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

AGENDA

Call to Order – 4:30 p.m.

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

January 21, 2016 Regular Meeting (*Attachment 1*)

Moved by: _____ Seconded by: _____ Vote: _____

B. **Input from the Public**

The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. Unless otherwise determined by the Commission, each person is limited to 5 minutes. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)

C. **Reports**

1. Barbara Sandoval, CSEA Representative – Monthly Report
2. Cynthia Carrillo, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items – January 26, 2016 & February 9, 2016 (*Attachment 2*)
2. Status of Vacancies (*Attachment 3*)
3. Examination Schedule (*Attachment 4*)
4. Working Out Of Class Report (*Attachment 5*)

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

1. Ratification of Eligibility Lists – None

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

None

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **March 17, 2016** (Conference Room 1) 4:30 p.m. – **Regular Meeting**

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

There are not items for closed session.

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

None

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

**Personnel Commission Meeting
January 21, 2016
Unadopted Minutes**

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:31 p.m. on January 21, 2016 at the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Hector Samaniego, Chris Rowe
<u>Members Absent</u>	None
<u>Staff Present</u>	Cynthia Carrillo, Kathy Brown, Lisa Smith
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the December 17, 2015 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	No report. Cynthia shared an department update – The classification study has begun. Cynthia and Kathy are working on a New Employee Orientation and an informational meeting regarding the Executive Assistant II position that may become vacant due to retirements.
<u>Information Items</u>	<i>Classified Personnel Items</i> – January 12, 2016 – Reviewed by Cynthia Carrillo <i>Status of Vacancies</i> – Reviewed by Kathy Brown <i>Examination Schedule</i> – Reviewed by Kathy Brown <i>Working Out of Class Report</i>
<u>New Business</u> 1. Ratification of Eligibility List 2. Second reading: Computer Network Technician	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the following eligibility list (3-0): Child Nutrition Worker II – Established 12/17/15 – 9 Promotional Student Safety/Community Liaison – (Merged List) – Established 12/15/15 – 9 Promotional / 14 Open Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the revised Computer Network Technician job description. (3-0)
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission recessed to closed session at 4:45 pm
<u>Resume to Open Session</u>	The Personnel Commission resumed open session at 4:58 pm
<u>Report of Action Taken in Closed Session</u>	No action taken in closed session.
<u>Next Meeting Date</u>	February 18, 2016 (Conference Room 1) 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:59 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 January 26, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Barclay, Nancy	Custodian	Probation	Range 29-1	01/11/16
Dixon, Trisha	Staff Secretary	Probation	Range 33-1	01/11/16
Hernandez, Judy	CNW I	Probation	Range 21-2	01/11/16
Williams, Chelsea	IA-SPED	Probation	Range 26-2	01/11/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Aguiniga, Valerie	NDA	SUB	FR	01/11/16
Bradshaw-Sheeley, Odette	Accounting Tech	SUB	Range 38-1	12/11/15
Grossini, Anthony	NDA	REG	FR	01/11/16
Holmes, Wikanda	IA-SPED	SUB	Range 26-1	01/05/16
Larson, Ketsarin	CNW I	SUB	Range 21-1	12/15/15
Martinez, Rianna	IA-SPED	SUB	Range 26-1	01/12/16
McGrath, Susan	Bus Driver I	SUB	Range 33-1	01/06/16
McLellan, Peggy	Health Clerk	SUB	Range 31-1	01/11/16
Northrop, Tessia	NDA	SUB	FR	01/04/16
Patena de Wilson, Ana Cecilia	CNW I	SUB	Range 21-1	12/17/15
Salas, Juan	Custodian	SUB	Range 29-1	01/11/16

EMPLOYMENT - Reinstatement

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bedolla, Rosanna	IA-Bilingual	PERM	Range 25-5	01/11/16

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Vetch, Candra	CNW I	Child Bonding	01/11/16 – 03/01/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Barraza, Maricela	Home/Schl/Comm Lia-Bil 7.0 hrs/day, HAP Range 29-5	Administrative Assistant I 8.0 hrs/day, HAP Range 35-3	12/21/15
Crawford, Michelle	CNW I 2.25 hrs/day, VMS	CNW I 2.50 hrs/day, VMS	12/01/15
Frank, Deborah	CNW II 7.0 hrs/day, BV	CNW II 7.25 hrs/day, BV	12/01/15
Garcia, Cenaida	Admin Asst I 8.0 hrs/day, HAP Range 35-4	Accounting Technician 8.0 hrs/day, Payroll Range 38-4	12/21/15

Gonzalez, Oswaldo	IA-Computer Lab 6.0 hrs/day, LH	IA-Computer Lab 7.0 hrs/day, LH	12/01/15
Guerrero, Ariana	Admin Asst II 6.0 hrs/day, MV Range 36-1	Staff Secretary 4.0 hrs/day, SARB & 4.0 hrs/day, PSS Range 33-4	01/04/16
Hernandez, Sandra	IA-Bilingual 4.0 hrs/day, C. Ruth	IA-Bilingual 4.0 hrs/day, HAP	01/01/15
Kelly, Catherine	CNW I 5.0 hrs/day, LB	CNW I 5.50 hrs/day, LB	12/01/15
McGrath, Susan	Bus Driver I 20.50 hrs/wk Resignation	Bus Driver I SUB	01/05/16
Meeker, Lee Ann	Account Clk I 6.0 hrs/day, LH	Account Clk I 8.0 hrs/day, LH	01/11/16
Ramos, Angelica	IA-Bilingual 20 hrs/week, MHS Range 25-5	Office Assistant 4.0 hrs/day, LC Range 29-4	01/04/16
Schaller, Marti	Library Technician 5.0 hrs/day, CV	Library Technician 6.0 hrs/day, CV	12/01/15
Schroeder, Lindsay	CNW I 2.0 hrs/day, CHS	CNW I 2.50 hrs/day, CHS	01/11/16
Snyder, Tempe	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 3.0 hrs/day, HAP & 3.0 hrs/day, BV	01/11/16
Torres De Reyes, Silvia	CNW I 3.25 hrs/day, VMS	CNW I 4.25 hrs/day, VMS	12/01/15
Townsend, Cheri	CNW II 6.0 hrs/day, VMS	CNW II 7.0 hrs/day, VMS	12/01/15
Wilkie, Teri	CNW I 2.50 hrs/day, CHS	CNW I 4.0 hrs/day, CHS	12/01/15

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>
Demaria, Eileen	Staff Secretary	Retirement – 28 years	12/30/15

Denny, Mary	NDA	Resignation	12/18/15
Gaudin, Steve	Custodian	Retirement – 17.5 years	01/31/16
Gladden, Kassie	NDA	Separation	01/13/16
Kurz, Larry	Sub Transportation Attendant	Resignation	12/18/15
Lyons, Robert	39 month re-employment	Inactivated	12/17/15
Richards, Pamela	Classified Substitute	Resignation	12/14/15

PERSONNEL ITEMS

ACTION ITEMS

February 9, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Harnden, Michael	St. Safety/Comm. Liaison	PROB	Range 28-2	02/08/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Figuroa, Janie	NDA	SUB	FR	01/22/16

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Vetch, Candra	CNW I	Child Bonding	01/11/16 – 03/01/16
Walton, Kathy	Bus Driver II	Personal	01/29/16 – 02/10/16

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Vazquez, Graciela	IA-Bilingual	Range 25-5	02/05/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Reep, Kristine	IA 3.0 hrs/day, BV	IA 3.75 hrs/day, BV	01/01/16
Roskoski, Julie	Staff Secretary 8.0 hrs/day, LHS Range 33-5	Dist. Information Specialist 8.0 hrs/day, Ed Ctr Range 42-2	01/18/16
Zebley, Melissa	Admin Asst I 8.0 hrs/day, LB Range 35-5	Staff Secretary 8.0 hrs/day, LHS Range 33-5	01/18/16

SEPARATIONS

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

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Leonard, Lynda	IA-SPED	39 mo reemployment	02/02/16
Lyra, Jon	Classified Sub	Separation	01/29/16
Sebring, Crystal	Sr. Office Assistant	Separation	01/19/16
Smith, Nina	39 month reemployment	Retirement	12/18/15
Terrones, Jessica	Classified Sub	Separation	01/22/16

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

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clk II	4.0	Vacant due to promotion	228	General	J. Morgan	VMS	16VMS005 12/08/15	INTERVIEWS
2	Asst Superintendent Business Svc	8.0	Vacant due to resignation	260	General	S. Smith	Ed Ctr	WAITING	RECRUITING
3	Bus Driver I	20.5 hrs/wk	Vacant due to resignation	196	General	S. McGrath	TRANS	16Transp 02/01/16	RECRUITING
4	Computer Network Tech	8.0	Filling vacancy previously held by Web Developer then put on hold	260	General	R. Stoddard	ITS	16ITS16 01/11/16	TESTING
5	CNW II	6.5	NEW	196	Food Svc		RUTH	14CK054 05/29/15	HOLD
6	CNW II	6.5	NEW	196	Food Svc		FIL	14CK053 05/29/15	HOLD
7	IA	8.0 hrs/wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	HOLD
8	IA-Bilingual	4.0	Vacant due to transfer	196	SPEC	E. Casteneda	FIL	16FILL13 02/01/16	POSTING
9	IA SPED	6.0	Vacant due to transfer	196	General	T. Snyder	LVMS	16132CI59 02/01/16	INTERVIEWS
10	Home/School Liaison – Bil.	12.0 hrs/wk	Vacant due to transfer	196	SPEC	E. Casteneda	LC	16LC15	TESTING
11	Library Tech	5.0	Vacant due to resignation	197	General	P. Davidson	LC	16LC13 12/18/15	TESTING
12	Sr. Office Assistant	2.0	NEW	260	General		Ed Ctr/HR	2016ECHR2 2 02/01/16	INTERVIEWS
13	Sr. Office Assistant	4.0	Vacant due to separation	233	General	C. Sebring	CHS	16CHS20 01/11/16	INTERVIEWS
14	Staff Secretary	8.0	Vacant due to promotion	233	General	M. Kauppinen	LHS	16152129 02/01/16	INTERVIEWS
15	Student Safety	2.0	Vacant due to transfer	233	General	O. Andreatta	LHS	16152104 01/11/16	INTERVIEWS
16	Payroll/Benefits Manager	8.0	NEW	260	General		Ed Ctr	16payroll0 7 11/02/15	RECRUITING April 1st

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: February 12, 2016

For February 18, 2016 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Account Clerk II	33	02/03/16	16	02/11/16	5
Bus Driver	3	NA	NA	02/18/16	3
Computer Network Technician	5	NA	5 (Performance Only 2/18/16)	02/23/16	TBD
Executive Assistant II	RECRUITING MARCH 7, 2016				
Home/School/Community Liaison - Bilingual	16	02/02/16	14	02/09/16	9
HR Analyst, Certificated	RECRUITING MARCH 7, 2016				
IA-Computer Lab	HOLD				
Library Technician	60	02/04/16	18	02/17/16	7
Payroll Manager	RECRUITING APRIL 1, 2016				

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

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Andreatta, Opal	Sr Office Asst/Stu Safety LHS	Staff Secretary LHS	12/10/15	TBD	Due to Vacancy
2	Grijalva, Gloria	Budget Analyst Payroll	Manager, Payroll & Benefits	11/04/15	Until Filled	Due to Vacancy
3	Gonzalez, Christy	Accounting Technician Accounting	Budget Analyst Payroll	11/16/15	TBD	Due to WOC
4	Ayers, Alan	IA-Computer Lab VMS	Computer Net. Tech. IT	12/21/15	Until Filled	Due to Vacancy
5	Woyak, Kelly	Bus Driver I	Bus Driver II	01/19/16	TBD	Due to Absence
6	Sandoval, Barbara	IA-SPED FILL	Library Technician Dist. Textbooks	02/01/16	TBD	Due to dept. need
7	Frankhouser, Doug	Lead Custodian I RUTH	Comp Net Tech IT	02/03/16	4-6 weeks	Due to dept. need
8	Warrenburg, Janet	Custodian I RUTH	Lead Custodian I RUTH	11/16/15	4-6 weeks	Due to WOC
9	Janos, Anthony	Custodian I MG/HAP	Comp. Net. Tech IT	02/03/16	4-6 weeks	Due to dept. need
10	Siemsen, Edward	Accounting Technician Payroll	Comp. Net. Tech IT (5 hours only)	02/03/16	4-6 weeks	Due to dept. need
11	Latimer, Jeffrey	IA-Computer Lab FILL	Comp. Net. Tech IT (3 hrs/day)	02/03/16	4-6 weeks	Due to dept. need