/3 Sch Bus Drvr I 4.60 hrs Trans	Range 33/3 Sch Bus Drvr I 5.90 hrs Trans	02/11/20
Villalobos, Alejandro	Range 33/5 Sch Bus Drvr I 6.25 hrs Trans	Range 33/5 Sch Bus Drvr I 6.55 hrs Trans	02/11/20
Woyak, Kellie	Range 33/5 Sch Bus Drvr I 6.50 hrs Trans	Range 33/5 Sch Bus Drvr I 6.55 hrs Trans	02/11/20
Abayan, Carol	Range 33/5 Trans Attn dt. 4.6 hrs Trans	Range 33/5 Custodian 8.0 hrs LVMS	02/24/20
Hunt, Patricia	Range 26/5 CNW I 3.0 hrs FMEL	Range 29/5 CNW I 3.25 LBEL	02/24/20
Longoria, Carolyn	Range 21/2 CNW I 2.0 hrs FMEL	Range 21/2 CNW I 3.0 hrs FMEL	02/24/20
Bunt, Antoinette	Range 21/2 Stu Sup Aide 3.55 hrs RUTH	Range 21/2 Stu Sup Aide 1.30 hrs BVEL	03/05/20
	Range 21/1	Range 21/1	

## 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>
Mack, Jackie	Para – SpEd	Separation	01/23/20
Johnson, Sheryl	Career Ctr Tech	Resigned	01/24/20
Thompson, Haley	Para – SpEd	Resigned	02/10/20

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
April 7, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Meza-Miramontes, Ana	Para- Bil	Ruth	25/1	3/10/20
Jacobs, Joelle	Office Asst	LHS	29/1	3/23/20
De La Mora, Alejandra	Acct Tech	ACCT	39/2	3/24/20
Martinez, Aide	Acct Tech	ACCT	39/2	3/24/20

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Henry, Wallace	SUB Trans Att	26/1	3/4/20
Guthrie-Verrette, Jennifer	SUBCNW I	31/1	3/6/20
Alewine, Michael	SUB Custodian	29/1	3/9/20

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
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ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Chavez, Nicolas	Stu Sup Aide 1.0 hrs LHEL Range 21/2	Custodian 8.0 hrs CHS Range 29/1	3/17/20
Bedolla, Rosana	Para – SpEd 6.0 hrs LHEL Range 27/5	Hm/Sch Comm Liaison-BIL 6.0 hrs LCEL Range 29/5	3/23/20

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>
Velasco, Fatima	CNW I	Resignation	3/5/20
Quesada Santana, Maria	Paraeducator	Resignation	3/5/20
Salutan, Mekayla T	Paraeducator-SpEd	Resignation	3/9/20
Miller, Patrick	CNW I	Resignation	3/12/20
Scipio, Edward	Paraeducator – SpEd	Resignation	3/13/20
Mercer, Melissa	Staff Sec	Separation	3/17/20
Gray, Seth	Paraeducator – SpEd	Resignation	3/18/20
Huff, Susanne	CNW I	Resignation	3/20/20
Rael, Serena	CNW I	Separation	3/26/20



Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared April 16, 2020

**STATUS OF CLASSIFIED VACANCIES**  
Information Items  
For Personnel Commission Meeting April 23, 2020

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Administrative Asst. I	1/18/2020	8.0	VACANT DUE TO RESIGNATION	228	H. Robinson	FMEL	Recruit
Bus Driver I	12/11/2019	4.6	VACANT DUE TO RETIREMENT	196	K. Cornelia	Transportation	Recruit
Bus Driver II	12/16/2019	7.150	VACANT DUE TO PROMOTION	196	A. Osua	Transportation	Recruit
Buyer	1/3/2020	8.0	VACANT DUE TO SEPERATION	260	G. Siben	Ed. Ctr.	Recruit
Child Nutrition Worker	1/06/2020	8 hrs/week	VACANT DUE TO INCREASE IN HOURS	195	P. Hunt	Fillmore	Interview
Child Nutrition Worker	2/24/2020	10 hrs/week	VACANT DUE TO INCREASE IN HOURS	195	C. Longoria	Fillmore	Interview
Child Nutrition Worker	3/20/20	2.0	VACANT DUE TO RESIGNATION	196	S. Huff	LHS	Transfer
Child Nutrition Worker	3/20/20	2.0	VACANT DUE TO RESIGNATION	196	P. Miller	RUTH	Transfer
Ground Maintenance Worker II	03/18/2020	8.0	VACANT DUE TO 39 Month Reemployment	260	J. Metzger	M & O	Recruit
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. Acosta	Ed. Ctr.	Recruiting
Library Technician	3/26/2020	8.0	VACANT DUE TO RESIGNATION	233	B. Reynolds	LHS	Transfer Interviews
Paraeducator – Special Ed	10/10/2019	6.0	VACANT DUE TO TRANSFER	196	A. Navarro	LVMS	Interview
Paraeducator – Special Ed	10/23/2019	6.0	NEW	196	N/A	VMS	Interview

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	11/18/2019	6.0	NEW	196	N/A	La Honda	Interview
Paraeducator – Special Ed	12/11/2019	6.0	NEW	196	N/A	La Canada	Transfer
Paraeducator – Special Ed	1/1/2020	6.0	VACANT DUE TO PROMOTION	196	M. Pellegrin	LHS	Testing
Paraeducator – Special Ed	1/6/2020	6.0	NEW	196	N/A	LVMS	Testing
Paraeducator – Special Ed	1/6/2020	6.0	VACANT DUE TO INCREASE IN HOURS	196	R. Bueno	LHS	Testing
Paraeducator – Special Ed	1/20/2020	6.0	VACANT DUE TO PROMOTION	196	K. Faulkner	Crestview	Testing
Printing Services Assistant	1/6/2020	8.0	VACANT DUE TO RESIGNATION	260	A. Lopez	Print Shop	Testing
School Accounting Tech	1/6/2020	8.0	VACANT DUE TO PROMOTION	228	L. Meeker	La Honda	Recruit
Student Supervision Aide	1/6/2019	1.65	VACANT DUE TO PROMOTION	195	C. Simmons	HPEL	Hiring
Transportation Attendant	2/24/2020	5.35	VACANT DUE TO PROMOTION	196	C. Abayan	Transportation	Recruit

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared April 16, 2020  
**EXAMINATION SCHEDULE**

Information Item

For Personnel Commission Meeting April 23, 2020

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN/ PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Accounting Technician RE-POST	24	1/21/2020	14	2/12/20	5
Child Nutrition Worker I	31	2/14/2020	29	3/17/20	9
Paraeducator (continuous recruitment)	47	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	26	TBD	16	TBD	TBD
Printing Services Assistant	42	TBD	TBD	TBD	TBD
School Accounting Assistant	26	TBD	TBD	TBD	TBD
Student Safety Officer	22	TBD	TBD	TBD	TBD
Administrative Assistant I	24	TBD	TBD	TBD	TBD
Bus Driver II	2	TBD	TBD	TBD	TBD
Bus Driver I (continuous recruitment)	0	TBD	TBD	TBD	TBD
Buyer	10	TBD	TBD	TBD	TBD
Lead Language Assessment Technician	2	TBD	TBD	TBD	TBD
Office Assistant	OPEN	TBD	TBD	TBD	TBD
Transportation Attendant	OPEN	TBD	TBD	TBD	TBD
Lead Custodian	OPEN	TBD	TBD	TBD	TBD
Grounds Maintenance Worker II	5	TBD	3	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared April 16, 2020

**WORKING OUT OF CLASS REPORT**  
Information Item  
For Personnel Commission Meeting April 23, 2020

Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Reason/Comments
Dylan Miller	Grounds Maint Wkr I/ M&O	Lead Grounds Maint. Wkr./LHS	02/20/2019	TBD	
Jeremy Chastain	Driver/CNS	Grounds Maint. Worker I/ M & O	10/28/2019	TBD	WOC for Dylan Miller
Michelle Tognazzini	Delivery Driver / Warehouse	Print Shop Assistant / Printing	1/27/2020	Until Filled	Vacancy
Kevin Robbie	CNW I/ Clarence Ruth	Delivery Driver – Warehouse	2/5/2020	TBD	WOC for Michelle Tognazzini
Keith Huyck	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II/LHS	9/11/2019	TBD	Leave
Randy Reeves	Instructional Asst Spec Ed	Grounds Maint. Wrkr / M&O	9/24/2019	TBD	WOC for Keith Huyck
Marco Vargas	Home/School Liaison/LCEL	Lead Language Assessment Tech/Ed. Ctr	02/11/2020	Until Filled	Vacancy
Aracely Navarro	Paraeducator Special Ed. / La Canada	Language Assessment Tech/Ed. Ctr	2/11/2020	Until Filled	WOC for Marco Vargas
Christina Taulbee	Student Supervision Aide/Los Berros	Paraeducator-SpEd/Los Berros	11/4/2019	TBD	Leave
Naomi Perez	Paraeducator/ La Honda	Account Clerk / La Honda	1/2/2020	Until Filled	Vacancy
Candra Vetch	Payroll/Benefits Technician / District	Budget Analyst / District	7/1/2019	TBD	
Aleida Cabrera Marin	Paraeducator Special Ed. / Los Berros	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Anayeli Torres	Paraeducator Bilingual / Fillmore	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Lucia Gomez	Paraeducator Bilingual / La Honda	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Manuel Carrillo	Custodian / Clarence Ruth	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Makayla Foust	Paraeducator Special Ed. / La Honda	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Zinnia Pearsen	Office Assistant / Fillmore	Admin Assistant I / Fillmore	1/28/2020	Until filled	Vacancy

Kristin Forshey	Paraeducator Special Ed. / Fillmore	Office Assistant / Fillmore	2/3/2020	TBD	WOC for Zinnia Pearson
Amber Boneck	Student Supervision Aide/ Los Berros	Paraeducator Special Ed. / Los Berros	10/23/2019	TBD	Leave
Diana Uriarte-Clark	Instructional Asst Bilingual / Hapgood	Sr. Office Assist/ HR Cert.	12/16/2019	6/3/2020	Leave
Ricardo Salas	Accounting Tech/ Accounting	Buyer / Purchasing	2/12/2020	Until filled	Vacancy
Rachel Van Sandt	Noon Duty Aide / Miguelito	Health Clerk / District Wide	3/2/2020	Until filled	Vacancy
Lucia Gomez	Paraeducator Bilingual / La Honda	Health Clerk / District Wide	3/18/2020	Until filled	Vacancy
Cinthia Diaz	Paraeducation SpEd / LHS	Health Clerk / District Wide	3/18/2020	Until filled	Vacancy

LOMPOC UNIFIED SCHOOL DISTRICT  
**Personnel Commission Budget (Proposed)**  
**2020-2021**  
**First Reading – April 23, 2020**

OBJECT	DESCRIPTION	2020-2021 PROPOSED Budget	2019-2020 APPROVED Budget
2310	Supervisors' and Administrators'	\$ 118,000.00	\$ 125,700.00
2410	Clerical and Office	\$ 145,000.00	\$ 145,000.00
2430	Substitute / Overtime	\$ 10,000.00	\$ 10,000.00
2440	Office Substitutes	\$ 5,000.00	\$
2920	Office Classified Hourly	\$ 1,000.00	\$ 1,000.00
3302-3802	Statutory Benefits	\$ 121,398.64	\$ 93,162.00
	Health/Welfare	\$ 33,000.00	\$ 38,000.00
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 433,398.64</b>	<b>\$ 415,134.00</b>
4311	Materials and Supplies - Toner	\$ 2,000.00	\$ 2,000.00
4350	Supplies	\$ 4,000.00	\$ 4,000.00
4352	Meeting	\$ 700.00	\$ 500.00
4400	Equipment Replacement	\$ 1,000.00	\$ 1,000.00
4660	Noncap IT/Tech	\$ 1,500.00	\$ 3,672.00
5200	Travel/Conference Expense	\$ 15,000.00	\$ 10,000.00
5300	Dues/Memberships	\$ 3,500.00	\$ 3,000.00
5650	Copier (department portion)	\$ -	-
5710	Transfers of Direct Costs (Print shop)	\$ 500.00	\$ 500.00
5720	Field Trips	\$ -	\$
5725	Maintenance Work Orders	\$ -	-
5811	Legal Advertising	\$ 1,500.00	\$ 1,500.00
5824	Employee Medical Services	\$ 1,200.00	\$ 1,200.00
5850	Professional/Consulting Professional Development-(2 days classified employees)	\$ 1,500.00	\$ 1,500.00
5920	Postage	\$ 250.00	\$ 500.00
	<b>TOTAL SUPPLIES / SERVICES</b>	<b>\$ 32,650.00</b>	<b>\$ 30,372.00</b>
	<b>GRAND TOTAL SALARY/BENEFITS &amp; SUPPLIES/SERVICES</b>	<b>\$ 466,048.64</b>	<b>\$ 443,234.00</b>

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Action Item

**RATIFICATION OF ELIGIBILITY LISTS**

Action Item

For Personnel Commission Meeting April 23, 2020

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>
Child Nutrition Worker I	<b>03/17/2020</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>8</b>
Paraeducator - SpEd	<b>02/14/2020</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>9</b>
Accounting Technician	<b>02/12/2020</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

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

Respectfully Submitted,

Lacy Gillespie  
Director, Human Resources-Classified  
Personnel Commission

## **CHAPTER 5 – RECRUITMENT AND EXAMINATIONS**

### **5.1 Recruitments**

#### **5.1.1 Announcement of Examinations**

**The Personnel Commission shall direct and administer the holding of examinations for the purpose of filling vacancies or creating lists for the Classified Service.**

**5.1.1.1 No examination announcement may be made and no part of any examination may be held for a new position until the Board has properly designated the position duties and the Commission has completed the position classification including the establishment of minimum qualifications. (Note: A newly-created position is one which does not have a previously separate existence.)**

**5.1.1.2 Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist (as determined by the Commission), the Personnel Commission shall announce each examination on the appropriate vacancy announcement form which shall be distributed to all employee work sites and community locations for at least ten (10) working days. It shall be the responsibility of each site administrator or department head to insure that all vacancy announcements are posted in an area where all employees shall have access to them. The Director of Classified Human Resources shall determine the appropriateness and may place advertisements in newspapers, trade and business journals or other media. The Director of Classified Human Resources shall insure that community agencies and organizations dealing with women, minorities, and the handicapped are notified of each examination.**

#### **5.1.2 Opening of Announcements**

**The vacancy announcement shall contain the title of the class and shall include the following:**

- A) Information concerning the purpose of the examination.**
- B) Information concerning the location of employment, the expected length of the life of the eligibility list, and other conditions of employment;**
- C) A description of the scope of duties and responsibilities of the class.**
- D) The qualifications and requirements of the class.**
- E) The salary, benefits, and other compensation.**



**F) The closing date for filing applications.**

**G) The general content of the examination and the types of tests to be given, to include test dates when possible.**

**H) The subjects about which competitors may be examined and the weights of various part of the examination; and**

**I) Such other information as to assist interested persons in fully understanding the nature of the employment and procedures necessary to participate in the examination**

## **5.2 Notification of Required/Desired Skills**

**When a position is posted for recruitment and special skills are either desired or required that information shall be noted on the recruitment announcement.**

**Education Codes: 45109, 45260, 45261, 45272 and 45278**

## **5.3 Examinations**

### **5.3.1 Determination of Examinations:**

**The Director of Classified Human Resources shall determine the standards of proficiency to be required for each examination and determine whether the examination shall be:**

### **5.3.2 Open and Competitive Examinations**

**Entry-level classifications with the Classified Service of the District shall always have an open competitive examination and veterans' preference points shall be allowed. These examinations shall be open to all qualified applicants.**

### **5.3.3 Promotional Examinations**

**Where it has been determined by the Personnel Administrator of Classified Personnel that an adequate field of competition exists within the District and examinations can reasonably be expected to result in at least three (3) qualified ranks of eligibles, the field of competition may be limited to promotional applicants. As a guideline, six (6) qualified applicants will be considered an adequate field of competition.**

**5.3.3.1 Promotional examinations shall be restricted to permanent employees of the District and former employees on a valid reemployment list who meet the qualifications of the class.**

**Education Codes: 45103, 45260, 45261, and 45272**

**5.3.4 Promotional and Open Competitive Examinations (with promotional list taking precedence)**

**5.3.4.1 Where it has been determined by the Director of Classified Human Resources that an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Director may advertise the examination among employees and the general public.**

**5.3.4.2 Qualified probationary employees (those who have not completed an initial probationary period with the District) may compete in such examinations as "open" candidates.**

**5.3.4.3 Applicants shall be considered as a group in determining passing scores on the examination.**

**5.3.4.4 This examination procedure shall result in a promotional and an open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional eligibility list does not contain sufficient ranks of eligibles (defined as having fewer than three eligible and available ranks), certification of additional ranks shall then be made from the open list.**

**Education Codes: 45103, 45260, 45261, and 45272**

**5.3.5 Dual Certification**

**An examination may be held under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open competitive candidates merged on one eligibility list. Scores on this type of list shall include all applicable veterans' preference points for open candidates and seniority credit points for promotional candidates (See Rule #5.3.14).**

**Education Codes: 45282 and 455284**

**5.3.6 Continuous Examinations**

**The Commission may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations**

**shall be given as the need arises. If a qualifications appraisal interview is required, the interview panel may consist of two persons who may be employees of the District or the Commission, as designated by the Director of Classified Human Resources.**

**Continuous examination for classes which cannot be practically filled by promotional examination only may be held without further action by the Personnel Commission.**

**Education Codes: 45273 and 45292**

### **5.3.7 Types of Examinations**

**Examinations shall be conducted by the Commission's staff and shall be administered objectively and shall consist of test parts that relate to job performance. The parts may be any of the following:**

- A) Written examination.**
- B) Practical demonstration of skill**
- C) Evaluation of applicants' training and experience submitted on application materials.**
- D) Evaluation of training, education, and experience by a qualifications appraisal interview panel.**
- E) Other tests of fitness determined by the Commission.**

**Education Codes: 45260 and 45273**

### **5.3.8 Scoring and Weighting of Tests**

**All examination parts shall be prepared under the direction of the Director of Classified Human Resources who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.**

**Education Codes: 45260, 45261, and 45274**

### **5.3.9 Qualifications Appraisal Interview Examinations**

**If an examination requires the use of a Qualifications Appraisal Interview Panel, the Director of Classified Human Resources shall assure that the following rules are followed:**

**5.3.9.1 The panel shall consist of at least two persons who shall be technically qualified in the specified occupational areas under examination.**

**5.3.9.2 An employee of the District or of the Commission may serve on an interview panel if that employee is not at the first or second level of supervision over a vacant position in the class for which the examination is being held.**

**5.3.9.3 The interview panel shall evaluate general fitness for employment in the class and the candidates' technical knowledge and skills.**

**5.3.9.4 Members of the Board of Education or Personnel Commission shall not serve on interview panels.**

**5.3.9.5 Interviews shall be electronically recorded and filed in the Commission Office.**

**5.3.9.6 Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.**

**5.3.9.7 In no case will an oral or performance examination board be provided with confidential references on candidates who are competing in examinations.**

**5.3.9.8 In interview panel examinations, ratings accorded competitors shall be expressed in percentages with 60% being the minimum qualifying rating. Ratings shall be made independently by each interviewer either before or after discussion with other interviewers. Ratings shall be made on forms prescribed by the Director of Classified Human Resources, which shall be signed by the interviewer and be delivered to the Director of Classified Human Resources or his/her representative. When a competitor is disqualified by a member of the Qualifications Appraisal Interview Board, the interviewer shall make a record of the reason(s) on the rating sheet.**

**Education Codes: 45260 and 45273**

### **5.3.10 Admission to Examination**

**Admission to an examination shall be by a valid examination pass for those examinations where application materials are submitted at the time of the exam, or by inclusion in a listing of qualified applicants for those examinations where applications have been submitted and evaluated prior to the examination. No candidate may be admitted to any examination without this authorization. In addition, each candidate must provide personal identification (with picture I.D.) at time of examination admittance in order to take the test.**

**Education Codes: 45260 and 45261**

**5.3.11 Examination Procedures**

**Competitors in any written test must take the test on the prescribed date unless prior approval of the Director of Classified Human Resources has been obtained. Alternate test dates/times shall only be approved in cases of emergency or severe hardship, as determined by the Director of Classified Human Resources.**

**5.3.11.1 Copies of the questions in a test shall not be made by competitors or other unauthorized persons.**

**5.3.11.2 Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any competitor until all papers of all competitors in a given examination have been marked and rated. The only exception to this rule shall be if the Commission maintains a computerized and automated test scoring system which will automatically and accurately score the exams of all competitors, and which has built-in safeguards to insure that an individual examination score cannot be falsely altered.**

**5.3.11.3 A competitor in any examination who places an identifying mark upon his/her test paper (other than the identifying mark prescribed at the time of examination) or makes an attempt to disclose to others the identity of his/her papers prior to the completion of the examination may be disqualified.**

**5.3.11.4 A candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of 90 calendar days.**

**Education Codes: 45260, 45261, and 45273**

**5.3.12 Rating Required**

**Candidates will be required to attain a designated minimum rating in each part or in combined parts of the selection process to qualify for participation in the next succeeding part.**

**Education Codes: 45260, 45261, and 45273**

**5.3.13 Seniority Credit**

**In Dual Certification examinations, seniority credit shall be added to the final passing scores of candidates who have permanency with the District or who are on a**

valid reemployment list. A full year's credit shall be granted to employees whose regular position is assigned on less than a full calendar year basis or less than an eight hour day. Seniority credit rights shall be considered as having been lost when the services of an employee have been terminated for a period of 39 months or more. Seniority credit shall be at the rate of .50 point for each full year of service, up to a maximum of 10.0 points.

Education Codes: 45260, 45261, 45272, and 45281

**5.3.14 Veterans Preference**

A veteran, as defined in this rule, shall mean an individual who has served at least thirty (30) days of active duty in the Army, Navy, Marine Corps, Air Force, National Guard, or Coast Guard between the dates listed below:

World War I.....April 6, 1917 to November 11, 1918  
World War II.....December 7, 1941 to December 31, 1946  
Korea.....June 27, 1950 to January 31, 1955  
Viet Nam .....August 4, 1964 to May 7, 1975

5.3.14.1 Veterans, except disabled veterans, shall have an additional five (5) points added to their final score in entry-level examinations on an open eligibility list.

5.3.14.2 Disabled veterans shall have an additional ten (10) points added to their final score in entry-level examinations on an open eligibility list. A disabled veteran is an individual classified by the U.S. Veteran's Administration to be ten percent (10%) or more disabled as a result of service in the Armed Forces of the United States.

Education Codes: 45260, 45261, 45294, 45295, and 45296

**5.3.15 Notice of Final Score:**

Each candidate who qualifies, shall be notified by the Personnel Commission's staff within fifteen (15) working days after completion of the examination of his/her standing on the eligibility list. Candidates who do not qualify shall be notified within fifteen (15) working days after completion of the examination.

Education Codes: 45260 and 45261

**5.3.16 Violation of These Examination Rules/Laws**

Whenever the Personnel Commission, after a public hearing, finds that any appointment has been made in violation of the Education Code provisions of the merit system, or these rules as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the

**employee so appointed, for services rendered after the date of said order. Any violation of the merit system sections of the Education Code or the rules of the Personnel Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.**

**Education Codes: 45260, 45261, 45310, and 45311**

#### **5.4 Review and Protest of Examinations**

##### **5.4.1 Retention of All Examination Records**

**Examination records, including test answer sheets, tape recordings of interviews and the rating sheets of each member of an oral interview panel shall be retained by the Personnel Commission for a period of three (3) years.**

**Education Codes: 45260, 45261, and 45274**

##### **5.4.2 Examination Records Shall be Confidential**

**All papers submitted by candidates in the course of an examination process are the property of the Personnel Commission and shall be confidential. Records, such as identifiable ratings of oral panel members and confidential references of previous employers shall not be available for review.**

**Education Codes: 45260, 45261, and 45274**

##### **5.4.3 Availability for Review**

**Remaining examination records, such as papers, tapes and scores of the candidate or eligible shall be available for review only by the candidate or eligible or his/her representative. The candidate or eligible or his/her representative may not review the records of another person. Except under conditions of a formal protest, examinations shall not be available for review. No candidate or representative may remove or copy information from the examination materials.**

**Education Codes: 45260, 45261, and 45274**

##### **5.4.4 Examination Protest**

**Protest forms shall be available at all examination processes. These forms shall be for the purpose of protesting the inclusion or content of any examination question and/or section. Failure to file a protest as described in Rule #5.5.4.1 shall constitute a waiver of the right to appeal that part of the selection process.**

**5.4.4.1 Protest forms must be filed within 24 hours of the ending of the examination. The Director of Classified Human Resources shall review and act upon all protests.**

**If the protest results in any change, the test papers of all applicants shall be reviewed and re-rated.**

#### **5.4.5 Appeal to Commission**

**The Director of Classified Human Resources shall inform the candidate who has submitted the protest of his/her decision. That decision shall be in writing and served in person or by certified mail (Return Receipt Requested) to the applicant. This requirement will be deemed to have been met if the Director of Classified Human Resource's decision is sent certified mail to the last known home address on file in the Personnel Commission Office. Failure of the applicant to retrieve delivered mail, or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notification, or the staving of the timeliness outlined in these rules. The responsibility for keeping the District informed of a home address is the requirement of the applicant. For purposes of this rule, if a notice is mailed, the second working day following the postmark date of the notice shall be considered to be the official date of receipt. Should the Director of Classified Human Resources rule against the protest, that decision may be appealed to the Personnel Commission. However, the filing of such an appeal shall not stop or otherwise delay the selection (examination) process unless so ordered by the Personnel Commission.**

**5.4.5.1 Appeals to the Personnel Commission shall be submitted in writing to the Personnel Commission Office within three (3) working days of receipt of the decision of the Director of Classified Human Resources.**

**5.4.5.2 The Personnel Commission shall hold a hearing to hear the appeal of the applicant. The decision of the Personnel Commission shall be in writing and served on the applicant using the procedures outlines in Rule #5.4.5. The decision of the Personnel Commission shall be final and binding on all parties.**

**Education Codes: 45260 and 45261**



# LUSD Zoom Instructions for Participants

## Before a videoconference:

Please download the Zoom application. You will need a computer, tablet, or smartphone with speaker or headphones.

You will receive notice for a videoconference or conference call from your LUSD host.

The notification will include a link to “**Join via computer**” as well as phone numbers for a conference call option.

It will also include the 9-digit (usually) Meeting ID and password.

## To join the videoconference:

At the start time of your meeting, click on the link in your invitation to **join via computer**.<sup>2</sup> You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided by your LUSD host.

## Once in the meeting if you are having trouble hearing, you can join via telephone while remaining on the video conference:

On your phone, dial the teleconferencing number: + 1-669-900-6833

Enter the **Meeting ID number** (provided in your invitation) when prompted using your touch-tone keypad.

If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer. (Participant ID will be displayed in meeting)

## Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

On your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view.

“Speaker view” shows the active speaker only. “Gallery view” tiles all of the meeting participants at once.