



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 chair may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

SMOKING IS NOT PERMITTED ON DISTRICT PREMISES

What: Personnel Commission Meeting
When: August 21, 2014
Time: 5:00 p.m.
Where: Lompoc Unified School District
Education Center – Board Room
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 5:00 p.m.

- A. **Approval of Minutes** (Action)
June 19, 2014 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 24, July 8, August 12, 2014 (***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)**

2. Ratification of Eligibility List – Action (***Attachment 6***)

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 18, 2014** (Board Room) 5:00 p.m. – **Regular Meeting**

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

1. Personnel Matter – Government Code Section 54957

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

1. Public report of any action taken in closed session which must be reported out.

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

Personnel Commission Meeting June 19, 2014 Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on June 19, 2014, in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Joyce Gehlhaar, Gayle Higgason, Hector Samaniego
<u>Members Absent</u>	None
<u>Staff Present</u>	Kathy Brown, Cynthia Carrillo
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego seconded by Joyce Gehlhaar and carried to approve the minutes of the May 15, 2014 regular meeting (3-0). A motion was made by Hector Samaniego seconded by Joyce Gehlhaar and carried to approve the minutes of the May 29, 2014 Special Meeting (3-0).
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	There was no CSEA report at this meeting. Cynthia Carrillo, Director of Classified HR provided a brief update on the projects that the department has been working on including the Volunteer Community Recognition, STaR Employee of the Month Recognition, Escape Training, Upcoming Recruitments.
<u>Information Items</u>	<i><u>Classified Personnel Items – May 27 and June 10, 2014 - (Attachment 2)</u></i> <i><u>Status of Vacancies – (Attachment 3)</u></i> <i><u>Examination Schedule – (Attachment 4)</u></i> <i><u>Working Out of Class Report – (Attachment 5)</u></i>
<u>New Business</u> 1. Ratification of Eligibility Lists	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the ratification of the following eligibility lists (3-0): Instructional Assistant/Bilingual – Established 6/4/14 – 1 promotional/5 open Office Assistant – Established 6/9/14 – 4 promotional/8 open Student Safety/Community Liaison – Established 5/29/14 – 3 promotional/11 open
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Personnel Commissioner's Items</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission did not meet in closed session.
<u>Reconvene in Open Session</u>	The Personnel Commission had no items to report out.
<u>Next Meeting Date</u>	August 21, 2014 (Conference Room 1) – Regular Meeting
<u>Adjournment</u>	Motion by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 5:18 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 June 24, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Coward, Marena	LVN	Probation	Range 42-1	06/11/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Garcia, Viridiana	Noon Duty Aide	SUB	FR	06/10/14
Jones, Rene	Noon Duty Aide	SUB	FR	06/04/14
Taylor, Justin	IA-Special Ed	SUB	Range 26-5	06/11/14
Watters, Toni	Noon Duty Aide	SUB	FR	06/02/14

SUMMER EMPLOYMENT 2014 - Extended School Year – Child Nutrition Services**Dates = June 20 to July 18, 2014**

<u>Name</u>	<u>Assignment</u>	<u>Location</u>
Candace Claggett	CNW I	LHS 2.0 hours/day
April Crawford	CNW I	HAP 2.0 hours/day
Stephen Ericson	CN Delivery Driver	LHS 2.5 hours/day
Namroong Valencia	CNW Site Lead	LHS 3.0 hours/day

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Bretado, Martin	CNW I	Military	06/06/14-06/22/14
Latimer, Jeffrey	IA-Computer Lab	Military	06/06/14-06/22/14

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Miller, Cherryll	NDA Sub	NDA Crestview	08/19/14

RESIGNATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Resignation</u>	<u>Date</u>
Griggs, Kevin	Child Nutrition Delivery Driver	Retirement – 13.5 years	06/13/14
Jensen, Loretta	Child Nutrition Worker Site Lead	Retirement – 16.5 years	06/14/14
Montoya, Edward	Custodian Substitute	Resignation	06/13/14
Parker, Audrey	Noon Duty Aide	Resignation	06/13/14

PERSONNEL ITEMS
ACTION ITEMS
 July 8, 2014

SUMMER EMPLOYMENT 2014 - Extended School Year – Special Education

Assignment = Transportation

Dates = June 20 to July 18, 2014

Drivers

Debbie Clark
 Kim Cornelia
 Martha Combs
 Paul Ortega
 Sherrie Ward
 Aurora Osua
 Kellie Woyak
 Alfredo Cruz
 Edwin Rosales
 Ben Valencia
 Joan Arnold
 Kathy Walton
 Armando Gomez
 Nick Alexander

Attendants

N/A
 Geo Hendrick
 Ramona Guzman
 Susan Mohler
 Erika Diggs
 Teresa Brandt
 Belinda Kee
 John Kertatos
 Tempe Snyder
 Debra Stearns
 Cristina Newby
 Susan Koehl
 Reyna Rodriguez
 Lorraine Villegas

RESIGNATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Resignation</u>	<u>Date</u>
Alexander, Mary	Custodian	Retirement – 33 years	07/01/14
Araujo, Claudia	Student Assistant	Graduation	06/13/14
Decker, Moriah	Student Assistant	Graduation	06/13/14
Dooen, Linda	Staff Secretary	Retirement – 9.5 years	07/01/14
Feliz, Frank	Ld. Grounds Maintenance Wrkr	Retirement – 17.5 years	07/01/14
Gomez, Miguel	Student Assistant	Graduation	06/13/14
Green, Megan	Student Assistant	Graduation	06/13/14
Guerrero, Martha	Student Assistant	Graduation	06/13/14
Koehl, Madison	Student Assistant	Graduation	06/13/14
Rowe, Christina	Budget Analyst	Retirement – 18.5 years	07/01/14
Salinas, Melissa	Noon Duty Aide	Resignation	06/13/14

PERSONNEL ITEMS
ACTION ITEMS
 August 12, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Placement</u>	<u>Date</u>
Almaguer, Jeffrey	IA-Special Ed (CTE take back)	PERM	Range 26-5	08/18/14
Cain, Denise	Custodian	PROB	Range 29-2	07/01/14
Davis, Eliot	IA-Special Ed	PROB	Range 26-2	08/18/14
Klawiter, Gloria	IA-Special Ed	PROB	Range 26-2	08/18/14
Lamar, Nadja	IA-Special Ed	PROB	Range 26-2	08/18/14
Pellegrin, Michelle	IA-Special Ed	PROB	Range 26-1	08/18/14

Ruestmann, Brandi	IA-Special Ed (CTE take back)	PERM	Range 26-5	08/18/14
Spies, Kaylyn	IA-Special Ed	PROB	Range 26-2	08/18/14
Yeaw, Sara	IA-Special Ed	PROB	Range 26-1	08/18/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Placement</u>	<u>Date</u>
Simmons, Melissa	Noon Duty Aide	SUB	FR	08/19/14
Miguel, Linnea M.	Crossing Guard	REG	FR	08/19/14
Ward, Sherrie E.	Custodian Sub	SUB	Range 29-1	07/10/14

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Placement</u>	<u>Date</u>
Bretado, Martin	CNW I	Range 21-2	06/22/14
Latimer, Jeffrey	IA-Computer Lab	Range 27-2	06/22/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Acker, Elizabeth	39 Month Reinstatement	IA-Special Ed BV – 6.0 hrs/day Range 26-4	08/18/14
Belton, Willie	CN Delivery Driver CK – 4.25 hrs/day	CN Delivery Driver CK – 5.0 hrs/day	08/18/14
Bueno-Alvarez, Rosa	IA-Special Ed LHS/LC - 3/3 hrs/day	IA-Special Ed LHS – 6.0 hrs/day	08/18/14
Cain, Denise	Custodian Rov/MHS–4/1.6 hrs/day	Custodian Roving/MHS – 6.4/1.6 hrs/day	07/03/14
Castaneda, Evelyn	Home/Sci Liaison - Bil. C. Ruth – 6.0 hrs/day Range 29-5	IA-Bilingual Fillmore – 4.0 hrs/day Range 25-5	08/18/14
Donaghe, Brian	Custodian Rov/MHS – 4/1.6 hrs/day	Custodian VMS – 8.0 hrs/day	07/01/14
Ericson, Stephen	CNW I CHS – 10 hrs/week	CN Delivery Driver CK – 16.8 hrs/week	08/18/14
Fleming, Carol “Diane”	CNW II LHS - 6.5 hrs/day Range 24-5	CNW Site Lead LHS – 7.0 hrs/day Range 27-5	08/18/14
Gomez, Melissa	Health Clerk Aux – 6.0 hrs/day Range 31-2	Office Assistant Los Berros – 8.0 hrs/day Range 29-5	06/16/14
Harris, Lisa	IA Hapgood – 1.5 hrs/day	IA Los Berros – 3.0 hrs/day	08/18/14

Quinlan, Christina	Library Technician LB – 4.0 hrs/day & IA, LB – 3.0 hrs/day Range 33-5/24-5	Staff Secretary LHS – 8.0 hrs/day Range 33-5	07/29/14
Navarro, Aracely	IA-Special Ed CHS – 4.0 hrs/day	IA-Special Ed CHS – 6.0 hrs/day	08/18/14
Schacht, Fabian	Language Assess. Tech. Ed Center – 8.0 hrs/day Range 29-5	Senior Office Assistant CHS – 8.0 hrs/day Range 31-5	07/29/14
Smith, Robert	Stu. Safety/Comm. Lia. VMS – 6.0 hrs/day	Home/Schl Liaison - Bil. Ed Center – 4.0 hrs/day & CHS – 12.0 hrs/week Range 29-5	08/18/14
Snyder, Tempe	IA-Special Ed LVMS – 6.0 hrs/day	IA-Special Ed MHS/Man – 3/3 hrs/day	08/18/14
Valencia, Namroong	CNW Site Lead 196 days/year	CNW Site Lead 200 days/year	08/12/14

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	Termination <u>Date</u>
McLaughlin, Kristine	Noon Duty Aide Sub	07/14/14
Solis, Edgar	Noon Duty Aide Sub	07/14/14

RESIGNATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Resignation</u>	<u>Date</u>
Alexander, Harry	Bus Driver I	Resignation	07/19/14
DeAlba, Victor	Noon Duty Aide	Resignation	07/21/14

Status of Classified Vacancies
August 12, 2014
For Personnel Commission Meeting

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clerk I	8.0	Vacant due to resignation	233	General	M. Rubin	LVMS	15LVMS001C	POSTING
2	Accounting Technician	8.0	Reorganization of Accounting Department	260	General	C. Rowe (Budget Analyst)	Ed Center	15BS03 06/27/14	INTERVIEW
3	Admin Assist II	8.0	Vacant due to retirement 09/13/14	233	General	G. Smith	VMS	15VMS1 06/27/14	INTERVIEW
4	Child Nutrition Worker I	2.5	Vacant due to transfer	196	Food Svc	N. Diaz	Ruth		POSTING
5	Child Nutrition Worker I	2.0	Vacant due to promotion	196	Food Svc.	S. Ericson	CHS	14CK001 7/21/2014	POSTING
6	CNW II	7.0	Vacant due to promotion	196	Food Svc.	C. Fleming	LHS	No #	INTERVIEW
7	Director, Fiscal Services	8.0	Vacant due to resignation	260	General	B. King	Ed Center	WAITING	RECRUITING
8	Home/School Liaison-Bilingual	6.0	Vacant due to transfer	196	General	E. Castaneda	C. Ruth	14RTH32	INTERVIEW
9	Home/School Liaison-Bilingual	12/wk	Vacant due to promotion	196	General	V. Corona	LC	15LC3 07/02/14	POSTING
10	IA	1.25	Vacant due to transfer	196	General	L. Harris	Hapgood		POSTING & TESTING
11	IA	1.25	Vacant due to promotion	196	General	G. Hendrick	Hapgood		POSTING & TESTING
12	IA-Computer Lab (3)	6.0	NEW	196	General		LH, RUTH, VMS	15ITS013 06/27/14	TESTING
13	IA-Computer Lab	6.0	Vacant due to transfer	196	General	G. Geer-Olsen	LB		POSTING & TESTING
14	IA-Special Ed (RS)	6.0	Vacant due to reorganization	196	General	L. Leonard	LHS		POSTING & TESTING
15	IA-Special Ed (SH 1.5)	6.0	NEW	196	General		Fillmore	14FILCL47 4/21/2014	POSTING & TESTING
16	IA-Special Ed (RS)	6.0	Deceased	196	General	V. Main	LB		POSTING & TESTING
17	IA-Special Ed (LH1 SC=1:1)	6.0	NEW	196	General		Hapgood	14___CL54	POSTING & TESTING
18	IA-Special Ed (CTE)	6.0	Vacant due to resignation	196	General	L. Fredrich	Los Berros	14LB18 01/31/14	POSTING & TESTING
19	IA-Special Ed (LH3)	6.0	NEW	196	General		VMS	14133CL39 04/21/14	POSTING & TESTING
20	IA-Special Ed (RS)	6.0	Vacant due to transfer	196	General	K. Stark	CHS		POSTING & TESTING

21	IA-Special Ed (RS)	6.0	Vacant due to transfer	196	General	A. Quin	CHS	15CHS3	POSTING & TESTING
22	Language Census Tech	8.0	Vacant due to promotion	197	General	F. Schacht	Ed Center	15SpPro2 07/02/14	TESTING
23	Ld. Grounds Maintenance Wkr.	8.0	Vacant due to retirement (07/1/14)	260	General	F. Feliz	CHS	15CS004	TESTING
24	Library Tech	4.0	Vacant due to promotion	197	General	C. Quinlan	Los Berros	14LB29	TESTING
25	LVN	6.0	New Position 1:1 SC	196	General	NEW	AUX	15000CL01 07/02/14	INTERVIEW
26	Sr. Office Assistant	4.0	Vacant due to resignation	233	General	A. Hall	MHS		POSTING
27	Student Safety/Comm Liaison	6.0	Vacant due to promotion	196	General	R. Smith	VMS	15VMS4	POSTING
28	Accounting Manager	8.0	NEW	260	General		Ed Center	1400002 02/27/14	HOLDING
29	Bus Driver	22/wk	Vacant	196	General	P. Blight	Trans	WAITING	HOLDING
30	Help Desk Technician	8.0	Vacant due to retirement (10/1/14)	260	General	A. Hernandez	Ed Center	WAITING	HOLDING
31	Sr. Office Assistant	8.0	Vacant due to retirement (09/1/14)	260	General	D. Blanton	Ed Center	WAITING	HOLDING
32	Child Nutrition Worker I	2.0	Vacant due to transfer	196	Food Svc	M. Bretado	CV	WAITING	HOLDING FOR KCHN REMODEL

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: August 12, 2014

For August 21, 2014 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS TAKING WRITTEN	ORAL & PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS TAKING ORAL & PERFORMANCE
Instructional Assistant		09/08/2014 thru 09/19/2014		09/22/2014 thru 10/10/2014	
Instructional Assistant Computer Lab		09/08/2014 thru 09/19/2014		09/22/2014 thru 10/10/2014	
Instructional Assistant Special Education		09/08/2014 thru 09/19/2014		09/22/2014 thru 10/10/2014	
Grounds Maintenance Worker I		09/08/2014 thru 09/19/2014		09/22/2014 thru 10/10/2014	
Ld. Grounds Maintenance Worker		09/08/2014 thru 09/19/2014		09/22/2014 thru 10/10/2014	
Language Census Technician		09/08/2014 thru 09/19/2014		09/22/2014 thru 10/10/2014	
Library Technician		09/08/2014 thru 09/19/2014		09/22/2014 thru 10/10/2014	
Bus Driver I		09/08/2014 thru 09/19/2014		09/22/2014 thru 10/10/2014	

Working Out of Class Report

Prepared: August 14, 2014

For Personnel Commission Meeting August 21, 2014

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Campbell, Sean	Data/Telecom Specialist Ed Center	IT Engineer (LT)	04/10/14	6 mos. MAX	Due to absence
2	Stearns, Ray	Grounds Maintenance Worker II	Lead Grounds Maintenance Worker	03/21/14	TBD	Due to absence
3	Stoddard, Ronald	Computer Net. Tech IT	IT Engineer (LT) IT	04/28/14	6 mos. MAX	Due to dept. need
4	Bobo, Kym	Administrative Asst. II Cat. Programs	Admin. Asst. III IT	06/19/14	TBD	Due to dept. need
5	Castañeda, Evelyn	Inst. Asst – Bilingual Fill	Lang. Census Tech. Ed Center	07/21/14	Until filled	Due to vacancy
6	Woolever, Tim	Inst. Asst.-Computer Lab BV	Computer Net. Tech IT	06/16/14	8/22/14	Due to Dept. Need
7	Funk, David	Inst. Asst.-Computer Lab LHS	Computer Net. Tech IT	06/16/14	8/22/14	Due to Dept. Need
8	Kramer, Nancy	Inst. Asst.-Computer Lab MG	Computer Net. Tech IT	06/16/14	8/22/14	Due to Dept. Need
9	Morgan, Jessica	Office Assistant Ruth	Admin. Asst. I Ruth	08/04/14	10/10/14	Due to absence

Prov – Provisional Assignment**LT** – Limited Term Assignment

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Attachment 6

Prepared: August 12, 2014

August 21, 2014

RATIFICATION OF ELIGIBILITY LISTS

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

Recruitment Type/Position	Established	Dual Certification
<i>Accounting Manager</i>	06/23/2014	8

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission