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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: February 13th, 2020
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)

January 16th, 2020 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 January 21, 2020 (**Attachment 2**)
2. Classified Personnel Items February 11, 2020 (**Attachment 3**)
3. Status of Vacancies (**Attachment 4**)
3. Examination Schedule (**Attachment 5**)
4. Working Out of Class Report (**Attachment 6**)

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

1. Ratification of Eligibility Lists (Action) – (**Attachment 7**)

Moved by: _____ Seconded by: _____ Vote: _____

F. **Unfinished Business (Discussion/Action)**

1. PC Rule Ch. 5-Recruitment & Examinations – 2nd Reading (Action) (**Attachment 8**)

Moved by: _____ Seconded by: _____ Vote: _____

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **March 19th, 2020** – Board Room, 4:30 p.m. – **Regular Meeting**

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

- Employee Discipline

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 – January 16, 2020

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. January 16, 2020 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Chris Rowe, Susie Morey, Shirley Leonard
<u>Members Absent</u>	None
<u>Staff Present</u>	Lacy Gillespie, Opal Bauldry, Carmen Jaramillo
<u>Guests Present</u>	Barbara Sandoval, Nancy Schuler-Jones
<u>Approval of Minutes</u>	A motion was made by Susie Morey, seconded by Shirley Leonard and carried to approve the minutes of the December 19th, 2019 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Lacy Gillespie	Barbara Sandoval discussed they were start negotiations in February. They had sent over the sunshine to the District. They are looking at Transportation article and trying to be proactive in regards to addressing new position/vacancies. With the increase of para educator sped one on ones, from approx. 60 to 126, there is a greater chance to have door to door services needed from Transportation which is affecting the routes. Lacy Gillespie shared information on the transportation audit and it being streamlined, increasing from 1-2 times a year to 3 times a year. He discussed payroll and HR having a meeting recently to work to streamline our practices.
<u>Information Items</u>	<u>Classified Personnel Items</u> – Presented by Carmen Jaramillo <u>Status of Vacancies</u> – Presented by Carmen Jaramillo <u>Examination Schedule</u> – Presented by Carmen Jaramillo <u>Working Out of Class Report</u> – Presented by Opal Bauldry with Shirley Leonard pointing out she appreciated the explanation and break down of the report.

<u>New Business – (Discussion/Action)</u> 1. Ratification of Eligibility Lists (Action)	Action - Motion was made by Susie Morey seconded by Shirley Leonard, and carried (3-0) to approve the ratification of the following eligibility lists: <ul style="list-style-type: none"> • Paraeducator SPED Open/Promotional – established 12/11/19 – 1 Promotional Ranks / 17 Open Ranks • Transportation Attendant - Open/Promotional – established 12/16/19 – 0 Promotional Ranks / 2 Open Ranks • Budget Analyst - Open/Promotional – established 12/16/19 – 1
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2. PC Rule Ch. 5-Recruitment & Examinations	<p>Promotional Ranks / 1 Open Ranks</p> <ul style="list-style-type: none"> • Senior Office Assistant - Open/Promotional – established 12/16/19 – 4 Promotional Ranks / 10 Open Ranks <p>First reading of chapter 5, reviewed by CSEA and Lacy updated chapter 5</p>
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<u>Unfinished Business</u>	
<u>Items from the Floor</u>	Barbara mentioned that CSEA had been made aware that Maxim employees did not meet min. qualifications and it was concerning. They were bringing up their concerns with the district.
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	None

<u>Recess to Closed Session</u>	Evaluation of HR Director
<u>Report out of Closed Session</u>	Nothing to report
<u>Next Meeting Date</u>	February 13th, 2020 in the Board Room at 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion was made by Susie Morey, seconded by Shirley Leonard, and carried that the meeting be adjourned at 5:50 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS

January 21, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Carrillo, Michael	GMW I	M&O	32/2	01/07/20
Fielding, Joshua	Trans Attend	Trans	26/2	01/08/20
Hunt, Marquis	Para-SpEd	RUTH	27/1	01/13/20
Longoria, Carolyn	CNW I	FMEL	21/2	02/03/20

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Martinez, Gustavo	SUB Custodian	29/1	12/27/19
Esquivas, Juan	SUB Health Services	31/1	12/27/19

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>
Barragan, Valeria	CNW I 3.0 hrs FMEL Range 21/1	Para-SpEd 6.0 hrs FMEL Range 27/1	01/06/20
Meeker, Lee Ann	Sch Acct Asst. I 8.0 hrs LHEL Range 31/5	Registrar 8.0 hrs LHS Range 35/4	01/06/20
Pledger, Allison	Stu. Sup Aide 1.75 Hrs BVEL Range 21/2	Library Tech 5.0 hrs LCEL Range 33/1	01/13/20
Ybarra, Muserref	CNW I 3.75 hrs HPEL Range 21/5	Custodian 8.0 hrs LHS Range 29/4	01/20/20

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>
Higgason, Gayle	Personnel Comm	End of Term	12/01/19
Benn, Megan	AVID Tutor	Resigned	12/20/19
Voehl, Kathleen	Health Clerk	Retired	12/31/19
Hernandez, Perlita	LVN	Resigned	01/02/20
Fort, Benita	Registrar	Retired	01/03/20

Lopez, Alberto	Print Shop Asst	Resigned	01/03/20
Pierce, Aundrea	Para-SpEd	Resigned	01/03/20
Wolcott, Joshua	Custodian	Resigned	01/03/20
Bell, Julie	Library Tech	Resigned	01/10/20
Cross, Shelly	Student Sup Aide	Resigned	01/17/20

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
February 11, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Long, Denise	Stu Sup Aide	FMEL	21/1	1/21/20
Hestand, Lauren	Stu Sup Aide	CREL	21/1	1/21/20
Huff, Susanne	CNW I	LHS	21/1	1/21/20
Valadez, Melissa	Stu Sup Aide	LBEL	21/1	1/23/20
Longoria, Carolyn	CNW I	FMEL	21/2	2/03/20

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Khatun, Shakila	Sub CNW I	21/1	1/8/20
Keener, Scott	SUB Custodian	29/1	1/14/20
Ordonez Aguilar, Ana	SUB Health Services	31/1	1/14/20
Ante, Lidia	SUB CNW I	21/1	1/28/20

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>
Bueno-Alvarez, Rosa	Para-SpEd 6.0 hrs LHS Range 27/5	Para-SpEd 7.0 hrs LHS Range 27/5	1/6/20
Hunt, Patricia	CNW I 2.0 hrs Range 21/2	CNW I 3.0 hrs Range 21/2	1/6/20
Grelck, John	Acct. Tech 8.0 hrs Acct Range 39/5	Budget Analyst 8.0 hrs Acct Range 44/4	1/15/20
Villareal, Clarissa	CNW I 1.6 hrs HPEL Range 21/1	CNW I 3.75 HPEL Range 21/1	1/21/20
Ybarra, Muserref	CNW I 3.75 hrs HPEL Range 21/5	Custodian 8.0 hrs LHS Range 29/4	1/21/20
Campbell, Santana	Custodian 8.0 hrs CHS Range 29/3	Sr. Office Asst 8.0 hrs CHS Range 31/3	1/23/20
Torres, Liliana	Para – SpEd 6.0 hrs RUTH Range 27/2	Para – SpEd 6.0 hrs LCEL Range 27/2	1/28/20

Rodriguez, Maria	Hm.Sch.Comm. Lia-Bil 8.0 hrs ADED Range 29/5	Hm.Sch.Comm. Lia-Bil 4.0 hrs ADED Range 29/2 Registrar 4.0 hrs ADED Range 36/3	1/31/20 2/3/20
Siben, Grainne	Buyer 8.0 hrs PURCH Range 41/1	Staff Secretary 8.0 hrs SpEd Range 33/2	1/31/2020
Dugut, Chaela	Para-SpEd 6.0 hrs RUTH Range 27/2	Para-SpEd 6.0 hrs CREL Range 27/2	2/3/2020

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>
Cross, Shelly	Student Sup Aide	Resigned	1/17/20
Giamblanco, Julian	Sr. Office Asst	Resigned	1/17/20
Robinson, Heather	Sch. Acct Asst. I	Resigned	1/17/20
Moegelin, Ryan D	SUB Custodian	Resigned	1/30/20
Wagoner, Sarah	LVN	Retired	1/31/20
Castaneda, Evelyn	Home School Liaison	Retired	2/10/20

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared February 7, 2020

STATUS OF CLASSIFIED VACANCIES
Information Items
For Personnel Commission Meeting February 13, 2020

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
Accounting Technician	1/15/2020	8.0	VACANT DUE TO PROMOTION	260	J. Grelck	Ed. Ctr.	Testing
Administrative Asst. I	1/18/2020	8.0	VACANT DUE TO RESIGNATION	228	H. Robinson	FMEL	Recruit
Bus Driver I	12/11/2019	4.6	VACANT DUE TO RETIREMENT	196	K.Cornelia	Transportation	Recruit
Bus Driver II	12/16/2019	7.150	VACANT DUE TO PROMOTION	196	A. Osua	Transportation	Recruit
Buyer	1/3/2020	8.0	VACANT DUE TO SEPERATION	260	G. Siben	Ed. Ctr.	Recruit
Career Center Tech	01/25/20	6.0	VACANT DUE TO RETIREMENT	196	S. Johnson	LHS	Interview
Career Center Tech	8/27/2019 Revised on 11/18/2019	6.0 Revised to 8.0	NEW	196	N/A	CHS	Interview
Career Center Tech	8/14/2019	16 hrs a week	NEW	196	N/A	ADED	Hiring
Child Nutrition Worker	1/06/2020	8 hrs/week	VACANT DUE TO INCREASE IN HOURS	195	P. Hunt	Fillmore	Transfer
Child Nutrition Worker	2/24/2020	10 hrs/ week	VACANT DUE TO INCREASE IN HOURS	195	C. Longoria	Fillmore	Transfer
Custodian	1/23/2020	8.0	VACANT DUE TO PROMOTION	260	S. Campbell	CHS	Interview
Custodian	01/06/2020	8.0	VACANT DUE TO SEPERATION	260	J. Wolcott	Ed. Ctr.	Hiring

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Home/School Community Liaison	2/11/2020	6.0	VACANT DUE TO RETIREMENT	196	E. Castaneda	LCEL	Interview
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. Acosta	Ed. Ctr.	Testing
Paraeducator – Special Ed	1/20/2020	6.0	VACANT DUE TO PROMOTION	196	K. Faulkner	Crestview	Testing
Paraeducator – Special Ed	12/11/2019	6.0	NEW	196	N/A	La Canada	Transfer
Paraeducator – Special Ed	11/18/2019	6.0	NEW	196	N/A	La Honda	Interview
Paraeducator – Special Ed	1/6/2020	6.0	NEW	196	N/A	LVMS	Testing
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	1/1/2020	6.0	VACANT DUE TO PROMOTION	196	M. Pellegrin	LHS	Testing
Paraeducator – Special Ed	1/6/2020	6.0	VACANT DUE TO INCREASE IN HOURS	196	R. Bueno	LHS	Testing
PARAEDUCATOR BIL	10/7/2019	4.0	VACANT DUE TO RESIGNATION	196	I. Jaimes	RUTH	Interview
Print Shop Assistant	1/6/2020	8.0	VACANT DUE TO RESIGNATION	260	A. Lopez	Print Shop	Testing
School Accounting Tech	1/6/2020	8.0	VACANT DUE TO PROMOTION	228	L. Meeker	La Honda	Recruit
Sr. Office Assistant	12/3/2020	4.0	VACANT DUE TO RESIGNATION	233	J. Giambianco	CHS	Interview
Sr. Office Assistant	1/3/2020	8.0	Leave of Absence	233	H. Holloway	LHS	Hiring
Student Supervision Aide	1/6/2019	1.65	VACANT DUE TO PROMOTION	195	C. Simmons	HPEL	Interview

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared February 7, 2020
EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting February 13, 2020

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	24	1/21/2020	14	2/12/20	5
Child Nutrition Worker I	31	2/14/2020	TBD	TBD	TBD
Paraeducator (continuous recruitment)	47	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	14	12/19/2019	14	TBD	TBD
Print Shop Assistant	42	TBD	TBD	TBD	TBD
School Accounting Assistant	26	TBD	TBD	TBD	TBD
Student Safety Officer	22	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared February 6, 2020

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting February 13, 2020

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	
Jeremy Chastain	Driver/CNS	Grounds Maint. Worker I/ M & O	10/28/2019	TBD	WOC for Dylan Miller
Michelle Tognazzini	Delivery Driver / Warehouse	Print Shop Assistant / Printing	1/27/2020	Until Filled	Vacancy
Kevin Robbie	CNW I/ Clarence Ruth	Delivery Driver – Warehouse	2/5/2020	TBD	WOC for Michelle Tognazzini
Ana Patena De Wilson	CNWI/VMS	Accounting Tech/ Accounting	12/9/2019	Until Filled	Vacancy
Keith Huyck	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II/LHS	9/11/2019	TBD	Leave
Randy Reeves	Instructional Asst Spec Ed	Grounds Maint. Wrkr / M&O	9/24/2019	TBD	WOC for Keith Huyck
Stephanie Fajardo	Staff Sec/LHS	Admin II/Transportation	10/29/2019	TBD	Leave
Brittany Sorum	Sr. Office Asst./LHS	Staff Sec/LHS	09/30/2019	TBD	WOC for Stephanie Fajardo
Karla Lara	Office Asst/LHS	Career Ctr Tech/LHS	09/03/2019	TBD	Leave
Marco Vargas	Home/School Liaison/LCEL	Lead Language Assessment Tech/Ed. Ctr	08/01/2019	Until Filled	Vacancy
Nicholas Chavez	Student Sup Aide/LHEL	Library Tech/LHEL	8/26/2019	6/5/2020	Leave
Martha Garcia	Para Sped/La Canada	Bilingual Liaison/La Canada	2/10/2020	Until Filled	Vacancy
Lorraine Villegas	Sr. Office Assistant/Adult Ed	Career Center Tech/Adult Ed	12/2/2019	Until Filled	Vacancy
Christina Taulbee	Student Supervision Aide/Los Berros	Paraeducator-SpEd/Los Berros	11/4/2019	TBD	Leave
Naomi Perez	Paraeducator/ La Honda	Account Clerk / La Honda	1/2/2020	Until Filled	Vacancy
Candra Vetch	Payroll/Benefits Technician / District	Budget Analyst / District	7/1/2019	TBD	

Aracely Navarro	Paraeducator Special Ed. / La Canada	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Aleida Cabrera Marin	Paraeducator Special Ed. / Los Berros	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Anayeli Torres	Paraeducator Bilingual / Fillmore	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Lucis Gomez	Paraeducator Bilingual / La Honda	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Manuel Carrillo	Custodian / Clarence Ruth	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Rosana Bedolla	Instructional Asst Spec Ed / La Honda	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Makayla Foust	Paraeducator Special Ed. / La Honda	ELPAC Tester	2/5/2020	5/31/2020	WOC for ELPAC Testing
Zinnia Pearsen	Office Assistant / Fillmore	Admin Assistant I / Fillmore	1/28/2020	Until filled	Vacancy
Kristin Forshey	Paraeducator Special Ed. / Fillmore	Office Assistant / Fillmore	2/3/2020	TBD	WOC for Zinnia Pearson
Amber Boneck	Student Supervision Aide/ Los Berros	Paraeducator Special Ed. / Los Berros	10/23/2019	TBD	Leave
Diana Uriarte-Clark	Instructional Asst Bilingual / Hapgood	Sr. Office Assist/ HR Cert.	12/16/2019	6/3/2020	Leave

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Action Item

RATIFICATION OF ELIGIBILITY LISTS

Action Item

For Personnel Commission Meeting February 13, 2020

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
Custodian	01/24/2020	4	4	15	30
Career Center Technician	01/31/2020	1	1	4	5
Site Technology Support Assistant	1/28/2020	0	0	4	5

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

Respectfully Submitted,

Lacy Gillespie
Director, Human Resources-Classified
Personnel Commission