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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: December 4th, 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)

October 23, 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. Lacy Gillespie, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items October 22, 2019 & November 12, 2019 **(Attachment 2)**
2. Status of Vacancies **(Attachment 3)**
3. Examination Schedule **(Attachment 4)**
4. Working Out of Class Report **(Attachment 5)**
5. Exemption of Senior Management Position (Assistant Superintendent of Business Services) **(Attachment 6)**

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

1. Administering the Oath Of Office to Newly appointed Personnel Commissioner, Shirley Leonard
2. Ratification of Eligibility Lists (Action) – **(Attachment 7)**
Moved by: _____ Seconded by: _____ Vote: _____
3. 2nd Reading Student Safety Officer Job Description – (Discussion & Action) – **(Attachment 8)**
Moved by: _____ Seconded by: _____ Vote: _____
4. 1st Reading Lead Language Assessment Technician Job Description (Discussion) – **(Attachment 9)**
5. 1st Reading Chapter 5 Recruitment & Examinations (Discussion) – **(Attachment 10)**

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**

- **December 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, Lacy Gillespie, 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 – October 23, 2019

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. October 23, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Chris Rowe, Susie Morey
<u>Members Absent</u>	None
<u>Staff Present</u>	Lacy Gillespie, Carmen Jaramillo, Opal Bauldry
<u>Guests Present</u>	Shirley Lennard, Barbara Sandoval, Bree Valla, Margarita Reyes
<u>Approval of Minutes</u>	A motion was made by Chris Rowe, seconded by Susie Morey and carried to approve the minutes of the September 19, 2019 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Lacy Gillespie	No report. Lacy Gillespie introduced and welcomed Opal Bauldry to the HR Office.
<u>Information Items</u>	<u>Classified Personnel Items</u> – September 24, 2019 – Carmen Jaramillo <u>Status of Vacancies</u> –Presented by Carmen Jaramillo. Lacy Gillespie mentioned getting traction for the Sped. Maxim contract. That a MOU was signed and Maxim started on October 23 rd , 2019. <u>Examination Schedule</u> –Presented by Carmen Jaramillo. Barbara Sandoval requested clarification on why the total number of applicants for staff secretary (69) and the number of qualified applicants (12) were so different. Carmen Jaramillo states the screening of applicants and ensuring they meet the minimum qualifications, as well as the testing can affect the number of qualified applicants. <u>Working Out of Class Report</u> –Carmen Jaramillo

<u>New Business – Action</u> 1. Ratification of Eligibility List (Action)	<i>Action</i> - Motion was made by Chris Rowe, seconded by Gayle Huggason and carried (3-0) to approve the ratification of the following eligibility lists: <ul style="list-style-type: none"> • <i>HR Technician</i> - Promotional – established 08/29/19 – 4 Promotional Ranks / 0 Open Ranks • <i>Library Technician</i> - Open/Promotional – established 08/28/19 – 0 Promotional Ranks / 10 Open Ranks • <i>Administrative Assistant II</i> - Open/Promotional – established 09/11/19 – 0 Promotional Ranks / 10 Open Ranks • <i>Staff Secretary</i> - Open/Promotional – established 09/30/19 – 5 Promotional Ranks / 5 Open Ranks • <i>Outreach Consultant</i> - Open/Promotional – established 10/08/19 – 0 Promotional Ranks / 6 Open Ranks • <i>Paraeducator Special Education</i> - Open/Promotional – established 10/10/19 – 0 Promotional Ranks / 16 Open Ranks
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2. First Reading of the Student Safety Officer Job Description (Discussion)	This is the first reading of the Student Safety Officer Job Description. Chris Rowe asked about the job description. In explaining the job description Lacy Gillespie referred to Senate bill 16.26 which requires a minimum training standards for employees working in security-related fields for all school district personnel. Chris Rowe then suggested rewording a part of the essential functions to protect employee as well as the district. "Search students and their belongings, lockers or vehicles for illegal or inappropriate materials; assist site administrators in conducting searches according to established district procedures; assist police investigators as necessary" Bree Valle suggested taking "Assist site administrators in conducting searches" and move it to the front of the stated function.
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<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>	4:56 p.m.
<u>Report out of Closed Session</u>	
<u>Next Meeting Date</u>	October 23, 2019 in the Board Room at 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion was made by Katherine Morey, seconded by Chris Rowe, and carried that the meeting be adjourned at 4:56 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
October 22, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Leonard, Shirley	Personnel Commissioner Joint Appointee	Classified HR	FR	12/1/19
Hale, John	Custodian	LHEL	29/2	10/7/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Larsen, Krystal	SUB- Stu Sup Aide	21/1	10/8/19
Starbuck, Sarah	SUB Clerical	29/1	10/7/19
Moegelin, Ryan	SUB Custodian	29/1	10/15/19

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Velasco, Fatima	CNW-I	Personal	10/3/19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Mercer, Melissa	Staff Sec. (SARB) 4.0 hrs STVS Range 33-4 Staff Sec. (Stu Rec) 4.0 hrs STVS Range 33-4	Staff Sec. (CTE) 8.0 hrs STVS Range 33-4	10/7/19
Schutz, Alan	Stu Safety /Comm Liaison 6.0 hrs LVMS Range 29-2	Stu Safety/Comm Liaison 6.5 hrs LVMS Range 29-2	8/13/19
Cabrera, Marin, Aleida	Para – SpEd 6.0 hrs CREL Range 27/1	Para – SpEd 6.0 LBEL Range 27/1	9/23/19
Franco, Candace	Para – SpEd 6.0 hrs BVEL Range 27/1	Stu Safety Asst/Com Liaison 6.0 hrs LVMS Range 28/3	10/7/19
Logsdon, Vanessa M.	Stu Sup Aide 1.25 hrs LHEL Range 21/1	Stu Sup Aide 1.30 hrs BVEL Range 21/1	10/9/19
Navarro, Aracely	Para – SpEd 6.5 hrs LVMS Range 27/5	Para – SpEd 6.0 Ed Ctr Range 27/5	10/10/19
Powell, Stacie	Para – SpEd 6.0 LBEL Range 27/5	Para – SpEd 6.0 Ed Ctr Range 27/5	10/11/19

Matzie, Lisa	Custodian 8.0 hrs Ed Ctr Range 29/2	Staff Secretary 8.0 hrs LVMS Range 33/2	10/14/19
Bauldry, Opal	Staff Secretary 8.0 hrs LHS Range 33/5	HR Tech – Class 8.0 hrs Class HR Range 39/3	10/18/19

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>
Pearson, James	Custodian	Separation	10/10/19
Moegelin, Ryan D	Custodian	Separation	10/9/19
Coulter, Jaime M	Para-SpEd	Resignation	10/11/19
Ayers, Laura	Accounting Tech	Resignation	9/27/19
Ayers, Allan	Comp. Network Tech	Resignation	10/4/19
Woolever, Timothy	Site Tech Sup Asst	Resignation	10/2/19
Jaimes, Ilancuetil	Para – Bil	Resignation	10/4/19
Starbuck, Sarah	Staff Secretary	Resignation	10/4/19
Reutzel, Lisa	Career Ctr Tech	Resignation	10/11/19

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
November 12, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Walsh, Sarah	Para-SpEd	Crestview	27/1	10/21/19
Araujo, Juan Carlos	Stu Sup Aide	Hapgood	21/1	10/24/19
Hernandez, Maclovio	Comp Network Tech	ITS	44/2	10/28/19
Garcia, Destiny	Para-SpEd	Los Berros	27/1	11/1/19
Hunt, Patricia	CNW I	Fillmore	21/2	11/1/19
Craker, Kirsten	Admin. Asst. II	ADED	38/1	11/1/19
Kerley, Samantha	Outreach Consultant	BFCDS	35/1	11/1/19
Washington, Milton	Para-SpEd	La Honda	27/1	11/4/19
Swan, Victoria	Para-SpEd	LVMS	27/1	11/4/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Martinez, Michael	SUB Custodian	29/1	10/22/19
Torres, Ivan	AVID	5/1	10/23/19
Cavazos, Ricardo	SUB Custodian	29/1	10/23/19
Mann, Kristy D	SUB CNW I	21/1	10/24/19
Perez, Pamela	SUB Custodian	29/1	10/25/19

Martinez, Aaron	SUB Custodian	29/1	10/25/19
Hines, Nina M	Sub Custodian	29/1	10/30/19
Fortner, Christina	Sub Custodian	29/1	10/30/19

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
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ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Bauldry, Scott	Pest/Turf Tech 8.0 hrs M&O Range 34/3	Maint. Wkr II 8.0 hrs M&O Range 40/1	10/21/19
Villarreal, Janeth	Accounting Tech 8.0 hrs Accting Range 39/4	Stu Info Database Admin 8.0 hrs ITS Range 47/1	10/28/19
Berroteran, Alyssa	CNW I 3.0 hrs LHS Range 21/3	Staff Secretary 8.0 hrs LHS Range 33/1	10/29/19
Terrones, Tracy	CNW I 2.0 hrs LHS Range 21/4	CNW I 3.0 hrs LHS Range 21/4	10/29/19
Wolcott, Joshua	Custodian 8.0 hrs LVMS Range 29/1	Custodian 8.0 hrs Ed. Ctr Range 29/1	10/29/19
Barragan, Valeria	CNW I 2.0 hrs FMEL Range 21/1	CNW I 3.0 hrs FMEL Range 21/1	11/1/19
Ramos, Angelica	Office Asst 8.0 hrs MGEL Range 29/5	Staff Sec. (SARB) 4.0 hrs STVS Range 33/4 Staff Sec. 4.0 hrs STVS Range 33/4	11/4/19

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>
Eberhard, Vincent J	Para-SpEd	Resignation	10/16/19
Heller, Michael	Sub Custodian	Separation	10/29/19
Purgason, Kathy	CNW I	Resignation	10/31/19

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared December 4, 2019

STATUS OF CLASSIFIED VACANCIES
Information Items
For Personnel Commission Meeting December 4, 2019

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Accounting Technician	10/28/2019	8.0	VACANT DUE TO PROMOTION	260	J. Villarreal	Ed. Ctr	Testing
Budget Analyst	11/25/2019	8.0	VACANT DUE TO RETIREMENT	260	S. Ranard	Ed. Ctr	Testing
Career Center Tech	8/27/2019 Revised on 11/18/2019	6.0 Revised to 8.0	NEW	196	N/A	CHS	Testing
Career Center Tech	8/14/2019	16 hrs a week	NEW	196	N/A	ADED	Testing
Custodian	11/4/2019	8.0	VACANT DUE TO TRANSFER	260	J. Wolcott	LVMS	Interview
Custodian	10/10/2019	8.0	VACANT DUE TO SEPERATION	260	J. Pearson	LHEL	Interview
Custodian	10/9/2019	8.0	VACANT DUE TO SEPERATION	260	R. Moeglin	LHS	Interview
Home School Community Liaison-Bil	8/13/2019	4.0	VACANT DUE TO RESIGNATION	196	A. Ramirez	BVEL	Interview
Home School Community Liaison-Bil	8/13/2019	3.0	VACANT DUE TO RESIGNATION	196	A. Ramirez	CHS	Interview
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. ACOSTA	Ed. Ctr	Testing
Library Technician	6/8/2019	5.0	VACANT DUE TO RETIREMENT	197	S. BURDESS	HPEL	Hiring
Office Asst	10/4/2019	8.0	VACANT DUE TO PROMOTION	228	A. Ramos	MGEL	Hiring
PARAEDUCATOR BIL	10/7/2019	4.0	VACANT DUE TO RESIGNATION	196	I. Jaimes	RUTH	Testing

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	09/23/2019	6.0	NEW	196	N/A	FILLMORE	Interview
Paraeducator – Special Ed	09/23/2019	6.0	NEW	196	N/A	FILLMORE	Interview
Paraeducator – Special Ed	12/9/2019	6.0	VACANT DUE TO TRANSFER	196	V. Rodriguez	Hapgood	Transfer
Paraeducator – Special Ed	11/7/2019	6.0	NEW	196	N/A	La Honda	Interview
Paraeducator – Special Ed	11/18/2019	6.0	NEW	196	N/A	La Honda	Transfer
Paraeducator – Special Ed	12/2/2019	6.0	VACANT DUE TO TRANSFER	196	K. Faulkner	Ruth	Transfer
Paraeducator – Special Ed	12/9/2019	6.0	VACANT DUE TO TRANSFER	196	N. Velasquez	Ruth	Transfer
Paraeducator – Special Ed	8/13/2019	3.0	NEW	196	N/A	LVMS	Interview
Paraeducator – Special Ed	10/10/2019	6.0	VACANT DUE TO TRANSFER	196	A. Navarro	LVMS	Interview
Paraeducator – Special Ed	10/23/2019	6.0	NEW	196	N/A	VMS	Interview
Paraeducator – Special Ed	11/7/2019	6.0	VACANT DUE TO RESIGNATION	196	T. Mendez	LHS	Hiring
Paraeducator – Special Ed	11/7/2019	6.0	NEW	196	N/A	LHS	Hiring
Paraeducator – Special Ed	11/6/2019	6.0	VACANT DUE TO PROMOTION	196	J. McMillan	LHS	Hiring
Payroll Benefits Technician	9/30/2019	8.0	VACANT DUE TO RESIGNATION	260	L. Ayers	Ed. Ctr.	Interview
Payroll Benefits Technician	9/3/2019	8.0	VACANT DUE TO PROMOTION	260	N. Jorgenson	Ed. Ctr.	Interview
Pest Control/Turf Technician	10/22/2019	8.0	VACANT DUE TO PROMOTION	260	S. Bauldry	M&O	Testing

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Staff Secretary	9/3/2019	8.0	VACANT DUE TO PROMOTION	260	G. Siben	Ed. Ctr	Interview
Supervisor, Transportation	08/12/2019	8.0	VACANT DUE TO PROMOTION	260	C. Madden	Transportation	Testing
Transportation Attendant	10/31/2019	5.15	VACANT DUE TO SEPERATION	196	C. Beaton	Transportation	Testing

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared December 4, 2019
EXAMINATION SCHEDULE
Information Item

For Personnel Commission Meeting December 4, 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
Accounting Technician RE-POST	TBD	TBD	TBD	TBD	TBD
Budget Analyst	TBD	TBD	TBD	TBD	TBD
Bus Driver	TBD	TBD	TBD	TBD	TBD
Career Center Technician RE-POST	10	11/07/2019	7	TBD	TBD
Child Nutrition Worker I	TBD	TBD	TBD	TBD	TBD
Custodian	TBD	TBD	TBD	TBD	TBD
Home School Community Liaison-Bil	12	10/02/2019	10	10/29/2019	7
Lead Language Assessment Tech (repost)	2	09/20/2019	2	10/03/2019	1
LVN	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)	14	11/12/2019	14	TBD	5
Payroll Benefits Technician	15	11/06/2019	9	11/21/2019	6
Pest Control and Turf Technician	10	11/21/19	8	TBD	TBD
Programmer Analyst		HOLD			
Registrar	5	11/07/2019	7	11/20/2019	6
Senior Office Assistant	TBD	TBD	TBD	TBD	TBD

Site Technology Support Assistant	TBD	TBD	TBD	TBD	TBD
Student Supervision Aide (continuous recruitment)	39	11/13/2019	39	n/a	n/a
Supervisor, Transportation Services	4	NA	NA	TBD	TBD
Transportation Attendant	12	11/21/19	10	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared November 20, 2019

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting December 4, 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		
Ester Hernandez	ParaEducator/Adult Ed	Career Center Tech/Adult Ed	10/14/2019	TBD	Vacancy	
Keith Huyck	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II/LHS	9/11/2019	TBD	WOC	
Stephanie Fajardo	Staff Sec/LHS	Admin II/Transportation	10/29/2019	TBD	Leave	
Evelyn Castaneda	Home/School Liaison/LCEL	Lead Language Assessment Tech/Ed. Ctr	08/01/2019	TBD	Vacancy	
Maria Rodriguez	HSCL –Bil/ Adult Ed	Registrar/Adult Ed	8/26/2019	TBD	Vacancy	
Nicholas Chavez	Student Sup Aide/LHEL	Library Tech/LHEL	8/26/2019	June 5, 2020	Leave	
Sonia Yepez	Home/School Liaison/VMS	Accounting Technician/ Accounting	10/25/2019	TBD	Vacancy	
Martha Garcia	Para SpEd/La Canada	Bilingual Liaison/La Canada	10/30/2019	TBD	WOC	
Michelle Pellegrin	Para-SpEd/LHS	Payroll Tech/ Payroll	9/03/2019	TBD	Vacancy	
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	
Hailey Holloway	Sr. Office Asst./LHS	Payroll Benefits Tech/Ed. Ctr	09/30/2019	TBD	Vacancy	
Ana Ruiz	Health Asst/SpEd	HSCL-Bil/CHS & BV	8/13/2019	TBD	Vacancy	
Liz Acker	Office Asst/ SpEd	Staff Sec/SpEd	9/03/2019	TBD	Vacancy	
John Metzger	GMW II/Grounds	Office Asst/SpEd	9/11/2019	TBD	WOC	
Karla Lara	Office Asst/LHS	Career Ctr Tech/LHS	09/03/2019	TBD	WOC	

Brittany Sorum	Sr. Office Asst./LHS	Staff Sec/LHS	09/30/2019	TBD	WOC	
Valeria Barragan	CNW I/Fillmore	Paraeducator/Fillmore	10/28/2019	TBD	Vacancy	
Kevin Robbie	CNW I/Clarence Ruth	Delivery Driver – CNS	11/6/2019	TBD	WOC	
Jeremy Chastain	Driver/CNS	Grounds Maint. Worker I/ Maintenance & Operations	10/28/2019	TBD	WOC	
Julian Giambianco	Sr. Office Assistant/CHS	Accounting Tech/Accounting	10/29/2019	TBD	Vacancy	
Joseph Plummer	Grounds Maint. Wkr I M&O	Lead Grounds Maint Wkr / CHS	9/25/2019	TBD	Leave	
Lori Segura	Custodial/CHS	Student Safety Liaison/BFCDS	11/4/2019	TBD	WOC	
Christina Taulbee	Student Supervision Aide/Los Berros	Paraeducator-SpEd/Los Berros	11/4/2019	TBD	Leave	

Exemption of Senior Management Position (Assistant Superintendent of Business Services)

45108.5.

(a) Senior management employee means either of the following:

(1) An employee in the highest position in a principal district program area, as determined by the governing board, which does not require certification qualifications, and which has districtwide responsibility for formulating policies or administering the program area.

(2) An employee who acts as the fiscal advisor to the district superintendent.

(b) The maximum number of positions which may be designated as senior management positions shall be as follows:

(1) For districts with less than 10,000 units of average daily attendance, two positions.

(2) For districts with 10,000 to 25,000 units of average daily attendance, inclusive, three positions.

(3) For districts with 25,001 to 50,000 units of average daily attendance, inclusive, 4 positions.

(4) For districts with more than 50,000 units of average daily attendance, 5 positions.

(c) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240), as well as to districts which have not adopted the merit system.

45256.5.

(a) The governing board of a school district may adopt a resolution designating certain positions as senior management of the classified service. Notwithstanding the provisions of Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, the decision of the governing board shall not be deemed a matter subject to negotiation, but shall be subject to review by the Public Employment Relations Board.

(b) Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

(c) Positions in the senior management of the classified service shall be filled from an unranked list of eligible persons who have demonstrated managerial ability who have been found qualified for the positions as specified by the district superintendent and determined by the personnel commission.

(d) Notice of reassignment or dismissal from a position in the senior management of the classified service shall be provided in accordance with the provisions of Section 35031.

35031.

Any district superintendent of schools, or deputy, associate, or assistant superintendent of schools, may be elected for a term of no more than four years. The governing board of any school district, with the consent of the employee concerned, may at any time terminate, effective on the next succeeding first day of July, the term of employment of, and any contract of employment with, the superintendent of schools, or any associate, deputy, or assistant superintendent of schools of the district, and reelect or reemploy the employee, on those terms and conditions as may be mutually agreed upon by the board and the employee, for a new term to commence on the effective date of the termination of the existing term of employment. In the event the governing board of a school district determines the

superintendent of schools of the district, or deputy, associate, or assistant superintendent of schools, or employee in the senior management of the classified service is not to be reelected or reemployed as such upon the expiration of his or her term, he or she shall be given written notice thereof by the governing board at least 45 days in advance of the expiration of his or her term. In the event the governing board of a district fails to reelect or reemploy the superintendent of schools of the district, or deputy, associate, or assistant superintendent of schools, or employee in the senior management of the classified service as such and the written notice herein provided for has not been given, he or she shall be deemed reelected for a term of the same length as the one completed, and under the same terms and conditions and with the same compensation.

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Action Item

RATIFICATION OF ELIGIBILITY LISTS

Action Item

For Personnel Commission Meeting December 4, 2019

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
Home School Community Liaison-Bilingual	11/01/2019	2	2	3	3
Maintenance Worker II	10/11/2019	5	5	0	0
Paraeducator SPED	10/09/2019	1	1	16	22
Registrar	11/21/2019	5	5	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

STUDENT SAFETY OFFICER

Draft

PURPOSE STATEMENT:

Under the direction of the site Principal, patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities; assure student compliance with school and District rules and procedures; serve as campus liaison between the community, parents, school and staff.

ESSENTIAL FUNCTIONS:

Collaborates with community agencies (e.g. law enforcement, courts, mental health, etc.) for the purposes of addressing individual cases and/or taking action regarding criminal activities, vandalism, etc. for the safety and security of the school site.

Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.

Conducts and monitors fire drills, active shooter drills, and other emergency procedure drills for the purpose of complying with established guidelines.

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure non-students on campus are authorized visitors; monitor lunch areas, walkways, bus stops, restrooms, parking lots and adjacent areas; monitor student behavior and activity during passing periods and lunchtime; promote positive behavior; assure students arrive to class in a timely manner; enforce school and District rules, regulations and procedures.

Provide traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lots.

Investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; investigate incidents and report instances of graffiti and vandalism; take photos of incidents as appropriate; serve as first responder to student incidents; maintain chain of custody for evidence; prepare students for transport to school nurses' office or ambulance as needed; refer incidents including personal injuries, altercations, suspicious activities, and rule violations to appropriate site personnel.

Assist site administrators in conducting searches of students and their belongings, lockers or vehicles for illegal or inappropriate materials; searches according to established District policies and procedures; assist police investigators as necessary.

Escort and direct authorized visitors to desired destinations; provide general information, direction, and assistance; escort delinquent, injured, ill or disruptive students to and from administration offices for the purpose of ensuring safety and providing site security.

Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or city police for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.

Maintains a variety of files and records (e.g. schedules, incident reports, emergency drill records, etc.) for the purpose of ensuring the availability of information for future reference and or audit for compliance to established policies.

Participates in school meetings, in-service training, workshops, hearings, etc. (e.g. court hearings, explosion hearings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

Testifies in court proceedings for the purpose of providing information regarding alleged illegal activity.

Communicate with students, parents, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator; provide information to and assist police in matters of illegal student activity; communicate with and mentor at-risk students.

Monitor attendance of students identified by staff as at-risk due to absences; prepare reports regarding student attendance and behavior; contact parents of students with attendance problems and provide information regarding consequences and suggested intervention methods; prepare School Attendance Review Board (SARB) referrals and attend SARB meetings as requested.

Prepare written materials and other records to document activities and/or relate activities to administration for action.

Operate a variety of office equipment including a copier, fax machine, printer, computer and assigned software; utilize and respond to calls on two-way radio; operate a golf cart as assigned by the position; drive a vehicle to conduct work.

Attend a variety of meetings and in-service trainings related to safety, current student needs/incidents and related matters.

Transport students when parent transportation and/or District transportation is not available as requested.

OTHER FUNCTIONS:

Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Student Safety Officer - Continued

KNOWLEDGE OF:

Basic methods of individual and group supervision.

Basic interests, attitudes and emotional development of adolescents.

Diverse academic, socioeconomic, cultural, and ethnic backgrounds of non-English speaking students. Oral and written communication skills.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Basic first aid and CPR procedures.

ABILITY TO:

Patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities.

Assure student compliance with school and organizational policies, rules and regulations.

Investigate occurrences of property damage and suspicious or criminal activity.

Serve as campus liaison between school staff, students, parents and the community.

Provide information regarding programs and services available to students and families and school and/or District activities and procedures Establish and maintain contact with families of students.

Learn, interpret, apply and explain rules and regulations.

Prevent or break up student conflicts and fights.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Maintain routine records related to assigned activities.

Required to carry and operate 2-way radio

Maintain confidentiality.

Determine appropriate action within clearly defined guidelines.

Communicate effectively both orally and in writing.

Observe health and safety regulations.

Administer first aid and CPR.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical experience including some experience working with students or families in community service programs.

LICENSES AND OTHER REQUIREMENTS:

Obtain or possess a valid First Aid and CPR Certificate issued by an authorized agency.

Valid California Class C driver's license and evidence of insurability as assigned by the position.

SB 1626 Mandated Annual Training

Pepper Spray Certification

Arrest/Control Techniques (ACT)

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions. Driving a vehicle to conduct work as assigned.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.

Seeing to monitor student activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a vehicle.

Physical agility and stamina.

Running.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social, illegal and violent behavior. Contact with dissatisfied or abusive individuals.

FLSA Status: Non-Exempt

PC Approval Date: Approval

Date: Salary Range: 35

JOB DESCRIPTION
Lompoc Unified School District**LEAD LANGUAGE ASSESSMENT TECHNICIAN**Purpose Statement

Performs a variety of specialized and complex duties related to the administration of language assessment testing activities, records management, testing security, and training as required by Federal, State, and Local agencies. This position classification serves as a lead in providing direction to assigned staff.

Essential Functions

- Assist in the oversight and administration of language assessment testing and serve as a primary point of contact between the District and the California Department of Education.
- Serve as a lead in providing direction and training to temporary staff assigned to assist in language assessment testing.
- Identify candidates, process and record appropriate forms for initial and re-designation.
- Coordinate and implement the use and distribution of testing materials by contacting vendors and District personnel, scheduling meetings and coordinating District testing calendars.
- Order, receive, count, verify and store testing materials; ensure test security; inspect testing shipments for accuracy and conformance to packing slips; assure adequate quantity of testing materials to meet testing needs; identify shortages and arrange for additional materials as needed.
- Prepare and arrange testing materials for distribution to testing sites and individual classrooms; compile, assemble and set up testing materials; disseminate test packets and materials to appropriate sites and classrooms; assure proper security of test materials.
- Coordinate the testing location, schedule and designate the number of language assessment testing staff necessary to complete testing at each school site for the administration of the English Learner assessments.
- Perform clerical duties related to assigned activities; schedule testing appointments, compose correspondence, memoranda, test results; information regarding placement of English Learners and other documents; process forms and applications as required; duplicate materials as needed.
- Review, correct and resubmit student data in the online state designated site or database.
- Coordinate the collection of assessment and testing data, ensuring testing packets are complete; compile a variety of complex data and prepare related reports for State and District use and data analysis; coordinate flow of information between the office and various agencies.
- Communicate with public agencies, District employees, other school districts, and the County Office of Education to exchange information and resolve issues or concerns related to testing materials, time lines, data, calendars, procedures, regulations and related matters.
- Provide verbal interpretation and written translation as requested in a designated second language for the purpose of assisting students, parents, and staff.

Other Functions

- Attend meetings and conferences as directed; maintain current knowledge of and monitor state requirements for state mandated testing.
- Operate a variety of office equipment including a computer and assigned software and databases.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; operating standard office equipment, including utilizing pertinent software applications; coordinating activities with other schools; organizing and communicating information and concepts; and applying and explaining the rules and regulations of the State and District language assessment programs.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; English and Spanish grammar / punctuation / spelling / vocabulary; record keeping and reporting practices; computer applications related to the work, including word processing, spreadsheet and database applications; assessment, data analysis, testing and evaluation techniques; cultural background and language of an appropriate non-English speaking community.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate and/or classify data; use basic job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; dealing with frequent interruptions; meeting deadlines and schedules; providing direction; setting priorities; use sound independent judgement within policy and procedural guidelines; entering and accessing information within standard computer formats with sufficient speed and accuracy to perform the work; maintain accurate records and files; prepare effective reports and correspondence; establishing and maintaining cooperative working relationships.

Responsibility

Responsibilities include: working under limited supervision, following standardized practices and/or methods; directing other persons within the work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the functions of the job. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Education and Experience

Any combination equivalent to sufficient experience, training and/or education to demonstrate the skills, knowledge, and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college-level course work in business administration or a related field and three years of increasing responsible experience in testing administration or coordination.

Required Testing

Pre-employment Proficiency Test

Pre-employment Bilingual Proficiency Test (~~level 4 required~~ **level 3 required**)

Licenses and other Requirements

Valid California Driver's License

Job Family

Special Programs

Salary Range

38

PC Approval Date: 2/25/10

Revised: 1st Reading: 3/17/16, 2nd Reading 4/21/16: Approved: 4/21/16

