



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 18, 2016
Time: 4:30 p.m.
Where: Lompoc Unified School District
Education Center – Conference Room 1
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 4:30 p.m.

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

June 16, 2016 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 – August 15, 2016 (*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. Annual Report – (*Attachment 6*)

Moved by: _____ Seconded by: _____ Vote: _____

2. Ratification of Eligibility Lists – (*Attachment 7*)

Moved by: _____ Seconded by: _____ Vote: _____

F. Unfinished Business (Discussion/Action)

None

G. Items from the Floor

H. Items from the Personnel Commissioners

I. Items from Personnel Commission Staff

J. Next Meeting Date

- **September 15, 2016 - (Conference Room 1) 4:30 p.m. – Regular Meeting**

K. Recess to Closed Session (Government Code 54957)

There are no items for closed session.

M. Report of Action Taken in Closed Session

None

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 16, 2016 Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. on June 16, 2016 at the Education Center, Conference Room 1, 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
<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 19, 2016 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	None Cynthia reported that this month continues to be busy. Interviews for HR Technician have concluded. The employee recognition celebration was well attended.
<u>Information Items</u>	<u>Classified Personnel Items</u> – May 24, 2016 & June 14, 2016 <u>Status of Vacancies</u> – Reviewed by Cynthia Carrillo <u>Examination Schedule</u> – Reviewed by Cynthia Carrillo <u>Working Out of Class Report</u> – Reviewed by Cynthia Carrillo
<u>New Business</u> 1. Ratification of Eligibility Lists 2. Cancellation of July 21, 2016 PC Meeting	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the following eligibility lists: (3-0) Instructional Assistant – Sp. Ed (merged list) – Established 05/18/16 – 1 Promotional / 24 Open Transportation Attendant – Established 05/19/16 – 0 Promotional / 4 Open Vehicle & Equipment Mechanic – Established 05/24/16 – 1 Promotional / 5 Open Instructional Assistant - Computer Lab – Established 05/25/16 – 1 Promotional / 5 Open Account Clerk I – Established 05/26/16 – 1 Promotional / 11 Open CNW Site Lead – Established 05/31/16 – 5 Promotional / 0 Open Office Assistant – Established 05/31/16 – 3 Promotional / 5 Open Administrative Assistant IV – Established 06/06/16 – 5 Promotional / 0 Open Human Resources Technician – Established 06/07/16 – 3 Promotional / 6 Open Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the cancellation of the July 21, 2016 Personnel Commission Meeting. (3-0)
<u>Unfinished Business</u>	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 18, 2016 (Conference Room 1) 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:40 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 August 15, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Bambach, Barbara	Library Technician	PROB	Range 33-2	08/15/16
Chapman, Elizabeth	Library Technician	PROB	Range 33-2	08/15/16
Clark, Jeffrey	IA-Computer Lab	PROB	Range 27-1	08/15/16
Crockett, Neil	Bus Driver I	PROB	Range 33-1	08/15/16
Eckert, John Jr.	Vehicle & Equip Mech.	PROB	Range 42-1	07/11/16
Eldridge, Stephanie	Transportation Attendant	PROB	Range 26-2	08/15/16
Fajardo, Stephanie	Staff Secretary	PROB	Range 33-1	07/26/16
Junious, Doreen	Office Assistant	PROB	Range 29-2	07/26/16
Lopez, Ernest	Std. Safety/Comm. Lia.	PROB	Range 28-2	08/15/16
Martinez, Reina	IA-SPED	PROB	Range 26-2	08/15/16
Schuyler, David	Vehicle & Equip Mech.	PROB	Range 42-1	08/08/16
Sena, Dylan	Bus Driver I	PROB	Range 33-2	08/15/16
Vegara, Cesar	IA-SPED	PROB	Range 26-2	06/03/16
Yanez, Morgan	Custodian	PROB	Range 29-2	07/01/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Edward, Carl	Bus Driver I & II	SUB	Range 33 & 35-1	06/20/16
Herrera, Jesus	Vehicle & Equip. Mech.	SUB	Range 42-1	06/22/16
Mendez, Christina	IA-Special Education	SUB	Range 26-1	06/29/16
Ramos, Kristine	Transportation Attend.	SUB	Range 26-1	06/22/16
Tran, Jennifer	CNW I	SUB	Range 21-1	06/02/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Archer, Clare	IA-SPED 6.0 hrs/day, LH	IA-SPED 6.0 hrs/day, CHS	08/15/16
Bedolla, Rosana	IA-Bilingual 4.0 hrs/day, Ruth Range 25-5	IA-SPED 6.0 hrs/day, LH Range 26-5	08/15/16
Bradshaw-Sheeley, Odette	Accounting Tech 8.0 hrs/day, Payroll Range 38-2	HR Technician 8.0 hrs/day, CLASS HR Range 39-3	07/18/16
Crawford, Michelle	CNW I 2.5 hrs/day, VMS	CNW I 2.0 hrs/day, FILL	08/15/16
Darcy, Jennifer	CNW I 5.25 hrs/day, LVMS Range 21-5	CNW II 7.0 hrs/day, VMS Range 24-5	08/15/16

Diaz, Naria	CNW I 5.50 hrs/day, Ruth Range 21-5	CNW II 6.0 hrs/day, Ruth Range 24-5	08/15/16
Dorado, Maria	CNW I 2.50 hrs/day, LVMS	CNW I 5.25 hrs/day, LVMS	08/15/16
Flores, Magdalena	IA-Bilingual 4.0 hrs/day, LB	IA-Bilingual 4.0 hrs/day, LB & Home/Scl/Comm. Lia-Bil. 2.0 hrs/day, LB Range 29-4	05/10/16
Flores, Norma	IA-Bilingual 4.0 hrs/day, FIL Range 25-5	Home/Scl/Comm. Lia-Bil. 4.0 hrs/day, FIL Range 29-5	08/15/16
Fredrich, Lori	IA 4.0 hrs/day, LC Range 24-2	IA-SPED 6.0 hrs/day, FIL Range 26-2	08/15/16
Ganas, Kathy	CNW I 5.0 hrs/day, Ruth Range 21-5	CNW II 5.0 hrs/day, Ruth Range 24-5	08/15/16
Garcia, Cenaida	Accounting Tech 8.0 hrs/day, Payroll Range 38-4	Admin Asst I 8.0 hrs/day, CV Range 35-5	07/26/16
Greathouse, Cindy	CNW I 2.50 hrs/day, LC	CNW I 2.50 hrs/day, CK	08/15/16
Guerrero, Ariana	Staff Secretary 4.0 hrs/day, SARB & 4.0 hrs/day, Std. Svc. Range 33-4	Admin. Asst. II 8.0 hrs/day, SPED Range 36-4	07/01/16
Henao, Sara	IA-Bilingual 5.0 hrs/day, MIG	IA-Bilingual 6.0 hrs/day, MIG	08/15/16
Height, Tara	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.0 hrs/day, LH LC	08/15/16
Hernandez, Angelica	Admin Asst IV 8.0 hrs/day, Ed Services Range 43-5	Executive Asst II 8.0 hrs/day, Business Level II-7	07/01/16
Hernandez, Gerardo	Custodian 8.0 hrs/day, CV/MAN Range 29-2	Ld. Custodian I 8.0 hrs/day, HAP Range 31-2	07/01/16

Holloway, Lea	Admin. Asst. III 8.0 hrs/day, SPED	Admin. Asst. III 8.0 hrs/day, LHS	07/25/16
Ludvigson, Mary	HR Technician, Cert. 8.0 hrs/day, CERT HR Range 39-5	HR Analyst, Cert. 8.0 hrs/day, CERT HR Level III-5	07/01/16
Masters, Lana	CNW I 2.0 hrs/day, FIL	CNW I 3.0 hrs/day, FIL	08/15/16
Nelson, Cheryse	IA-SPED 6.0 hrs/day, CHS Range 26-3	Senior Office Assistant 4.0 hrs/day, CHS Range 31-2 & Staff Secretary 4.0 hrs/day, CHS Range 33-1	08/02/16
Powell, Stacie	IA-SPED 6.0 hrs/day, LH	IA-SPED 6.0 hrs/day, LB	08/15/16
Ramos, Angelica	Office Assistant 4.0 hrs/day, LC & Home/Sci/Comm. Lia-Bil. 3.6 hrs/day, LC	Office Assistant 8.0 hrs/day, MIG	07/26/16
Razo, Rebekah	Health Clerk 6.0 hrs/day, AUX Range 31-5	Sr. Office Asst. 2.0 hrs/day, Ed Cntr & 4.0 hrs/day, LHS Range 31-5	07/01/16
Razo, Samuel	Ld. Custodian I 8.0 hrs/day, HAP	Ld. Custodian I 8.0 hrs/day, LH	07/01/16
Reynolds, Beatrice	Library Technician 5.0 hrs/day, MIG	Library Technician 6.0 hrs/day, CV	08/15/16
Robbie, Kevin	CNW I 2.25 hrs/day, LVMS	CNW I 3.75 hrs/day, RUTH	08/15/16
Salas, Judith	Admin Asst III 8.0 hrs/day, LHS Range 39-5	Admin Asst IV 8.0 hrs/day, Ed Svc Range 43-5	07/01/16
Schaller, Marti	Library Technician 6.0 hrs/day, CV	Library Technician 8.0 hrs/day, CHS	07/26/16

Siemsen, Edward	Accounting Tech 8.0 hrs/day, Payroll Range 38-1	Dist. Info Specialist 8.0 hrs/day, ITS Range 42-1	07/01/16
Smith, Lisa	HR Technician, Class. 8.0 hrs/day, Class HR Range 39-5	Executive Assistant II 8.0 hrs/day, HR SVC Level 11-7	07/01/16
Stout, Heather	Senior Office Assistant 6.0 hrs/day, LHS	Senior Office Assistant 8.0 hrs/day, LHS	07/26/16
Tognazzini, Michelle	CNW I 2.25 hrs/day, Ruth	CNW I 2.50 hrs/day, Ruth	08/15/16
Townsend, Cheri	CNW II 6.0 hrs/day, VMS Range 24-5	CNW Site Lead 7.0 hrs/day, LHS Range 27-5	08/15/16
Trevino, Kathleen	Staff Secretary 8.0 hrs/day, SPED Range 33-5	HR Technician 8.0 hrs/day, CERT HR Range 39-3	07/01/16
Vazquez, Graciela	IA-Bilingual 2.2 hrs/day, LC	IA-Bilingual 3.0 hrs/day, LC	06/01/16
Wilson, Anita	Custodian 8.0 hrs/day, LC Range 29-2	Ld. Custodian I 8.0 hrs/day, LB Range 31-3	07/01/16
Zebley, Melissa	Staff Secretary 8.0 hrs/day, LHS	Staff Secretary 4.0 hrs/day, SARB & 4.0 hrs/day, Std. Svc.	07/01/16

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>
Campfield, Krista	IA-SPED	Resignation (Accepted Teaching Position)	06/09/16
Chapman, Malia	IA-SPED	Resignation	07/11/16
Conery, Stacie	IA-SPED	Resignation	06/09/16
Darg, Kyle	IA-SPED	Resignation	06/09/16
Emerson, LaDonna	Non-CSEA	Resignation	06/17/16
Favreau, Melissa	Non-CSEA	Resignation	06/09/16
Herrera, Jesus	Vehicle & Equip Mech. Sub	Resignation	07/06/16
Liles, James	Crossing Guard	Resignation	06/24/16
Ramirez, Alexander	Custodian Sub	Separation	06/03/16
Steward, Katherine	Non-CSEA	Resignation	06/01/16

Status of Classified Vacancies
Prepared August 12, 2016
For Personnel Commission Meeting August 18, 2016

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clk I	10 hrs/wk	NEW	228	Categorical		LB	171173 08/01/16	POSTING
2	Accounting Technician (2)	8.0	Vacant due to promotion	260	General	Siemens & Bradshaw-Sheeley	Payroll	17payroll01 05/06/16	TESTING
3	Admin Asst III	8.0	Vacant due to transfer	260	General	Holloway	SP ED	07000CL20 07/11/16	TESTING
4	Asst Superintendent Business Svc	8.0	Vacant due to resignation	260	General	S. Smith	Ed Ctr		RECRUITING
5	CNW I	2.0	NEW	196	CNS		FIL	07CK02 06/16/16	INTERVIEWS
6	CNW I	2.5	NEW	196	CNS		RUTH	17CK06 06/16/16	INTERVIEWS
7	CNW I	2.5	Vacant due to transfer	196	CNS	Crawford	VMS		INTERVIEWS
8	CNW I	2.25	Vacant due to transfer	196	CNS	Robbie	LVMS		INTERVIEWS
9	Home/School/Comm. Liaison-Bilingual	25 hrs/wk	Vacant due to transfer	196	SPEC	Ramos	LC	17LC04 05/19/16	TESTING
10	Home/School/Comm. Liaison-Bilingual	2.0	NEW	196	SPEC	NEW	LH	17LAH021 06/01/16	TESTING
11	IA-SPED RS	6.0	Vacant due to promotion	196	SPED	Nelson	CHS		POSTING
12	IA-SPED 1:1	6.0	NEW	196	SPEC		HAP		INTERVIEWS
13	IA-SPED LH-2 1:1	6.0	NEW	196	SPED	NEW	LB	17117CL09 06/01/16	INTERVIEWS
14	IA-SPED 1:1	3.0	Vacant due to resignation	196	SPED	Conery	LB	17117CL16 07/07/16	INTERVIEWS
15	IA-SPED LH:3	6.0	Vacant due to leave	196	SPED	Duckett	LVMS	17132CL15 07/07/16	INTERVIEWS
16	IA-SPED LH:3	6.0	Vacant due to transfer	196	SPED	Height	LVMS	17132CL14 07/07/16	INTERVIEWS
17	IA-SPED RS	6.0	Vacant due to promotion	196	SPED	Campfield	VMS	17133CL13 07/26/16	INTERVIEWS

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
18	IA-SPED CTE	6.0	Vacant due to transfer	196	SPED	Ruestman	VMS	17133CL08 06/14/16	INTERVIEWS
19	Inst. Assistant	25 hrs/wk	NEW	196	General	NEW	ADULT ED	17AE17 05/19/16	INTERVIEWS
20	Inst. Assistant	4.0	Vacant due to transfer	196	General	Fredrich	LC	17LC01 05/19/16	INTERVIEWS
21	LVN	6.0	Replacing vacated Health Clerk	208	General	R. Razo	AUX	17000CL17 07/26/16	Holding for layoff
22	Senior Office Assistant	8.0	Vacant due to promotion	233	General	H. Stout	LHS	WAITING	INTERVIEWS
23	Staff Secretary	8.0	Vacant due to promotion	238	General	Trevino	SP ED	07000CL19 07/11/16	INTERVIEWS

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: August 12, 2016

For August 18, 2016 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Lead Custodian I	17	06/21/16	14	06/23/16	11
Bus Driver I	2	NA	NA	NA	NA
Accounting Technician	17	08/12/16	14	TBD	TBD
Admin Assistant III	39	08/12/16	20	TBD	TBD
Staff Secretary	TBD	TBD	TBD	TBD	TBD
Home/School/Comm Liaison-Bilingual	14	07/08/16	12	08/04/16	5
Print Shop Assistant	TBD	TBD	TBD	TBD	TBD
Transportation Attendant	TBD	TBD	TBD	TBD	TBD
CNW I	TBD	TBD	TBD	TBD	TBD
Instructional Assistant	67	07/06/16	64	07/28 & 29/16	30

Working Out of Class Report
 Prepared: August 12, 2016
 For Personnel Commission Meeting August 18, 2016

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Sanchez, Adriana	Office Assistant Location...	Sr. Office Asst. CHS	August 2016	TBD	Due to Pregnancy Leave
TEMPORARY ASSIGNMENTS DURING SUMMER BREAK						
	Bedolla, Rosanna	IA/Bilingual Ruth	Print Shop Assistant Print Shop	7/15/16	Until filled	
	Meeker, LeeAnn	Account Clerk I La Honda	Accounting Technician Payroll	7/5/16	7/26/16	Due to vacancy
	Pelligrin, Michelle	IA/Sp Ed LHS	Accounting Technician Payroll	7/5/16	TBD	Due to vacancy
	Wise, Cherrie	Sr. Office Assistant LVMS	HR Technician Classified HR	7/5/16	7/15/16	Due to vacancy
	Wise, Cherrie	Staff Secretary LVMS	Staff Secretary Special Education	7/18/16	7/29/16	Due to vacancy

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

August 18, 2016

Personnel Commission Annual Report

Merit System Rule 20.400.3 states in part that the Personnel Commission shall prepare, as required by Education Code section 45266, an annual report of Commission activities. When approved by the Commission, the annual report shall be submitted to the Board of Education.

It is recommended that the Personnel Commission approve the 2015-2016 Personnel Commission Annual Report of Activities and authorize the Director, Classified Human Resources to submit the Annual Report to the Board of Education.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: August 12, 2016

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission August 18, 2016

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
Bus Driver I	08/01/16	0	0	2	2
Home/School/Community Liaison-Bilingual (Merged List)	08/05/16	3	3	2	2
Instructional Assistant	07/29/16	2	2	16	23
Lead Custodian I	06/03/16	13	17	0	0

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission