



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: August 16, 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)

June 21, 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 – June 26, 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. Proposed New Job Description – Speech Language Pathology Assistant – 2nd Reading (Action) – **(Attachment 7)**

Moved by: _____ Seconded by: _____ Vote: _____

3. Ewing Consulting Year 2 Job Descriptions – 2nd Reading (Action) – **(Attachment 8)**

Moved by: _____ Seconded by: _____ Vote: _____

4. Ewing Consulting Year 3 Job Descriptions – 1st Reading (Discussion Only) – **(Attachment 9)**

5. Personnel Commission Rules and Regulations Revisions – 1st Reading (Discussion Only) – **(Attachment 10)**

- a. Chapter 1 – Definitions
- b. Chapter 2 – Rule Making Authority
- c. Chapter 19 - Discipline

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

- **September 20, 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

June 21, 2018

Unadopted Minutes (Page 1)

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. June 21, 2018 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>	None
<u>Staff Present</u>	Cynthia Carrillo, Carmen Jaramillo, Barbara Sandoval
<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 May 17, 2018 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval inquired about current classified recruitments requiring bilingual skills testing and provided insight about questions she had received regarding those recruitments.
2. Cynthia Carrillo	Cynthia Carrillo responded to Barbara Sandoval's concerns and shared updated information regarding the bilingual skills testing. She provided several handouts regarding classified HR updates and meetings.
<u>Information Items</u>	<u>Classified Personnel Items</u> – May 22 & June 18, 2018 – Cynthia Carrillo <u>Status of Vacancies</u> – Cynthia Carrillo <u>Examination Schedule</u> – Cynthia Carrillo <u>Working Out of Class Report</u> – Carmen Jaramillo <u>Proposed new Job Description</u> – Speech language Pathology Assistant 1 st Reading – Cynthia Carrillo

<u>New Business</u>	
1. Ratification of Eligibility List (Action)	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists: Child Nutrition Worker Site Lead – Established 5/23/18 – 5 promotional ranks Child Nutrition Worker I – Established 5/25/18 – 9 open ranks Custodian - Established 6/12/18 – 3 promotional ranks/14 open ranks IA/Sp Ed – Established 5/29/18 – 2 promotional ranks/10 open ranks Senior Office Asst. – Established 5/29/18 – 2 promotional ranks/8 open ranks Transportation Attendant – Established 5/29/18 – 5 open ranks
2. 1st Reading of Ewing Year 2 Job Descriptions (Discussion)	Discussion Action Only – Ewing Year 2 Job Descriptions of the following job families: Child Nutrition Services Delivery Services Fiscal Instructional Grounds Maintenance Transportation Second reading and approval will be presented at the August 16, 2018 Personnel Commission Meeting.

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting
June 21, 2018**

Unadopted Minutes (Page 2)

<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
<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Next Meeting Date</u>	August 16, 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 5:04 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 August 13, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Bedolla, Andreina	Bilingual Paraeducator	Adult Ed.	Range 25-1	07/10/18
Bell, Julie	Library Technician	La Canada	Range 33-1	07/27/18
Mares, Christal	Paraeducator	La Canada	Range 24-1	07/05/18
McCree, D'Ani	Paraeducator	Crestview	Range 24-1	08/01/18
Payne, Kristy	Sr. Office Assistant	LVMS	Range 31-1	07/20/18
Salutan, Mekayla	Paraeducator	La Honda	Range 24-1	07/25/18
Van Dyke, Alexis	Paraeducator	Buena Vista	Range 24-1	08/02/18

EMPLOYMENT - Substitute

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Barry, Deana	IA – SPED	SUB	Range 27-1	07/23/18
Levash, Gregory	Custodian	SUB	Range 29-1	07/11/18
Wolf, Aryn	IA – SPED	SUB	Range 27-1	07/16/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Acker, Elizabeth	IA – SPED 6.0 hrs/day, LBEL Range 27-5	Office Assistant 8.0 hrs/day, SPED Range 29-5	08/02/18
Acosta, Teresa	Admin II 8.0 hrs/day, TRANS Range 38-5	Lead Language Assmt. Tech. 8.0 hrs/day, CCID Range 38-5	07/23/18
Araujo, Maria	Office Assistant 8.0 hrs/day, LHEL Range 29-5	District Translator 4.0 hrs/day, STSV Range 40-1	07/20/18
Araujo, Maria	Office Assistant 8.0 hrs/day, LHEL Range 29-5	Bilingual Paraeducator 4.0 hrs/day, RUTH Range 25-5	08/02/18
Bateman, Sylvan	IA – SPED 6.0 hrs/day, FIL Range 27-3	Paraeducator 4.0 hrs/day, LCEL Range 24-5	07/06/18
Bauldry, Scott	GMW I 8.0 hrs/day, MAIN Range 31-1	Pest Control/Turf Tech. 8.0 hrs/day, MAIN Range 34-1	07/01/18

Bedolla, Roseanna	IA – SPED 6.0 hrs/day, RUTH Range 27-5	IA – SPED 6.0 hrs/day, LHEL Range 27-5	08/14/18
Boltz, Diana	IA – SPED 6.0 hrs/day, HPEL Range 27-5	IA – SPED 6.0 hrs/day, LBEL Range 27-5	08/14/18
Cardoza, Ashlee	IA – SPED 6.0 hrs/day, ADTP Range 27-2	IA – SPED 6.0 hrs/day, FIL Range 27-2	08/14/18
Fletes, Rosalinda	BIL Paraeducator 5.0 hrs/ M,T,Th, F RUTH Range 25-1	Paraeducator 4.0 hrs/day, RUTH Range 24-2	07/17/18
Garner, Leanna	IA – SPED 6.0 hrs/day, RUTH Range 27-5	IA – SPED 6.0 hrs/day, LBEL Range 27-5	08/14/18
Gray, Seth	IA – SPED 7.0 hrs/day, LHS Range 27-4	IA – SPED 6.0/1.0 hrs/day, ADTP/BFCDS Range 27-4	08/14/18
Gomez, Carly	Account Clerk I 2.0 hrs/day, LBEL Range 31-3	Account Clerk I 3.0 hrs/day, LBEL Range 31-3	07/01/18
Groves, Shaylyn	IA – SPED 6.0 hrs/day, VMS Range 27-5	IA – SPED 6.0 hrs/day, FIL Range 27-5	08/14/18
Gustaves, Selmer	Paraeducator 4.0 hrs/day, ADED Range 24-5	Paraeducator 4.0 hrs/day LCEL Range 24-5	07/01/18
Hamilton, Tiffany	CNW I 2.5 hrs/day, VMS Range 21-3	CNW I 4.25 hrs/day, VMS Range 21-4	08/14/18
Kinard, Christopher	Lead Custodian 8.0 hrs/day, LHS Range 36-2	Maintenance Worker II 8.0 hrs/day, MAINT Range 40-1	07/23/18
Klawiter, Gloria	IA – SPED 6.0 hrs/day, MGEL Range 27-5	IA – SPED 6.0 hrs/day, LVMS Range 27-5	08/14/18
Labato, Yvonne	IA – SPED 6.5 hrs/day, LHS Range 27-1	IA – SPED 6.0 hrs/day, ADTP Range 27-1	08/14/18

Jorgensen, Nilufer	Accounting Tech. 8.0 hrs/day, ACCT Range 39-5	Accounting Tech. 8.0 hrs/day, PAYR Range 39-5	08/01/18
Jones, Rene	IA – SPED 6.0 hrs/day, BVEL Range 27-5	IA – SPED 6.0 hrs/day, LHS Range 27-5	08/14/18
Lopez, Edtna	Staff Secretary 8.0 hrs/day, CHS Range 33-2	Staff Secretary 8.0 hrs/day, STSV Range 33-2	07/25/18
Mendez, Teresa	IA – SPED 6.5 hrs/day, LVMS Range 27-2	IA – SPED 6.5 hrs/day, LHS Range 27-2	08/14/18
Pearson, James	IA – SPED 6.0 hrs/day, LHS Range 27-5	Custodian 8.0 hrs/day, LHEL Range 29-5	06/08/18
Polton, Donna	IA – SPED 6.0 hrs/day, MGEL Range 27-5	IA – SPED 6.0 hrs/day, LBEL Range 27-5	08/14/18
Reinacher, Audrey	IA – SPED 6.0 hrs/day, LCEL Range 27-5	IA – SPED 6.0 hrs/day, HPEL Range 27-5	08/14/18
Ross, Melissa	IA – SPED 6.0 hrs/day, LHEL Range 27-5	IA – SPED 3.0/3.0 hrs/day, ADTP/BFCDS Range 27-5	08/14/18
Reeves, Randolph	IA – SPED 7.0 hrs/day, CHS Range 27-4	IA – SPED 6.0 hrs/day, VMS Range 27-4	08/14/18
Rulien, Lorna	IA – SPED 6.0 hrs/day, RUTH Range 27-5	IA – SPED 6.0 hrs/day, VMS Range 27-5	08/14/18
Sanchez, Jesse	IA – SPED 6.0 hrs/day, ADTP Range 27-5	IA – SPED 6.0 hrs/day, FIL Range 27-5	08/14/18
Scipio, Eddie	IA – SPED 6.0 hrs/day, LVMS Range 27-2	IA – SPED 6.0 hrs/day, LHS Range 27-2	08/14/18
Scroggins, Jonathan	IA – SPED 6.0 hrs/day, LBEL Range 27-1	IA – SPED 7.0 hrs/day, LHS Range 27-1	08/14/18

Starbuck, Sarah	Staff Secretary 8.0 hrs/day, SPED Range 33-2	Staff Secretary 4.0 hrs/day, STSV Range 35-2	07/18/18
Torres-Adams, Fatima	CNW I 3.0 hrs/day, LHS Range 21-4	CNW I 3.25 hrs/day, LHS Range 21-4	08/14/18
Urdiano Garcia, Leydi	IA – SPED 6.0 hrs/day, LHS Range 27-4	IA – SPED 6.0 hrs/day, LVMS Range 27-4	08/14/18

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Montoya, Brianna	IA - SPED	Student Teaching	9/04/18 – 12/24/18

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>
Esparza, Melanie	Sub IA – SPED	Resignation	07/19/18
Heller, Michael	Sub Custodian	Separation	07/31/18
Jenkins, Laura	IA – SPED	Resignation	07/20/18
Perez, Homero	Custodian	Retirement – 10 years	08/15/18
Schelvis, Laura	IA – Computer Lab	Resignation	08/01/18
Siemens, Edward	Accounting Technician	Resignation	07/31/18
Vogler, Muserref	Custodian	Resignation	07/31/18

**Status of Classified Vacancies
Prepared June 15, 2018**

For Personnel Commission Meeting August 16, 2018

POSITION	HOURS	REASON	WORK YEAR	FUNDING SOURCE	REPLACING	SITE	STATUS
ACCOUNTING TECHNICIAN	8.0	VACANT DUE TO TRANSFER	260	UNRESTRICTED	N. JORGENSEN	ACCT	TESTING
ADMIN II	8.0	VACANT DUE TO TRANSFER	260	UNRESTRICTED / SPED IDEA	A. GUERRERO	DO	TESTING
BUS DRIVER	TBD	VACANT DUE TO RESIGNATION	196	TRANSPORTATION	P. BRAVO	TRANS	RECRUITING
CAREER CENTER TECHNICIAN	16 HR/WK	NEW	196	ADULT ED	N/A	ADED	TESTING
CHILD NUTRITION WORKER I	3.25	VACANT DUE TO TRANSFER	196	CHILD NUTRITION	H. TOWNSEND	LHS	TRANSFER
CHILD NUTRITION WORKER I	12.5 HR/WK	NEW	196	CHILD NUTRITION	N/A	LVMS	ON HOLD PER MANAGER
CUSTODIAN	8.0	VACANT DUE TO RETIREMENT	260	MAINTENANCE	H. PEREZ	FIL	ON HOLD PER MANAGER
GROUNDS MAINT. WORKER I	8.0	VACANT DUE TO PROMOTION	260	MAINTENANCE	SCOTT BAULDRY	MAINT	ON HOLD PER MANAGER
IA COMPUTER LAB	6 HRS DAY/4 DAY/WK	NEW	196	ADULT ED	N/A	ADULT ED	TRANSER
PARAEDUCATOR - BILINGUAL	5.2	VACANT DUE TO RETIREMENT	196	SUP CON / TITLE I	G. OBERMIERE	HAP	INTERVIEWS
LVN	6.0	VACANT DUE TO SEPARATION	208	SUP CON	M. CSYOTA	DW	INTERVIEWS
STAFF SECRETARY	8.0	VACANT DUE TO PROMOTION	233	CTE GRANT	R. RAZO	CHS/LHS	TESTING
STAFF SECRETARY	8.0	VACANT DUE TO PROMOTION	233	UNRESTRICTED	E. LOPEZ	CHS	TESTING
STAFF SECRETARY	4.0	NEW	233	TITLE I	N/A	CHS	TRANSFER

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared June 15, 2018

EXAMINATION SCHEDULE
For Personnel Commission Meeting August 16, 2018

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
Bus Driver I (continuous recruitment)	6	NA	NA	NA	NA
LVN (continuous recruitment)	7	NA	NA	NA	NA
Locksmith	4	NA	NA	TBD	TBD
Electrician	10	NA	NA	TBD	TBD
Speech/Language Pathology Assistant	TBD	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared August 13, 2018

WORKING OUT OF CLASS REPORT
For Personnel Commission Meeting August 16, 2018

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Reason	Comments
	Paul Ortega	Bus Driver II / Transportation Dept.	Bus Driver / Service Mechanic / Transportation Dept.	3/13/2018	TBD		
	Eugene Forney	Grounds Maint Wkr II/ M&O	Lead Grounds Maint. Wkr.	5/16/2018	TBD		
	Dylan Miller	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II	5/16/2018	TBD		
	Scott Bauldry	Turf/Pest Control Specialist/M&O	Irrigation Mechanic	6/19/2018	TBD		
	Kevin Robbie	CNW I/ Ruth	Whse Delivery Driver	6/20/2018	TBD		
	Maria Reyna	Sr. Custodian/LHS	Lead Custodian III	7/24/2018	8/10/18	Vacancy	
	Chris Neal	Custodian/LHS	Lead Custodian III	8/13/2018	TBD	Vacancy	
	Elizabeth Acker	Office Asst./SpEd	Admin. Asst. II	7/27/2018	TBD	Vacancy	
	Erik Diggs	IA-SpEd/La Canada	IA-Computer Lab/LHS	7/13/2018	TBD		

SUMMER RECESS LONG TERM ASSIGNMENTS

	Employee Name	Current Job Title/Location	Summer Assignment	Beginning Date of Assignment	End Date of Assignment	Comments
	Erik Diggs	IA- SpEd/ La Canada	Computer Network Tech	6/11/2018	8/13/2018	
	Michelle Pellegrin	IA- SpEd/ Lompoc High	Computer Network Tech	6/11/2018	8/13/2018	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared August 13, 2018

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission Meeting August 16, 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>Administrative Assistant II</i>	7/24/2018	3	3	0	0
<i>Child Nutrition Worker II</i>	5/23/2018	6	8	0	0
<i>District Translator</i>	7/18/2018	3	3	2	2
<i>Lead Language Assessment Technician</i>	7/18/2018	2	2	0	0
<i>Paraeducator</i>	6/19/2018	1	1	10	13
<i>Pest Control/Turf Technician</i>	6/19/2018	3	3	1	1

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

**PROPOSED NEW JOB DESCRIPTION / SPEECH LANGUAGE PATHOLOGY ASSISTANT
– 2nd READING**

Action Item

On May 22, 2018, the Board of Education approved the establishment of a proposed new classification titled Speech Language Pathology Assistant. In accordance with Commission Rules and Regulations, the Personnel Commission staff has prepared a job description, set the qualifications for the position, appropriately classified the position, and recommended the appropriate salary placement.

The job description of Speech Language Pathology Assistant was presented as a first reading at the June 21st Personnel Commission meeting and is being presented as a second reading and it is recommended that the Personnel Commission approved the new job description of Speech Language Pathology Assistant.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
SPEECH LANGUAGE PATHOLOGY ASSISTANT
(Proposed New Classification: 5/1/18)

PURPOSE STATEMENT:

Under the direction of the Director of Special Education and under the supervision of a fully credentialed Speech Language Therapist, assist in providing speech-language pathology services to students identified with verbal communication impairments including articulation/phonology, cognition, language, motor speech, voice, fluency, and hearing disorders; support, supplement and enhance the speech language pathology services provided to identified students.

ESSENTIAL FUNCTIONS:

Conduct speech-language screenings without interpretation using screening protocols determined by the supervising Speech Language Therapist.

Assist the supervising Speech Language Therapist with the development of activities to address treatment plans.

Provide direct treatment assistance to students under the supervision of the supervising Speech Language Therapist.

Follow documented treatment plans or protocols in on-on-one, small group, and/or classroom settings developed by the supervising Speech Language Therapist.

Document student progress toward meeting established objectives and report the information to the supervising Speech Language Therapist.

Assist with assessments, including but not limited to formal documentation, preparing materials, and performing clerical duties, such as preparing materials and scheduling activities.

Perform checks and maintenance of job related equipment.

Prepare various teaching aides and materials, such as charts, pictures, word lists and other related items using such methods as typing, duplicating, collating, stapling, and laminating.

Perform a variety of clerical work, such as sorting, filing, record keeping, preparing charts, records, graphs, and data.

Maintain confidential files and exhibit compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations pertaining to students and their families.

Interact professionally and appropriately with children, staff, and parents.

Maintain classroom environment in a safe, clean and orderly condition; assure the health and safety of students by following health and safety practices and procedures.

OTHER FUNCTIONS:

Accompany students to and from therapy sessions.

Attend department and/or in-service meetings, training programs and parent conferences as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Formal academic and clinical aspects of the speech-language pathology field.
Technical aspects of the speech-language pathology field involving hearing speech and language therapy.
Speech language pathology equipment including but not limited to augmentative communication devices.
Principles, practices, procedures, and techniques used in the speech-language pathology field.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Safe practices in classroom activities.
Basic instructional methods and techniques.
Classroom procedures and appropriate student conduct.
Basic record-keeping techniques.

SKILLS TO:

Remediation strategies involved in the enhancement of student speech, language and communication skills.
Develop remediation strategies involved in the enhancement of student speech, language and communication skills.
Analytical, organization, and human relation skills.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Conduct Speech and language screenings.
Operate standard office and classroom equipment including computers and software.
Follow and implement treatment plans developed by the supervising Speech Language Therapist.
Document student progress toward goals.
Assist in the formal documentation, preparation of materials, and performance of clerical duties involved in assessments.
Utilize specialized communication systems and devices, such as Picture Exchange Communication System, and others to assist in the educational development of language and articulation of assigned student(s).
Remain current in techniques and technologies associated with the specialized learning needs in language and articulation development through continuous participation in workshops and trainings.
Assist students with meeting IEP goals and objectives.
Work with diverse racial, ethnic, religious, familiar, and socio-economic groups.
Demonstrate an understanding, patient and receptive attitude toward special education students.
Establish and maintain cooperative and effective working relationships with others.
Understand and work within scope of authority.
Maintain confidentiality.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Associate's degree in speech language pathology assistant

or

Bachelor's degree in speech language pathology or communicative disorders

and

Prior experience in an educational or clinical setting is prepared.

Bilingual skills in English and Spanish is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Speech Language Pathology Assistant (SLPA) license issued by the California Speech Language Pathology and Audiology Board.

First aid and CPR Certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

Sitting or standing for extended periods.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read assignments and to monitor student activities.

Lifting disabled students in and out of specialized equipment.

Hearing and speaking to exchange information and make presentations.

FLSA Status: Non-Exempt

Board of Education Approval: 5/22/18

Personnel Commission First Reading: June 21, 2018

Approval Date: TBD

Salary Range: 41 (Proposed)

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: June 12, 2018

EWING CONSULTING YEAR 2 JOB DESCRIPTIONS – 2nd READING
Action Item

Ewing Consulting has completed Year 2 of the Classification Study job description recommendations. These job descriptions were presented to the Personnel Commission as a first reading at its June 21st meeting.

The job descriptions being presented include the following:

CHILD NUTRITION SERVICES JOB FAMILY

1. Child Nutrition Worker – Site Lead
2. Child Nutrition Worker II
3. Lead Cook
4. Cook
5. Child Nutrition Worker

DELIVERY SERVICES JOB FAMILY

1. Warehouse Worker/Deliver Driver
2. Child Nutrition Services Delivery Driver
3. Warehouse Delivery Driver – New Recommended Job Title: Delivery Driver

FISCAL JOB FAMILY

1. Budget Analyst
2. Accounting Technician
3. Payroll/Benefits Technician (New Classification)
4. Account Clerk III – New Recommended Job Title: School Accounting Assistant III
5. Account Clerk II – New Recommended Job Title: School Accounting Assistant II
6. Account Clerk I – New Recommended Job Title: School Accounting Assistant I

INSTRUCTIONAL JOB FAMILY

1. Instructional Assistant Special Education – New Recommended Job Title: Paraeducator – Special Education

GROUNDS JOB FAMILY

1. Senior Lead Grounds Maintenance Worker
2. Sprinkler and Irrigation Mechanic – New Recommended Job Title: Irrigation Technician
3. Lead Grounds Maintenance Worker
4. Grounds Maintenance Worker II
5. Grounds Maintenance Worker II
6. Tree Trimmer

EWING CONSULTING YEAR 2 JOB DESCRIPTIONS – 2nd READING - Continued

MAINTENANCE JOB FAMILY

1. HVAC Technician
2. Computer/Electronic Technician
3. Electrician
4. Plumber
5. Carpenter
6. Locksmith
7. Painter
8. Maintenance Worker II

TRANSPORTATION JOB FAMILY

1. Lead Vehicle and Equipment Mechanic
2. Vehicle and Equipment Mechanic
3. Instructor/Dispatcher
4. Bus Driver/Service Mechanic – New Recommended Job Title: School Bus Driver/Mechanic
5. Bus Driver II – New Recommended Job Title: School Bus Driver II
6. Bus Driver I – New Recommended Job Title: School Bus Driver I
7. Transportation Attendant

A total of 36 job descriptions have been studied and revised in Year 2 of the Classification Study.

All of the 36 draft job descriptions will be made available for review on the LUSD website:
www.lusd.org – Classified Human Resources – Classification / Compensation Study.

It is recommended that the Personnel Commission approve the Ewing Year 2 job descriptions and new job titles as shown above.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: July 24, 2018

EWING CONSULTING YEAR 3 JOB DESCRIPTIONS – 1st READING
Discussion Item

Ewing Consulting has completed Year 3 of the Classification Study job description recommendations. These job descriptions are being presented to the Personnel Commission as a discussion item and first reading.

The job descriptions being presented include the following:

ATTENDANCE

1. District Attendance Technician

HEALTH

1. Licensed Vocational Nurse (LVN)
2. Health Clerk – New Recommended Job Title: Health Services Assistant

HUMAN RESOURCES

1. Human Resources Technician – Certificated (new: formerly HR Technician)
2. Human Resources Technician – Classified (new: formerly HR Technician)
3. HR Analyst-Certificated

INFORMATION TECHNOLOGY

1. Web Developer
2. Computer Network Technician
3. Student Information Database Administrator
4. District Information Specialist – New Recommended Job Title: Student Information Specialist
5. Help Desk Technician
6. IA/Computer Lab (Instructional Services) – New Recommended Job Title/Job Family: Site Technology Support Assistant (Information Technology)
7. Lead Computer Network Technician (new)
8. Lead Network Engineer (new)

PRINTING

1. Printshop Assistant – New Recommended Job Title: Printing Services Assistant
2. Lead Offset Press Operator – New Recommended Job Title: Printing Services Specialist

CLASSIFIED CONFIDENTIAL

1. HR Analyst-Classified
2. Executive Assistant II – New Recommended Job Title: Executive Assistant to the Assistant Superintendent
3. Senior Executive Assistant – New Recommended Job Title: Executive Assistant to the Superintendent

EWING CONSULTING YEAR 3 JOB DESCRIPTIONS – 1st READING - continued

CLASSIFIED MANAGEMENT

1. Manager, Child Nutrition Services – New Recommended Job Title: Director, Child Nutrition Services
2. Supervisor, Child Nutrition Services
3. Director, Fiscal Services
4. Manager, Payroll & Benefits
5. Director, Classified Human Resources – New Recommended Job Title: Director, Human Resources-Classified
6. Manager, Maintenance & Operations – New Recommended Job Title: Director, Maintenance & Operations
7. Custodian Supervisor – New Recommended Job Title: Supervisor, Maintenance & Operations
8. Manager, Purchasing and Stores – New Recommended Job Title: Manager, Purchasing Services
9. Manager, Transportation – New Recommended Job Title: Manager, Transportation Services
10. Supervisor, Transportation – New Recommended Job Title: Supervisor, Transportation Services

A total of 29 job descriptions were studied and revised in Year 3 of the Ewing Classification Study.

All of the 29 draft job descriptions will be made available for review on the LUSD website:

www.lusd.org – Classified Human Resources – Classification / Compensation Study.

Year three (3) of the Ewing Study will be presented for a second reading and approval at the September 20th Personnel Commission Meeting.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: July 25, 2018

PERSONNEL COMMISSION RULES AND REGULATIONS REVISIONS – 1st READING
Discussion Item

The Personnel Commission will consider the following revisions to its Rules & Regulations:

- Chapter 1 – Definitions
- Chapter 2- Rule Making Authority
- Chapter 19 – Discipline

This is in accordance with current Merit Rules and Regulations Chapter 10.200.1 (a), which states:

“The Commission shall prescribe and amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall be binding upon the governing board...”

Chapter 1, 2, and 19 revisions are being submitted as a first reading at the August 16th Personnel Commission meeting and will be presented to the Personnel Commission for a 2nd reading and approval at its September 20th meeting.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission