



# ***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 22, 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)

June 20, 2019 Regular Meeting (*Attachment 1*)

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

June 28, 2019 Special Meeting (*Attachment 2*)

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

July 10, 2019 Special Meeting (*Attachment 3*)

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 – June 25, 2019 & August 13, 2019 (**Attachment 4**)
2. Status of Vacancies (**Attachment 5**)
3. Examination Schedule (**Attachment 6**)
4. Working Out of Class Report (**Attachment 7**)

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

1. Ratification of Eligibility Lists (Action) – (**Attachment 8**)

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

2. 1<sup>st</sup> Reading of Job Description – Programmer Analyst (Discussion) – (**Attachment 9**)
3. 1st Reading Personnel Commission Rules and Regulations Revisions – (Discussion) – (**Attachment 10**)
  - a. Chapter 4 - Applications

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 19, 2019** – Board Room, 4:30 p.m. – **Regular Meeting**

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

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, 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 – June 20, 2019

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. June 20, 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
<b><u>Guests Present</u></b>	Margarita Reyes, Barbara Sandoval, Bree Valla
<b><u>Approval of Minutes</u></b>	<p>A motion was made by Susie Morey, seconded by Chris Rowe -0) and carried to approve the minutes of the May 16, 2019 special meeting. (3-0)</p> <p>A motion was made by Chris Rowe, seconded by Susie Morey and carried to approve the minutes of the May 16, 2019 regular meeting. (3-0)</p> <p>A motion was made by Chris Rowe, seconded by Susie Morey and carried to approve the minutes of the May 29, 2019 special meeting. (3-0)</p>
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b>	
1. CSEA	Barbara Sandoval shared that the language portion of negotiations was finished and compensation would be done in the Fall. Therefore the changes wouldn't be ratified until the Fall. Summer work had started for some of the employees and others are busy closing out the year. Barbara thanked Erika for her hard work and let her know that she would be missed.
2. Cynthia Carrillo	Cynthia Carrillo shared that the staff is doing an amazing job although there had been some challenges. They have been communicating constantly making sure she got information in a timely manner. She praise her hard working team.
<b><u>Information Items</u></b>	<p><b><u>Classified Personnel Items</u></b> – June 20, 2019 - Cynthia Carrillo</p> <p><b><u>Status of Vacancies</u></b> – Erika Diggs</p> <p><b><u>Examination Schedule</u></b> – Erika Diggs</p> <p><b><u>Working Out of Class Report</u></b> – Carmen Jaramillo</p>

<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>Electrician</b> - Open/Promotional – established 6/4/19 – 0 Promotional Ranks / 5 Open Ranks</li> <li>• <b>Grounds Maintenance Worker I</b> - Open/Promotional – established 6/5/19 – 1 Promotional Ranks / 5 Open Ranks</li> <li>• <b>Library Technician</b> - Open/Promotional – established 5/24/19 – 1 Promotional Ranks / 3 Open Ranks</li> <li>• <b>Swimming Pool Operator</b> - Open/Promotional – established 5/29/19 – 1 Promotional Ranks / 1 Open Ranks</li> </ul>

<p>2. First Reading of Job Description – Programmer Analyst (Pending negotiations between CSEA and District)</p>	<ul style="list-style-type: none"> <li>• Item Pulled</li> </ul>
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<p><b><u>Unfinished Business</u></b></p>	<p>None</p>
<p><b><u>Items from the Floor</u></b></p>	<p>None</p>
<p><b><u>Items from Personnel Commissioners</u></b></p>	<p>None</p>
<p><b><u>Items from PC Staff</u></b></p>	<p>Erika Diggs bade Cynthia best wishes on her new endeavors.</p>

<p><b><u>Recess to Closed Session</u></b></p>	<p>The Personnel Commission convened to closed session at 4:47pm.</p>
<p><b><u>Report out of Closed Session</u></b></p>	<p>Nothing to Report</p>
<p><b><u>Next Meeting Date</u></b></p>	<p>August 22, 2019 in the Board Room at 4:30 p.m. – <b>Regular Meeting</b></p>
<p><b><u>Adjournment</u></b></p>	<p>Motion was made by Susie Morey, seconded by Chris Rowe and carried that the meeting be adjourned at 5:09 p.m. (3-0)</p>

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

**UNADOPTED MINUTES**

Special Personnel Commission Meeting – June 28, 2019

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 11:00 a.m. June 28, 2019 at the Education Center – Conference Room 1, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Gayle Higgason, Chris Rowe
<b><u>Members Absent</u></b>	Susie Morey
<b><u>Staff Present</u></b>	Lacy Gillespie
<b><u>Guests Present</u></b>	Barbara Sandoval
<b><u>New Business</u></b> 1. Proposed Professional Expert Assignment for Business Services	<p>Lacy Gillespie explained the purpose of the agreement. Susan Bennett has agreed to delay her CALPERS until July 31<sup>st</sup>. Amended that this would not be precedent setting.</p> <p>Motion was made by Chris Rowe, seconded by Gayle Higgason and carried (2-0)</p> <p><b>Action</b> – Approved</p>
<b><u>Adjournment</u></b>	Motion was made by Chris Rowe, seconded Gayle Higgason and carried that the meeting be adjourned at 11:08 a.m. (2-0)

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

**UNADOPTED MINUTES**

Special Personnel Commission Meeting – July 10, 2019

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 10:04 a.m. July 10, 2019 at the Education Center – Conference Room 1, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Gayle Higgason, Chris Rowe, Susie Morey
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Lacy Gillespie, Carmen Jaramillo
<b><u>Guests Present</u></b>	Doug Sorum, Sam Blanton
<b><u>Recess to Closed Session</u></b>	The Personnel Commission convene to Closed Session at 10:04am.
<b><u>Report of Action Taken in Closed Session</u></b>	HR Director, Lacy Gillespie reported that the PC has affirmed action taken by the Board of Trustees in matter of the Public Employee Discipline/Dismissal/Release.
<b><u>Adjournment</u></b>	Motion was made by Chris Rowe, seconded by Susie Morey and carried that the meeting be adjourned at 10:25 a.m. (3-0)

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared August 15, 2019

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
June 25, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Delgadillo, Alfredo	School Bus Driver/Mech.	TRAN	38-1	06/24/19
Gonsalves, Phillip	Grounds Maint. Wkr I	MAIN	32-2	06/11/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Pamplin, Jennifer	Crossing Guard	Regular	FR	05/30/19
Servin, Carlos	Paraeducator	SUB	24-1	06/03/19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Baca, James	Custodian 8.0 hrs, LHS Range 29-5	Swimming Pool Operator 8.0 hrs, MAIN Range 35-3	07/01/19
Irons, Theresa	Administrative Assist. III 8.0 hrs, ITS	Administrative Assist. III 8.0 hrs, CHS	07/01/19
Zebley, Melissa	Staff Secretary 8.0 hrs, Student Svcs. Range 33-5	Student Services Technician 8.0 Student Svcs. Range 37-4	07/01/19

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>
Blow, Marcel	Paraeducator SUB	Separation	06/06/19
Orellana, Lester	Paraeducator SPED	Separation	06/06/19
Petty, Kathleen	Library Tech SUB	Separation	06/06/19

LOMPOC UNIFIED SCHOOL DISTRICT  
 CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
 August 13, 2019

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Burford, Robbie	Electrician	M & O	47-3	6-20-19
Gillespie, Lacy	Director, Classified HR	HRCL	MGMT LVL 9-1	6-24-19
Ibarra, Ruby	Student Sup Aide	LVMS	21-1	8-14-19
Ferreyra, Nettie	Student Safety Asst/ Campus Liaison	BFCDS	28-1	8-13-19
Peterson, Zinnia	Office Assistant	Fillmore	29-1	7-24-19
Diggs, Kiara	Paraeducator-SpEd	ITINERANT	27-1	8-13-19
Jimenez, Meredith	Library Tech	BVEL	33-1	8-13-19
Charette, Allison	School Accounting Asst III	LHS	36/1	7-24-19

EMPLOYMENT - Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bennett, Susan	Purchasing Services- Prof. Expert Consultant	SUB	LVL 4-5	7-1-19
Street, Joann	Paraeducator-SpEd	SUB	27-1	7-1-19
Ross, Doreen	Office Assistant	SUB	29-1	7-1-19
Graham, Charlotte E	Office Assistant	SUB	29-1	7-1-19

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Roell, Heather	Library Tech/LAH	Other	8-19-19 to 6-5-19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Rodriguez, Arlene	Para-BIL 6.0 hrs CHS Range 25-1	Para-BIL 20 hrs/week Ruth Range 25-1	8-13-19
Hernandez, Angelica	Exec Asst Bus SVS 8.0 hrs Bus SVS MGMT. LVL III-014	Manager, Purchasing SVS 8.0 hrs Purchasing MGMT LVL 4-001	7-1-19
Jaramillo, Carmen	HR Tech, CLASS 8.0 hrs HRCL Range 39-5	HR Analyst 8.0 hrs HRCL Conf Level III-005	7-15-19
Guerrero, Arianna	Admin. Asst. II 6.0 hrs. BFCDS Range 38-5	Admin Asst III 8.0 hrs. ITS Range 40-5	7-15-19
Robinson, Heather	School Accounting 5.0 hrs CREL Range 31-2	Admin Asst. I 8.0 hrs FMEL Range 37-1	7-25-19
Salas, Trinidad	Admin Asst. II 8.0 hrs ADED Range 38-3	Admin Asst. II 6.0 BFCDS Range 38-3	7-30-19



Mercer, Melissa	Staff Sec. (CTE) 8.0 hrs STVS Range 33-3	Staff Sec. (SARB) 4.0 hrs STVS Range 33-3 Staff Sec. 4.0 hrs STVS Range 33-3	8-1-19  7-1-19
Acosta, Teresa	Lead Lang Asmt Tech 8.0 hrs Lang Census Range 38-5	Executive Asst. III 8.0 BSSV Conf Level 3-004	8-1-19
Fredrich, Lori	Library Tech 5.0 CREL Range 33-2	Library Tech 5.0 FMEL Range 33-2	8-13-19

### 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>
Williams, Chelsea	Paraeducator-SpEd	Resignation	7/19/19
Diggs, Erika	HR Analyst, Classified	Resignation	7/12/19
Garnica, Ruie	Buyer	Retirement – 19 yrs	7/26/19
Caligiuri, Mara	Admin Asst I	Resignation	6/13/19
Cardenas, Esther	Paraeducator	Resignation	7/24/19
Gutierrez, Carina	Staff Secretary	Resignation	7/29/19

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared August 15, 2019

**STATUS OF CLASSIFIED VACANCIES**  
Information Items  
For Personnel Commission Meeting August 22, 2019

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
LIBRARY TECHNICIAN	6/8/2019	5.0	VACANT DUE TO RETIREMENT	197	S. BURDESS	HPEL	TESTING
PARAEDUCATOR SPECIAL ED	6/12/2019	6.0	NEW	196	N/A	INTINERANT	TRANSFER
PARAEDUCATOR SPECIAL ED	8/13//2019	6.0		196		HPEL	
PARAEDUCATOR SPECIAL ED	8/13/2019	6.0		196		LCEL/MIG	
PARAEDUCATOR SPECIAL ED	8/13/2019	6.0		196		LVMS	
PARAEDUCATOR SPECIAL ED	6/12/2019	6.5	NEW	196	N/A	LHS	INTERVIEWS
Buyer	06/30/2019	8.0	NEW (Replaced Purchasing Tech)	260	C. LEVER	Ed. Ctr	TESTING
Buyer	7/26/2019	8.0	VACANT DUE TO RETIREMENT	260	R. GARNICA	Ed. Ctr	TESTING
Human Resources Tech	7/14/2019	8.0	VACANT DUE TO PROMOTION	260	C. JARAMILLO	Ed. Ctr	TESTING
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. ACOSTA	Ed. Ctr	TESTING
Administrative Assistant II	7/29/2019	8.0	VACANT DUE TO TRANSFER	260	T. SALAS	ADED	TESTING
Maintenance Worker II	7/01/2019	8.0	NEW (Replaced Carpenter)	260	D. RAINWATER	M&O	TESTING
Outreach Consultant	7/31/2019	4.0	VACANT DUE INCREASE IN HOURS AT OTHER SITE	223	G. ANGULO	BFCDS	TESTING

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Programmer Analyst	New Position	8.0	NEW	260	NEW	Ed. Ctr	TESTING
Staff Secretary	7/29/2019	8.0	VACANT DUE TO RESIGNATION	228	C. GUTIERREZ	LVMS	TESTING
Home School Community Liaison-Bil	8/13/2019	3.0	VACANT DUE TO RESIGNATION	196	A. Ramirez	CHS	TESTING
Home School Community Liaison-Bil	8/13/2019	3.0	VACANT DUE TO RESIGNATION	196	A. Ramirez	CHS	TESTING
Supervisor, Transportation	08/12/2019	8.0	VACANT DUE TO PROMOTION	260	C. Madden	Transportation	TESTING

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared August 15, 2019

**EXAMINATION SCHEDULE**  
Information Item  
For Personnel Commission Meeting August 22, 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
Buyer	34	08/06/19	14	8/28/2019	7
HR Technician – Classified (repost)	8	08/06/19	8	08/09/19	3
Library Technician	TBD	TBD	TBD	TBD	TBD
Administrative Assistant II	TBD	TBD	TBD	TBD	TBD
Lead Language Assessment Tech (repost)	TBD	TBD	TBD	TBD	TBD
Maintenance Worker II	TBD	TBD	TBD	TBD	TBD
Staff Secretary	TBD	TBD	TBD	TBD	TBD
Outreach Consultant	TBD	TBD	TBD	TBD	TBD
Programmer Analyst	TBD	TBD	TBD	TBD	TBD
HR Technician - Classified	TBD	TBD	TBD	TBD	TBD
Home School Community Liaison-Bil	TBD	TBD	TBD	TBD	TBD
Supervisor, Transportation Services	TBD	TBD	TBD	TBD	TBD
Paraeducator (continuous recruitment)	47	TBD	TBD	TBD	TBD
Paraeducator Bilingual (continuous recruitment)	37	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	92	TBD	TBD	TBD	TBD
Student Supervision Aide (continuous recruitment)	46	05/02/19	19	n/a	n/a

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared August 15, 2019

**WORKING OUT OF CLASS REPORT**  
Information Item  
For Personnel Commission Meeting August 22, 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./LHS	02/20/2019	TBD		
Scott Bauldry	Pest/Turf Tech/M&O	Maint Wkr II/M&O	7/30/2019	TBD	Leave	
Keith Huyck	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II/LHS	07/09/2019	TBD	Leave	
Jason West	CNS Delivery Driver/CKIT	GMWI/M&O	8/20/2019	TBD	WOC	
Opel Bauldry	Staff Sec/LHS	Admin II/Trans	8/7/2019	TBD	Leave	
Evelyn Castaneda	Home/School Liaison/LCEL	Lead Language Assessment Tech?	08/01/2019	TBD	Vacancy	
Nulifer Jorgenson	Payroll Tech/Payroll	Buyer/Purchasing	7/29/2019	TBD	Vacancy	
Lorraine Villegas	Sr. Office Asst/Adult Ed	Admin Asst II/Adult Ed	7/30/2019	TBD	Vacancy	
Grainne Siben	Staff Secretary/Special Ed	Buyer/Purchasing	7/26/2019	TBD	Vacancy	
Andrew Keim	Computer Network Tech/ITS	Programmer Analyst/ITS	8/5/2019	TBD	Vacancy	
Allan Ayers	Computer Network Tech/ITS	IT Engineer/ITS	8/14/2019	TBD	WOC	
Sean Campbell	IT Engineer/ITS	Web Designer/ITS	8/14/2019	TBD	Leave	
Nancy Kramer	Help Desk Tech/ITS	Computer Network Tech/ITS	8/15/2019	TBD	WOC	
Michelle Pellegrin	Para-SpEd/LHS	Payroll Tech/ Payroll	06/19/2019	TBD	WOC	
Madalyn Gravitt	Para-SpEd/LHS	Lib.Tech/HPEL	08/13/2019	TBD	Vacancy	
Lisa Matzie	Custodian/Ed. Ctr	Staff Sec/LVMS	08/13/2019	TBD	Vacancy	

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared August 15, 2019  
Action Item

**RATIFICATION OF ELIGIBILITY LISTS**

Action Item

For Personnel Commission Meeting August 22, 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 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>
<i>HR Analyst - Classified</i>	08/09/19	5	5	0	0
<i>Executive Assistant to the Assistant Superintendent</i>	07/02/19	8	11	2	2
<i>Administrative Assistant III</i>	07/03/19	6	6	0	0
<i>Swimming Pool Operator</i>	05/29/19	1	1	1	1
<i>Manager, Transportation Services</i>	07/31/19	1	1	3	3
<i>HR Technician</i>	08/09/19	3	3	0	0

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

Respectfully Submitted,

Lacy Gillespie  
Director, Human Resources-Classified  
Personnel Commission

## LOMPOC UNIFIED SCHOOL DISTRICT

**CLASS TITLE: PROGRAMMER ANALYST**

**BASIC FUNCTION:**

Under the direction of the MIS Manager IT Director, ~~provide support and assistance to District employees and administrators using personal computers; install hardware and software, configure and upgrade networks, incumbent will design and develop applications, programs and utilities to facilitate: District student information system reporting, security, data warehousing and system requirements; design and develop computer programs to augment database system operations and correct computer and database system problems; application administration and remediation; design, develop, document, test and implement programs and web content as required to ensure that needs are met in an accurate and timely manner. Must also be able to troubleshoot and resolve various malfunctions, write and maintain programs and provide for technical training of various software systems. ; configure and install multimedia systems.~~

**REPRESENTATIVE DUITES:**

*The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and may not necessarily perform all duties listed.*

- ~~Install, upgrade, troubleshoot, train and support various computer software for stand alone computers and networks including DOS, Windows, Lotus and various other software packages utilized by schools and the District; install and support software that runs on Apple and Macintosh computers. Maintain District database applications and programs, including the installation, maintenance, and testing process of SQL & application servers along with configuration of instances. Strong ability to analyze, develop, troubleshoot, and repair District database programs. E~~
- ~~In coordination with the District Attendance Technician; ensure compliance with State attendance regulations; integrate data systems; complete dataset extraction; and maintain data integrity. E~~
- ~~Install, troubleshoot, configure, replace and test computer hardware including floppy drives, hard disk drives, CD-ROM drives, a wide variety of cards, I/O, internal and external modems, tape backup units, flatbed and hand held scanning devices and various other hardware; set addresses and interrupts to resolve conflicts and make computers operational. E~~
- ~~Design, develop, program, test, train, maintain and enhance several database programs requested by District personnel; write user manuals for new programs as appropriate. Analyze existing programs and systems; convert older programs into current database platform. E~~
- ~~Provide formal and informal training classes and workshops for District personnel individually or in groups. Develop and maintain program specific documentation; including program operating procedures; prepare documentation to accompany all programs and program changes, documenting dates and specific nature of design/change to all code developed/modified and provide training and professional development for both new and existing end users E~~
- ~~Support District personnel by answering questions, developing applications, automating procedures, recommending hardware or software for specific needs, scanning materials as needed, converting data and generally assuring the personnel utilize systems efficiently and productively. Research and develop new programs, maintain and improve elements/enhancements of existing data processing systems, document elements of existing systems, formulate computer systems requirements and recommend techniques for processing data codes, test and implement new computer programs and systems. E~~
- ~~Operate PC computers and peripheral devices such as printers, modems, scanners, laser disc players, copiers and other equipment as assigned. E~~
- Analyze, design and implement new database systems for school sites/depts. and implement data conversions. (E)
- Provide input to the development and implementation of methods to assure the security/integrity of sensitive data stored and retrieved on-line such as budget, payroll, personnel, financial systems and student information systems. (E)

- Perform a variety of programming functions including configuring peripheral equipment, configuring software applications, loading programs and applications, and assisting users.
- Prepare and maintain various logs, records, reports and other documentation related to assigned duties, submit to appropriate personnel as required. *E*
- ~~Assist the Manager and others by performing basic operations on the existing System/36 systems computer system to reconnect users, restart systems and assist with other operations as needed.~~
- Assist administrators, faculty and staff in diagnosing and resolving problems associated with software, integrated applications, and web-based programs, (i.e. user permissions, program troubleshooting, user interface, front and backend support).
- Understanding of Windows Server and Task Scheduler.
- Participate in maintaining various webpages and the implementation and updating of other online services in coordination with the Web Developer.
- Maintain system code and configurations associated with District database and SIS systems and update programs and parameters and client access and usage procedures as required.
- Perform data extractions, migrations, backups, merges, uploads, and integrations and prepare reports as required.
- Design and develop programs to facilitate automated workflow systems as required.
- Recommend improvements to District systems, programs and utilities as needed.
- Analyze and recommend new or modified computer applications.
- Conduct operational efficiency studies on programs and software applications used for database systems and other District systems.
- Interact with District personnel as required to provide database and student information system program and operational information; provide documentation and assistance to program and end users.
- Learn and implement software provided by outside vendors.
- Perform related duties as assigned.
- Participate in varied committees as assigned.
- Collaborate as needed with other LUSD departments to ensure adherence to all applicable federal, state laws, and District policies, regulations, and procedures.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Database structures, on-line applications and system capabilities of the organization's computer systems.

Technical aspects of LAN network maintenance, operation and programming.

Compatibility of software programs.

Computer programming languages, utilities and applications used within the organization.

Methods and procedures of operating electronic computers and peripheral equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Public speaking techniques.

### **ABILITY TO:**

Install and configure various software applications on Local Area Networks (LANs) and ~~micro~~ District computer systems.



Troubleshoot and repair basic system malfunctions and maintain system operation.  
Write or modify programs to meet user needs.  
Perform analysis and modification of existing programs and operations to meet changing needs and to provide for system enhancements.  
Provide technical assistance to computer systems users.  
Prepare and deliver oral presentations.  
Maintain current knowledge of technological advances in the field.  
Meet schedules and time lines.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.

## **EDUCATION AND EXPERIENCE:**

~~Any combination equivalent to: two years college level course work in computer science and three years' experience working with mainframe and microcomputer applications including coursework or experience in programming including MS Access, HTML, Java, PHP, MySQL, MS SQL, XML, JSP, and ASP, dBase, network administration and data communications, and two (2) years increasingly responsible experience in the design and sharing of inter-networked hardware/student software resources.~~

Any combination of education equivalent to two (2) years of college coursework in computer science, management information systems or related field AND three (3) years of experience developing applications using a minimum of two different platforms including SQL or other relational databases, programming languages – Java, PYTHON, C/C++ - and interactive web applications – JavaScript, PHP, C#.

Sensitivity to and understanding of the diverse academic, socioeconomics, cultural, disability and ethnic backgrounds of students.

## **DESIRABLE QUALIFICATIONS:**

An earned bachelor's degree from accredited institution in computer science, management information systems, or related field of study or four years of programming experience in relational databases, and knowledge of languages and techniques.

Experience with Basic.net, MS Visual Studio – SSIS & SSDT, as well as Powershell.

IT experience preferably in a school setting.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid and appropriate California driver's license.

Incumbents must have an acceptable driving record and must qualify for insurability by the District's insurance carrier.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Indoor environment.  
Driving a vehicle to conduct work.  
Constant interruptions.

### **PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and various peripheral equipment.  
Seeing to view a computer monitor.  
Hearing and speaking to exchange information and make presentations.  
Sitting or standing for extended periods.  
Bending at the waist, kneeling or crouching.  
Lifting and carrying moderately heavy objects.

### **HAZARDS:**

Extended viewing of computer monitor.

Lompoc Unified School District  
Merit System Rules for the Classified Employees

**CHAPTER 4 - APPLICATIONS**

**4.1 APPLICATIONS FOR EMPLOYMENT**

**4.1.1 FILING OF APPLICATIONS**

All applications for employment shall be made on the official forms furnished by the Commission. Every item shall be filed in the Personnel Commission Office on or before the time and date specified in the employment opportunity bulletin.

1. Applicants taking more than one (1) examination must file a separate and complete application for each examination unless otherwise directed.
2. For federal/state reporting purposes, questions regarding ethnicity, sex, age, and handicapping condition shall be placed on a separate form. Answers to such questions shall be voluntary, and no other information shall be requested relative to race, religious creed, color, national origin, ancestry, handicapping condition, medical condition, marital status, sex or age prior to employment.
3. Applications and examination papers are confidential and become the property of the Personnel Commission, and shall not be returned to the applicant.

REFERENCE: Education Code Sections 45260 and 45272

**4.1.2 GENERAL QUALIFICATIONS OF APPLICANTS**

Applicants must be permanent residents of, or must otherwise prove their right to work in the United States and must possess all other requirements that are specified in the qualifications established for the class. Every applicant must be mentally and physically competent to perform the essential job functions of the position for which applying.

1. Every qualified applicant shall have an opportunity to seek, obtain, and hold permanent employment without discrimination because of race, religious creed, color, national origin, ancestry, handicapping condition, medical condition, marital status, sex, sexual orientation or age.
2. Residency within the District shall not be a condition for filing applications or offering employment except in the case of restricted positions which require specific residency.
3. No maximum age limit shall be set as a condition for initial or continued employment in the District.
4. Disabled persons shall be given equal employment opportunity and reasonable accommodation for employment shall be made where possible.

REFERENCE: 1. Education Code Sections 45105, 45111, 45122, 45123, 45124, 45134, 45260, 45272  
2. Labor Code Section 2805 3. Government Code Section 12921

#### 4.1.3 EDUCATION SUBSTITUTION AND ACCEPTANCE

Where college training is required, credit will be given only for work completed in recognized colleges and universities.

1. Where graduation from a four (4) year college or university is required, a degree from a school which is less than a four-year school will not be accepted.
2. Credit will be given for work done with an accredited correspondence school, where such work is comparable to that offered by a four-year college or university. Completion of such a correspondence source of study will be considered equivalent to a degree from a regular four-year college or university, and partial completion of such a course of study will be prorated on the basis of percent completed.
3. Education beyond high school will be prorated with thirty (30) semester units or forty-five (45) quarter units considered equal to one (1) year of experience or one (1) year of school. Credits in excess of the equivalent of two (2) years, in order to be credited, must be in upper division work.
4. College training shall substitute for experience in those circumstances in which it is possible to establish a direct relationship between such training and duties of the class.
5. Specific course work and units within a class will not be eligible for substitution.

#### 4.1.4 EXPERIENCE SUBSTITUTION AND ACCEPTANCE

Appropriate experience will substitute for formal college training in examinations in which it is possible to establish a direct relationship between such experience and the duties of the class.

1. Where journey level status is required, completion of apprenticeships, possession of a journey license, or salaries at a journey level will be acceptable evidence of such status if the applicant's work record indicates an appropriate number of year experience in the field.
2. In evaluating applications for examination, total qualifying experience will be rounded to the nearest full month.
3. In interpreting qualification of promotional candidates, time spent in military service (active) shall be evaluated either as experience in the class from which the candidate left to go into military service or as experience in the service classification, whichever shall be to the candidate's advantage.
4. Credit will not be given for experience obtained while working overtime, out-of-class (in a non-compensation status), in relief of a supervisor or while working on a part-time job in addition to a regular full-time job, which also provides qualifying experience.
5. When qualifying experience is only part of an applicant's total responsibility on a job, credit will be given only for such portion of time actually involved in the qualifying work.
6. Experience requirement shall normally be stated in terms of full-time work.
7. Unpaid volunteer experience may be accepted provided it is equivalent to the required experience and, upon request by the Personnel Commission staff, the applicant provides verification from the volunteer agency specifying the period of service, amount of time worked during this period and the duties and responsibilities performed by the volunteer.

8. Part-time volunteer or paid experience will be credited only in proportion to the hours worked as they equate to a normal full-time week.

## 4.2 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

### 4.2.1 CAUSES FOR DISQUALIFICATION

An applicant may be refused initial admittance to an examination and a candidate may be disqualified from further competition for any of the following reasons:

1. 40.2.1.1 Failure to meet the general qualifications of Rule 40.1.2.
2. Advocacy of the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
3. Conviction, either by a plea of guilty or no lo contendre, a court decision or a jury verdict to a charge of a narcotics or controlled substance offense as defined in Education Code Section 44011, or a charge of moral turpitude, any sex offense as defined in section 44011, or mistreatment of children or a serious or violent felony as defined in section 45122.1.
4. A history of controlled substance abuse without acceptable evidence of rehabilitation.
5. Conviction, either by a plea of guilty or no lo contendre, a court decision or a jury verdict of a felony or serious crime or a record of one or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the following basis; nature, seriousness and circumstances of the offenses; age of the person at the time and recentness of the offense; number of convictions; relationship of the offense to the position applied for; evidence of rehabilitation and maturing including the employment record with respect to job responsibility and duration; truthfulness in admitting to the offense; the person's attitude; and the duties of the class.
6. Making a false statement or intentionally omitting a significant statement of a material fact requested on the application form.
7. Practicing any deception or fraud in connection with an examination or to secure employment.
8. Obtaining or attempting to obtain either directly or indirectly, privileged information regarding test questions or examination content.
9. Dismissal from previous employment for cause if the cause would have subjected the applicant to dismissal by the District under these rules.
10. A record of unsatisfactory service with a previous employer as evidenced by a reference check, verified by the Director, Classified Personnel Services. (Outside applicants only).
11. Previous dismissal from the District.
12. A record of unsatisfactory service within the District as evidenced by documented disciplinary action, plans of assistance and performance improvement plans, or unacceptable job performance notice or a resignation in lieu of dismissal contained in the employee's personnel file.
13. Dishonorable discharge from the Armed Forces of the United States.

14. Refusal to furnish testimony, other than self-incriminating, at a hearing or investigation before the Personnel Commission or the Board of Trustees.
15. Unsatisfactory health conditions which clearly indicate that the applicant or candidate would be unable to perform the essential duties of his job with or without reasonable accommodation or would endanger his health and safety or the health and safety of others.
16. Attempting to or making contact with any member of the Board of Trustees or the Personnel Commission with the intent of attempting to favorably influence the recruitment, examination, and/or selection process in any way. Exempted from this restriction would be any formal appeal of the recruitment/examination/selection process to the Personnel Commission as a whole by any candidate through the established appeal process.
17. Failure, after due notice, to report for review of any of the above causes for disqualification.
18. Failure to report for duty after an assignment has been offered and accepted.

REFERENCE: Education Code Sections 45111, 45122, 45123, 45124, 45134, 45260, 45261, and 45303.

#### 4.2.2 APPEAL FROM DISQUALIFICATION

Any applicant, candidate, and/or eligible disqualified based on Rule 40.2 shall be notified in writing, indicating the reasons for disqualification.

1. Anyone who has appealed a disqualification shall conditionally be permitted to take the examination pending final decision.
2. Upon receipt of an appeal, the Director of Classified Personnel Services shall conduct an investigation. If the decision is in favor of the applicant, he shall be notified and given rights as though the disqualification had not occurred. If the decision is to deny the appeal, the applicant may appeal to the Commission within five (5) working days after being notified.
3. Upon receipt of an appeal, the Commission shall conduct a hearing and shall receive evidence and render a decision within fourteen (14) calendar days. If the Commission's decision is in favor of the applicant, he shall be given rights as though the rejection had not occurred. The decision of the Personnel Commission is final and binding on all parties.
4. Appointments may be made from available eligibles pending final decision on the appeal (unless ordered otherwise by the Personnel Commission), and shall not be changed even though the outcome is in the appellant's favor, unless such appointments were fraudulently made.

REFERENCE: Education Code Sections 45111, 45122, 45123, 45124, 45134, 45260, 45261, and 45303

#### 4.2.3 SUBMITTING PROOF OF VETERAN'S PREFERENCE

Any applicant who claims veteran's preference must submit Form DD214 at the time the employment application is submitted. Failure to submit Form DD214 at the time of application shall result in no veteran's preference being considered or added to any passing score. Veteran's preference is applicable on Open Competitive examinations only.

REFERENCE: Education Code Sections 45260, 45261, 45294, 45295, and 45296

**4.2.4 APPLICANT'S NAMES NOT TO BE MADE PUBLIC:**

The names of applicants or unsuccessful candidates in any of the District's selection processes shall not be made public.

REFERENCE: Education Code Sections 45260 and 45261

Labor Code: 2805

Chapter 5 – Recruitment and Examinations

Chapter 5 of the Personnel Commission Rules and Regulations chapter should cover:

Recruitment Procedures Examination Procedures Examination Scoring Procedures Examination Records Examination Appeals Procedures Violation of these Examination Rules/Laws