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

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

SMOKING IS NOT PERMITTED ON DISTRICT PREMISES

What: Personnel Commission Meeting
When: February 19, 2015
Time: 5:00 p.m.
Where: Lompoc Unified School District
Education Center – Conference Room 1
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 5:00 p.m.

A. **Administer Oath – New Personnel Commissioner**

B. **Approval of Minutes** (Action)
January 15, 2015 Regular Meeting (*Attachment 1*)

Moved by: _____ Seconded by: _____ Vote: _____

C. **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)

D. **Reports**

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

E. **Information Items**

1. Classified Personnel Items – January 13, January 27, February 10, 2015 (**Attachment 2**)
2. Status of Vacancies (**Attachment 3**)
3. Examination Schedule (**Attachment 4**)
4. Working Out Of Class Report (**Attachment 5**)

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

1. Election of Officers for Personnel Commission – Action (**Attachment 6**)

Moved by: _____ Seconded by: _____ Vote: _____

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

Moved by: _____ Seconded by: _____ Vote: _____

3. Extension of Eligibility List for Custodian – Discussion (**Attachment 8**)

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

None

H. **Items from the Floor**

I. **Items from the Personnel Commissioners**

J. **Items from Personnel Commission Staff**

K. **Next Meeting Date**

- **March 19, 2015** (Conference Room 1) 5:00 p.m. – **Regular Meeting**

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

There are no items for closed session.

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

No action taken in closed session.

N. **Adjournment**

Moved by: _____ Seconded by: _____ Vote: _____

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

January 15, 2015

Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on January 15, 2015, in the Education Center, Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Hector Samaniego
<u>Members Absent</u>	None
<u>Staff Present</u>	Cynthia Carrillo, Chris Rowe, Barbara Sandoval, Lisa Smith
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Gayle Higgason, and carried to approve the minutes of the November 20, 2014 regular meeting (2-0).
<u>Input from the Public</u>	Barbara Sandoval wishes all a Happy New Year.
<u>Reports</u>	
1. CSEA	Barbara Sandoval shared that CSEA is getting into the “nuts and bolts” of negotiations. She is also pleased that Cynthia’s role in the negotiation process was honored and she will remain involved.
2. Cynthia Carrillo	Cynthia Carrillo, Director of Classified HR provided a brief update of the current recruitments and other activities happening in the Classified HR department. She also announced that Chris Rowe has been nominated as the CSEA representative to the Personnel Commission. Chris will begin her term at the February Personnel Commission meeting.
<u>Information Items</u>	<i>Classified Personnel Items – December 9, 2014 - (Attachment 2)</i> <i>Status of Vacancies – (Attachment 3)</i> <i>Examination Schedule – (Attachment 4)</i> <i>Working Out of Class Report – (Attachment 5)</i>
<u>New Business</u>	
1. Ratification of Eligibility Lists	Motion was made by Hector Samaniego, seconded by Gail Higgason, and carried to approve the ratification of the following eligibility lists (2-0): Account Clerk II – Established 11/20/14 – 1 Promotional / 4 Open CNS Delivery Driver – Established 01/06/15 – 0 Promotional / 9 Open CNW I – Established 12/01/14 – 0 Promotional / 13 Open Help Desk Technician – 12/04/14 – 6 Promotional / 0 Open
2. New Position District Translator	Motion was made by Hector Samaniego, seconded by Gail Higgason, and carried to approve the new job description/classification of District Translator that will be added to the “Special Programs” job family and placed at Range 40 of the Classified Salary Schedule after final action by the Board of Education (2-0).
3. Professional Expert	Motion was made by Hector Samaniego, seconded by Gail Higgason, and carried to approve the appointment of Amy Mitchell, PHR, as a professional expert with the specific assignment of assisting the current director with several outstanding classification reviews (2-0).
4. 2015 Personnel Commission meeting schedule	Motion was made by Gail Higgason, seconded by Hector Samaniego, and carried to approve the Personnel Commission meeting calendar for 2015 (2-0).
<u>Items from the Floor</u>	None

<u>Personnel Commissioner's Items</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Open Session</u>	The Personnel Commission had no items to report out.
<u>Next Meeting Date</u>	February 19, 2015 (Conference Room 1) 5:00 p.m. – Regular Meeting
<u>Adjournment</u>	Motion by Hector Samaniego seconded by Gail Higgason and carried that the meeting be adjourned at 5:25 p.m. (2-0)

PERSONNEL ITEMS
ACTION ITEMS
 January 13, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Crawford, Michelle	CNW I	Probation	Range 21-2	12/08/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Abayan, Carol	CNW I 2.0 hrs/day, Fillmore	CNW I 2.0 hrs/day, LHS	12/10/14
Acker, Elizabeth	IA-SPED 6.0 hrs/day, BV	IA-SPED 6.0 hrs/day, LB	01/12/15
Cain, Denise	Custodian 8.0 hrs/day, Roving/MHS	Custodian 8.0 hrs/day, CV/MN	12/16/14
Kelly, Catherine	CNW I 4.0 hrs/day, LB	CNW I 5.0 hrs/day, LB	12/02/14
Kramer, Nancy	IA/IA Computer Lab 38 hrs/wk, CV Range 24/27-5	Help Desk Technician 8.0 hrs/day, ITS Range 36-2	12/08/14
McDonough, Dana	CNW I 3.0 hrs/day, LHS	CNW I 4.0 hrs/day, CK	12/10/14
Moore, Carol	IA 3.0 hrs/day, LC	IA 4.0 hrs/day, LC	12/01/14
Nelson, Deanne	Std Safety/Comm Lia 2.0 hrs/day, VMS Range 28-5	Staff Secretary 8.0 hrs/day, CHS Range 33-4	01/12/14
Razo, Samuel	Custodian 8.0 hrs/day, CV/MN Range 29-5	Grounds Maint. Wkr I 8.0 hrs/day, Grounds Range 31-5 + Tues-Sat Stipend	12/16/14
Reizer, Evalyn	IA-Special Ed 6.0 hrs/day, LB Range 26-5	Library Technician 5.0 hrs/day, LB Range 33-3	11/17/14
Rodriguez, Reyna	Home Scl Lia-Bilingual 12 hrs/wk, LC	Home Scl Lia-Bilingual 7.0 hrs/day, LHS	12/08/14

Savella, Marion	IA 3.0 hrs/day, LC	IA 4.0 hrs/day, LC	12/01/14
Vetch, Candra	CNW I 3.0 hrs/day, CK	CNW I 3.5 hrs/day, CK	12/10/14
Warrenburg, Janet	Custodian 8.0 hrs/day, Roving	Custodian 8.0 hrs/day, Ruth	12/12/14

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Christovale, Willye	NDA	NDA SUB	12/19/14

RESIGNATIONS

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

<u>Name</u>	<u>Assignment</u>	<u>Type of Resignation</u>	<u>Date</u>
Gehlhaar, Joyce	Personnel Commission	End of Term	11/30/14
Pierce, Jeffrey	Custodial SUB	Inactivated	11/25/14

PERSONNEL ITEMS

ACTION ITEMS

January 27, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Forney, Eugene	Grds Maintenance Wkr I	Probation	Range 31-2	01/02/15
Leigh, Bobby	Custodian	Probation	Range 29-2	01/05/15
McNamee, Lorna	IA-Computer Lab	Probation	Range 27-2	01/12/15
Morgan, Jennifer	Account Clerk II	Probation	Range 34-1	01/12/15
Nelson Jr., Robert	Custodian	Probation	Range 29-2	01/05/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Araujo Jr., Jose	Custodian	SUB	Range 29-1	01/12/15
Pritchett, Danielle	IA	SUB	Range 24-1	12/10/14

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Bretado, Martin	CNW I	Military Leave	01/16/15-02/20/16
Garcia, Magdalena	IA-Special Ed	Personal Leave	01/12/15-02/23/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Abayan, Carol	CNW I 2.0 hrs/day, LHS	CNW I 3.0 hrs/day, BV	01/12/15

Dunlop, Susan	Library Technician 5.0 hrs/day, LC	Library Technician 8.0 hrs/day, VMS	01/05/15
Grijalva, Gloria	Admin Asst III 8.0 hrs/day, EC Range 39-5	Accounting Technician 8.0 hrs/day, EC Range 38-5	01/02/15
Larson, Jody	IA-Special Ed 3.5 hrs/day LH	IA-Special Ed 6.0 hrs/day, BV	01/12/15
Ledgerwood, Stephanie	Account Clerk II 4.0 hrs/day, LVMS	Account Clerk II 8.0 hrs/day, LVMS	12/09/14
Munkres, Gina	CNW I 5.25 hrs/day, CV	CNW I 6.25 hrs/day, CV	01/12/15
Nelson, Deanne	Std Safety/Comm Liaison 2.0 hrs/day, VMS Range 28-5	Staff Secretary 8.0 hrs/day, CHS Range 33-4	01/12/15
Sunthimer, Kevin	IA-Special Ed 6.0 hrs/day, CHS	IA-Special Ed 6.0 hrs/day, LB	01/12/15

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Giordano, Kristin	Noon Duty Aide	Hourly FR	01/12/15
Ruiz, Juan	NDA SUB	NDA, HAP	12/08/14

SEPARATION

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>
Binninger, Arthur	Offset Press Operator	Retirement – 15 years	12/31/14
Brink, Rose	Accounting Technician	Retirement – 6 years	12/31/14
Ericson, Stephen	CNS Delivery Driver	Resignation	01/12/15
Gonzales, Ernesto	Custodian	Retirement – 18 years	01/31/15
Janecek, Tracy	Accounting Technician	Resignation	01/01/15
Myers, Dixie	Classified Sub	Resignation	12/10/14
Razo, Sergio	Classified Sub	Resignation	12/19/14
Reizer, James	Manager, Purchasing & Stores	Retirement – 10 years	12/31/14
Renteria, Monserrat	Office Assistant	Resignation	02/02/15
Rudd, Mary	Library Technician	Retirement – 22 years	12/31/14
Strong, Patrick	IA-Special Education	Resignation	12/20/14

PERSONNEL ITEMS

ACTION ITEMS

February 10, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Torres De Reyes, Silvia	CNW I	Prob	Range 21-2	01/12/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Kotowski, Felicia	Trans. Attend.	SUB	Range 26-1	01/22/15
Layman, Shanna	IA, IA-Sp. Ed	SUB	Range 25-1 & 26-1	01/14/15
Morris, Jason	Custodian	SUB	Range 29-1	01/27/15
Pottebaum, Sara	Noon Duty Aide	SUB	FR	01/21/15
Tovar, Claudia	CNW I	SUB	Range 21-1	01/22/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Arnold, Joan	Bus Driver II 29 hrs/wk, Trans	Bus Driver II 23.3 hrs/wk, Trans	02/01/15
Barto, Helen	Transportation Attend 36.3 hrs/wk, Trans	Transportation Attend 35.8 hrs/wk, Trans	02/01/15
Bobo, Kym	Admin Asst II 8.0 hrs/day, 260 days/yr Curriculum	Admin Asst II 8.0 hrs/day, 260 days/yr M&O	02/01/15
Clark, Deborah	Bus Driver I 27.5 hrs/wk, Trans	Bus Driver I 23.8 hrs/wk, Trans	02/01/15
Combs, Martha	Bus Driver I 27.3 hrs/wk, Trans	Bus Driver I 25 hrs/wk, Trans	02/01/15
Darr, Patricia	Admin Asst II 8.0 hrs/day, 260 days/yr M&O	Admin Asst II 8.0 hrs/day, 233 days/yr VMS	02/01/15
Diaz-Stearns, Debra	Transportation Attend 35.3 hrs/wk, Trans	Transportation Attend 28.8 hrs/wk, Trans	02/01/15
Eriksen, April	CNW I 13.8 hrs/wk, LHS	CNW I 15 hrs/wk, LHS	01/12/15
Gomez, Armando	Bus Driver I 21.8 hrs/wk, Trans	Bus Driver I 20.5 hrs/wk, Trans	02/01/15
Guzman, Ramona	Bus Driver I 26.3 hrs/wk, Trans	Bus Driver I 23.8 hrs/wk, Trans	02/01/15

Hatmaker, Thomas	Bus Driver I 23.3 hrs/wk, Trans	Bus Driver I 20.8 hrs/wk, Trans	02/01/15
Jacobson, Kristi	Transportation Attend 31.3 hrs/wk, Trans	Transportation Attend 22 hrs/wk, Trans	02/01/15
Newby, Cristina	Transportation Attend 30.5 hrs/wk, Trans	Transportation Attend 24.8 hrs/wk, Trans	02/01/15
Osua, Aurora	Bus Driver II 36.5 hrs/wk, Trans	Bus Driver II 32 hrs/wk, Trans	02/01/15
Rainwater, Donna	Bus Driver II 32.5 hrs/wk, Trans	Bus Driver II 30 hrs/wk, Trans	02/01/15
Rosales, Edwin	Bus Driver I 26.8 hrs/wk, Trans	Bus Driver I 25 hrs/wk, Trans	02/01/15
Saul, James	Transportation Attend 36 hrs/wk, Trans	Transportation Attend 35.8 hrs/wk, Trans	02/01/15
Vetch, Candra	CNW I 15 hrs/wk, CK	CNW I 17.5 hrs wk, CK	12/10/14
Villegas, Lorraine	Senior Office Asst 7.0 hrs/wk, Adult Ed & Senior Office Assist 20 hrs/wk, MHS	Senior Office Assist 20 hrs/wk, MHS	02/01/15
Walton, Kathy	Bus Driver II 37.3 hrs/wk, Trans	Bus Driver II 37 hrs/wk, Trans	02/01/15
Warrenburg, Janet	Custodian-Roving 40 hrs/wk	Custodian 40 hrs/wk, RUTH	12/12/14

ASSIGNMENT CHANGE NOON DUTY AIDE/CROSSING GUARD

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Lowthorp-Guillen, Ken	Crossing Guard Sub	Crossing Guard	01/21/15
Logan, Rhonda	Crossing Guard Fill	Crossing Guard Sub	01/20/15

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>
Ruffner-Strong, Renee	IA-Special Education	Resignation	01/28/15
Garcia, Magdalena	IA-Special Education	Leave Of Absence	01/12/15
Renteria, Monserrat	Office Assistant	Resignation	02/03/15
Gonzales, Ernesto	Custodian	Retirement – 18 yrs.	01/31/15
Ludvigson, Mark	Sub Custodian	Resignation	01/20/15

Status of Classified Vacancies
Prepared: February 12, 2015
For Personnel Commission Meeting February 19, 2015

	Position	Hours	Reason	Work Year	Funding Source	Replaci ng	Site	PCA No. & Date App'd	Status
1	Accounting Tech	8.0	Vacant due to resignation	260	General	T. Janecek	Payroll	15BS48 12/22/14	INTERVIEW
2	Admin Assist III	8.0	Vacant due to transfer	260	General	G. Grijalva	Pupil Support Svc	15StuSvc05 01/07/15	TESTING
3	CNW II	6.0	NEW	196	Food Svc		CV	14CK037 01/31/15	POSTING
4	CNW II	7.0	NEW	196	Food Svc		HAP	14CK036 01/31/15	POSTING
5	Cook	8.0	NEW	200	Food Svc		Central Kitchen	14CK015 09/22/14	PENDING HIRE
6	Custodian	8.0	Vacant due to retirement	260	General	E. Gonzales	CHS	15CHS17	PENDING HIRE
7	IA	8.0 hrs/wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	POSTING
8	IA-Computer Lab	6.0	Vacant due to Promotion	196	General	N. Kramer	CV	15CV13 12/18/14	TESTING
9	IA-Special Ed	3.5	Vacant due to transfer	196	Special Ed	J. Larson	LH	14LAH21 01/09/15	INTERVIEW
10	IA-Special Ed	6.0	Vacant due to resignation	196	Special Ed	R. Ruffner-Strong	LVMS	15LVMS 01/31/15	POSTING
11	Lead Custodian III	8.0	Vacant due to retirement	260	General	J. Eckert	CHS		TESTING
12	Library Technician	20/wk	Vacant due to transfer	197	General	P. Davidson	LH	15LAH	INTERVIEW
13	Manager, Purchasing & Stores	8.0	Vacant due to retirement	260	General	Jim Reizer	Purchase	15BS46 12/22/14	RECRUITING

14	Offset Press Operator	8.0	Vacant due to retirement	260	General	Art Binniger	Printing	15Printing5 12/11/14	RECRUITING
15	Staff Secretary	4.0	NEW	228	General		LVMS	15LVMS 01/31/15	POSTING
16	Supervisor, Operations	8.0	Vacant due to promotion	260	General	Doug Sorum	M&O	15BS50 12/22/15	RECRUITING
17	Bus Driver	22/wk	Vacant	196	General	P. Blight	Trans	WAITING	HOLDING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: February 12, 2015

For February 19, 2015 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 I	31	TBD	TBD	TBD	TBD
Admin Assistant I	14	02/04/15	6	02/17/15	5
Admin Assistant III	13	02/04/15	8	02/17/15	7
IA-Comp Lab	19	02/05/15	12	02/19/15	6
Lead Custodian I, II, III	21	TBD	TBD	TBD	TBD
Mgr. Purchasing & Stores	11	TBD	TBD	TBD	TBD
Offset Press Operator	12	TBD	TBD	TBD	TBD
Supervisor, Operations	4	TBD	TBD	TBD	TBD

Working Out of Class Report
 Prepared: February 12, 2015
 For Personnel Commission Meeting February 19, 2015

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Blanton, Samuel	Lead Custodian I CV	Supervisor, Energy, Safety & Ops.	10/02/14	TBD	Due to vacancy
2	Funk, David	IA-Computer Lab LHS	Computer Net. Tech ITS	09/16/14	TBD	Due to vacancy
3	Smith, Lisa	HR Assistant Classified HR	Admin. Asst. III Classified HR	11/01/14	TBD	Due to dept. need
4	Slaight, Liz	Custodian LHS	Lead Custodian I BV	12/01/14	TBD	Due to absence
5	Troup, Craig	Custodian VMS	Lead Custodian I CV	12/16/14	TBD	Due to vacancy
6	Wilson, Anita	Custodian I VMS	Lead Custodian I LC	01/12/15	TBD	Due to absence
7	Eickhoff, Carolyn	Administrative Asst. II Mission Valley	Administrative Asst. III Pupil Services	01/12/15	TBD	Due to vacancy
8	Ward, Debra	Registrar LHS	Administrative Asst. III LHS	01/19/15	03/01/15	Due to absence
9	Kauppinen, Connie	Staff Secretary LHS	District Attend. Tech Business Services	01/26/15	TBD	Due to reassignment
10	Andreatta, Opal	Sr. Office Assistant LHS	Staff Secretary LHS	01/26/15	TBD	Due to WOC
11	Ranard, Shirley	Budget Analyst Fiscal Services	Accounting Manager Fiscal Services	01/01/15	TBD	Due to dept. need
12	Fox, Robert	Custodian Roving	Maintenance Worker II Maintenance	02/03/15	TBD	Due to absence

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

February 19, 2015

ELECTION OF OFFICERS FOR PERSONNEL COMMISSION

Merit System Rule 20.100.3 states in part that the Personnel Commission shall annually elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until successors are duly elected.

It is recommended that the Personnel Commission elect one of its members as Chairperson and one as Vice Chairperson respectively for the ensuing year.

Personnel Commissioner Elected

2015 Chair: _____

2015 Vice Chair: _____

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: February 12, 2015

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission Meeting February 19, 2015

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
<i>Accounting Technician</i>	01/28/2015	2	2	6	6
<i>Cook</i>	01/14/15			5	5
<i>Grounds Maintenance Worker II</i>	01/27/15	1	1	6	7
<i>IT Engineer (RE-OPENED)</i>	12/01/14	2	2	1	1
<i>Warehouse/Delivery Driver</i>	01/14/15	5	7		

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

February 19, 2015

EXTENSION OF ELIGIBILITY LISTS FOR CUSTODIAN

Discussion – Report to Personnel Commission

The current Eligibility List for Custodian expires February 13, 2015. The list includes 6 eligibles on the open list. February 13, 2015 was the closing date for a transfer request for a Custodian vacancy. Due to need to immediately fill the vacancy and the fact that the list expired on the closing date for transfer requests, on Friday, February 6, 2015, the Personnel Commission Director extended the Custodian Eligibility List until February 28, 2015.

This decision for the Director to extend the list was made in accordance with Merit Rules and Regulation Chapter 50.100.3, which states the following:

“An eligibility list is automatically terminated one year from the date of its approval unless previously extended by the Personnel Director for the Personnel Commission and reported to the Personnel Commission at its next meeting.”

This item is being presented to the Personnel Commission for discussion and for the purpose of reporting the action to the Personnel Commission.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission