



# ***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: April 25, 2019**  
**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)

February 28, 2019 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 – March 26 and April 9, 2019 (*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)*

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**

- **May 16, 2019** – 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**

No action.

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, Cynthia Carrillo, 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 – March 21, 2019

(Page 1)

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. March 21, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Gayle Higgason, Susie Morey, Chris Rowe
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Cynthia Carrillo, Erika Diggs, Carmen Jaramillo, , Shanell Lawrence, Margarita Reyes, Barbara Sandoval
<b><u>Guests Present</u></b>	None
<b><u>Approval of Minutes</u></b>	A motion was made by Chris Rowe, seconded by Susie Morey and carried to approve the minutes of the February 28, 2019 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b>	
1. CSEA	Barbara Sandoval shared that they had a very successful round of negotiations.
2. Cynthia Carrillo	Cynthia Carrillo provided the Personnel Commission with a Summary of Activities.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – March 12, 2019 - Cynthia Carrillo <b><u>Status of Vacancies</u></b> – Erika Diggs <b><u>Examination Schedule</u></b> – Erika Diggs <b><u>Working Out of Class Report</u></b> – Carmen Jaramillo

<b><u>New Business – Action</u></b>	
1. Ratification of Eligibility List (Action)	<p><b>Action</b> - Motion was made by Chris Rowe, seconded by Susie Morey and carried (3-0) to approve the ratification of the following eligibility lists:</p> <ul style="list-style-type: none"> <li>• <b>Paraeducator</b> (Merged List) – Open/Promotional – Established 3/13/19 - 0 Promotional Ranks / 8 Open Ranks</li> <li>• <b>Paraeducator - Bilingual</b> (Merged List) – Open/Promotional – Established 3/6/19 - 0 Promotional Ranks / 5 Open Ranks</li> <li>• <b>Paraeducator - Special Education</b> (Merged List) – Open/Promotional – Established 3/15/19 – 0 Promotional Ranks / 7 Open Ranks</li> <li>• <b>Site Technology Assistant</b> (Merged List) Open/Promotional – Established 3/7/19 – 1 Promotional Rank / 3 Open Rank</li> <li>• <b>Student Supervision Aide</b> (Merged List) Open/Promotional – Established 3/1/19 – 0 Promotional Ranks / 4 Open Ranks</li> <li>• <b>Computer Network Technician</b> – Open/Promotional – established 2/25/19 – 4 Promotional Ranks / 3 Open Ranks</li> </ul>

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

**UNADOPTED MINUTES**

Personnel Commission Meeting – March 21, 2019

(Page 2)

<b><u>Unfinished Business</u></b>	None
<b><u>Items from the Floor</u></b>	None
<b><u>Items from Personnel Commissioners</u></b>	None
<b><u>Items from PC Staff</u></b>	Erika Diggs thanked the Classified HR staff for working so hard during this very busy time in the department. She especially wanted to thank Carman Jaramillo.
<b><u>Recess to Closed Session</u></b>	The Personnel Commission did not meet in closed session.
<b><u>Next Meeting Date</u></b>	April 25, 2019 in the Board Room at 4:30 p.m. – <b>Regular Meeting</b>
<b><u>Adjournment</u></b>	Motion was made by Susie Morey, seconded by Chris Rowe and carried that the meeting be adjourned at 4:44 p.m. (3-0)

Lompoc Unified School District  
 Classified Human Resources  
 Personnel Commission  
 Prepared April 22, 2019

**CLASSIFIED PERSONNEL ITEMS**

Information Item

For Personnel Commission Meeting April 25, 2019

LOMPOC UNIFIED SCHOOL DISTRICT  
 CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS

March 26, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Arias, Amanda	Paraeducator – SPED	FMEL	27-1	03/18/19
Bills, Daravanh	Student Supervision Aide	HPEL	21-1	03/11/19
Blackstone, Vicki	Administrative Assistant II	SPED	38-1	03/18/19
Briones, Michelle	Paraeducator – SPED	LVMS	27-1	03/18/19
Diaz, Cinthia	Paraeducator – SPED	ADTP	27-1	03/04/19
Failautusi, Mose	Paraeducator – SPED	MHS	27-1	03/11/19
Lara, Karla	Office Assistant	LHS	29-1	03/18/19
Payne, Jessie	Student Supervision Aide	HPEL	21-1	03/13/19
Schmoltdt, Kristin	Paraeducator – SPED	FMEL	27-1	03/18/19
Simmons, Chanice	Student Supervision Aide	HPEL	21-1	03/19/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Charette, Allison	Clerical	SUB	29/1	03/14/19
Donelson, Brittany	AVID Tutor	REG	FR	03/07/19
Fielding, Joshua	Transportation Attendant	SUB	26/1	03/13/19
Jacobs, Nicole	LVN	SUB	42/1	03/04/19
Labato, Raul	Custodian	SUB	29/1	03/08/19
McGovern, Shelly	Clerical	SUB	29/1	03/14/19
Ranard, Robert	Custodian	SUB	29/1	03/07/19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Fredrich, Lori	Paraeducator SPED 6.0 hrs, FMEL Range 27-4	Library Technician 5.0 hrs, CREL Range 33-2	03/18/19
Osborn, Steve	Custodian 8.0 hrs, CHS Range 29-3	District Textbook Specialist 8.0 hrs, CCID Range 35-1	03/11/19

Patena de Wilson, Ana	CNW I 2.5 hrs, CREL	CNW I 4.25 hrs, VMS	03/18/19
Razo, Rebekah	Sr. Office Assistant 4.0/2.0 hrs, MHS, DO Range 31-5	Administrative Assistant I 8.0 hrs, BVEL Range 37-3	03/18/19

### 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>
Fletes, Rosalinda	Paraeducator	Separation	03/26/19
Perry, Kim	SUB Paraeducator	Separation	03/12/19
Rainwater, David	Carpenter	Retirement – <b>33 years</b>	03/15/19
Schwenk, Sarah	Student Supervision Aide	Separation	03/15/19

LOMPOC UNIFIED SCHOOL DISTRICT  
 CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
 April 9, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bobbitt, Jamie	Senior Office Assistant	MHS	31-1	04/09/19
Hernandez, Pearl	LVN	SPED	42-1	03/25/19
Lally, Karin	Paraeducator	MGEL	24-1	04/01/19
Murillo, Martin	Custodian	CHS	29-2	03/19/19
Thompson, Haley	Paraeducator SPED	FMEL	27-1	04/01/19
Torres, Anayeli	Paraeducator BIL	FMEL	25-1	04/01/19
Washington, Milton	Custodian	HGEL	29-2	04/04/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Angulo, Rose	CNW I	SUB	21-1	03/28/19
Caplinger, Nathan	Site Tech. Support Assist	SUB	31-1	04/01/19
Fletes, Rosalinda	Paraeducator	SUB	24-1	03/26/19
Kane, Ruth	Student Supervision Aide	SUB	21-1	03/20/19
Villarreal, Clarissa	CNW I	SUB	21-1	03/19/19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Diggs, Erik	Site Tech Support Assist 6.0 hrs, MGEL Range 31-1	Computer Network Tech 8.0 hrs, ITS Range 44-1	04/22/19
Hair, Katherine	Child Nutrition Svcs. Wkr I 1.6 hrs, FMEL	Child Nutrition Svcs. Wkr I 2.0 hrs, CREL	03/25/19

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>
Bueno-Trejo, Alejandra	Student Supervision SUB	Separation	03/26/19

Lompoc Unified School District  
 Classified Human Resources  
 Personnel Commission  
 Prepared April 22, 2019

**STATUS OF CLASSIFIED VACANCIES**  
 Information Items  
 For Personnel Commission Meeting April 25, 2019

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
CHILD NUTRITION WORKER I	03/25/2019	1.6	VACANT DUE TO TRANSFER	196	K. HAIR	FILLMORE	INTERVIEWS
ELECTRICIAN	4/9/2019	8.0	VACANT DUE TO SEPERATION	260	J. LARAMEE	MAINT	TRANSFER
PARAEDUCATOR SPECIAL ED	03/18/2019	6.0	NEW	196	N/A	LA CANADA	INTERVIEWS
PARAEDUCATOR SPECIAL ED	03/18/2019	2.5	NEW	196	N/A	FILLMORE	TRANSFER
PARAEDUCATOR SPECIAL ED	03/18/2019	2.5	NEW	196	N/A	LA CANADA	TRANSFER
PARAEDUCATOR SPECIAL ED	04/03/2019	6.0	VACANT DUE TO SEPERATION	196	E. MORALES	CHS	TRANSFER
SCHOOL ACCOUNTING ASSISTANT I	10/01/2018	2.0	VACANT DUE TO PROMOTIONAL	228	L. AYERS	ADULT ED	TESTING
SCHOOL BUS DRIVER/ MECHANIC	11/23/2018	8.0	VACANT	260	R. GARCIA	TRANS	TESTING
STUDENT SUPERVISION AIDE	4/4/19	1.0	VACANT	195	N/A	BUENA VISTA	INTERVIEWS
STUDENT SUPERVISION AIDE	4/11/19	2.4	VACANT DUE TO PROMOTION	195	D. BILLS	HAPGOOD	TRANSFER
STUDENT SUPERVISION AIDE	4/11/19	2.0	VACANT	195	N/A	LVMS	TRANSFER



Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared April 22, 2019

## EXAMINATION SCHEDULE

Information Item  
For Personnel Commission Meeting April 25, 2019

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
Computer Electronic Technician	14	03/28/19	13	04/04/2019	8
Director, Child Nutrition Services	2	n/a	n/a	04/30/2019	2
Manager, Payroll & Benefits	7	n/a	n/a	05/01/2019	5
Manager, Purchasing Services	3	n/a	n/a	05/01/2019	3
Manager, Transportation Services	2	n/a	n/a	04/30/2019	2
Paraeducator <b>(continuous recruitment)</b>	38	TBD	TBD	TBD	TBD
Paraeducator Bilingual <b>(continuous recruitment)</b>	30	TBD	TBD	TBD	TBD
Paraeducator Special Education <b>(continuous recruitment)</b>	88	TBD	TBD	TBD	TBD
School Bus Driver / Mechanic	TBD	n/a	n/a	TBD	TBD
School Accounting Assistant I	16	04/09/19	12	04/16/2019	5
Student Database Administrator	17	04/11/19	10	04/17/2019	8
Student Safety Assistant/ Campus Liaison	17	04/17/19	10	04/23/2019	TBD
Student Services Technician	3	04/16/2019	3	04/24/2019	TBD
Student Supervision Aide <b>(continuous recruitment)</b>	39	03/01/19	21	n/a	n/a

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared April 8, 2019

**WORKING OUT OF CLASS REPORT**  
Information Item  
For Personnel Commission Meeting April 25, 2019

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.	02/20/2019	TBD		
Janina Herrera	Home School Liaison/Ruth	Account Clerk	8/15/2018	TBD		
Barbara Sandoval	Para-SpEd/Fill, Lib Tech/Bctr	Text Book Specialist/Bk Ctr	03/11/2019	TBD	Temp	
Christine Madden	Supervisor, Transportation Services/Gen. Services	Manager, Transportation Services/Gen. Services	12/3/2018	TBD		
Rosana Garcia	CNW I/LHS	Paraeducator-SpEd/Hapgood	1/7/2019	TBD	Testing	
Aracely Navarro	Para-Special Ed/LVMS	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Evelyn Castaneda	School Community Liaison/La Canada	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Jarely Mireles	Para-Special Ed./Fillmore	Admin Asst. I/Fillmore	02/11/2019	TBD	Leave	
Ilan Jaimes	Para-Bil/Ruth	Para-Special Ed/Ruth	02/25/2019	5/24/2019	Temp	
Melissa Zebley	Staff Secretary/ Student Services	Admin Asst. II/Special Projects	4/8/2019	5/22/2019	WOC	
Bao Vang	Admin Asst. II/Special Projects	Admin Asst. III/ITS	4/8/2019	5/22/2019	Leave	
Sonia Yopez	School Community Liaison/ VMS	Staff Secretary/ Student Services	4/8/2019	5/22/2019	WOC	

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

Prepared April 22, 2019

Action Item

**RATIFICATION OF ELIGIBILITY LISTS**

Action Item

For Personnel Commission Meeting April 25, 2019

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 <i>Ranks</i> on Promotional</b>	<b>Number of <i>Candidates</i> on Promotional</b>	<b>Number Of <i>Ranks</i> on Open</b>	<b>Number of <i>Candidates</i> on Open</b>
<b><i>Computer Electronic Technician</i></b>	<b>04/04/2019</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>
<b><i>Student Supervision Aide *Merged list</i></b>	<b>03/29/2019</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>8</b>

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

Respectfully Submitted,

Cynthia Carrillo  
Director, Human Resources-Classified  
Personnel Commission