



# PLEASE POST ON CLASSIFIED BULLETIN BOARD

## PERSONNEL COMMISSION MEETING

### PERSONNEL COMMISSION MEETING PROCEDURES

Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the 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 20, 2014  
**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. **Approval of Minutes** (Action)  
January 16, 2014 (**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 14, 28, and February 11, 2014 (**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 List – Action (***Attachment 6***)

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

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 20, 2014** (Conference Room 1) 5:00 p.m. – **Regular Meeting**

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

1. Personnel Matter – Government Code Section 54957

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

1. Public report of any action taken in closed session which must be reported out

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 16, 2014  
Unadopted Minutes**

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on January 16, 2014, in the Education Center, Board Room, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Joyce Gehlhaar, Gayle Higgason, Hector Samaniego
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Peggi Arnold, Cynthia Carrillo, Brian King, Chris Rowe, Judi Salas, Barbara Sandoval
<b><u>Approval of Minutes</u></b>	A motion was made by Hector Samaniego seconded by Joyce Gehlhaar and carried to approve the minutes of the December 12, 2013 regular meeting.
<b><u>Input from the Public</u></b>	Judi Salas asked about the Personnel Commission response regarding an issue that was brought up in October 2013.
<b><u>Reports</u></b> 1. CSEA  2. Brian King  3. Cynthia Carrillo	Barbara Sandoval reported that CSEA would be sending two representatives to the CSPCA conference. She thanked the Personnel Commission for paying for the registration fee for one CSEA representative to attend the conference.  Brian King, Director of Fiscal Services presented the First Interim report to the Personnel Commission. The Personnel Commission was very appreciative to receive this information from Mr. King.  Cynthia Carrillo, Director of Classified HR providing a brief update on the projects that the department has been working on.
<b><u>Information Items</u></b>	<i><u>Status of Vacancies</u></i> – (Attachment 2) <i><u>Examination Schedule</u></i> – (Attachment 3) <i><u>Working Out of Class Report</u></i> – (Attachment 4)
<b><u>New Business</u></b>  1. Keyboarding Requirement Changes – Second Reading (Attachment 5)	This agenda item was pulled. It will be discussed at a future meeting.
<b><u>Unfinished Business</u></b>	None
<b><u>Items from the Floor</u></b>	There was a question regarding the two new director job descriptions that were placed on the Board of Education Agenda. It was stated that both of these positions were certificated management positions.
<b><u>Personnel Commissioner’s Items</u></b>	None
<b><u>Items from Personnel Commission Staff</u></b>	Absent

<b><u>Recess to Closed Session</u></b>	The Personnel Commission met in closed session.
<b><u>Reconvene in Open Session</u></b>	The Personnel Commission returned to open session at 5:40 p.m. No action was taken.
<b><u>Next Meeting Date</u></b>	February 20, 2014 Regular meeting (Conference Room 1)
<b><u>Adjournment</u></b>	Motion by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 5:50 p.m.

PERSONNEL ITEMS  
ACTION ITEMS  
January 14, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Brandt, Teresa	Transportation Attendant 24.8 hrs/wk Transportation	Probation	Range 26-2	11/12/13
Hendrick, Georgia Ann	Instructional Assistant 3.0 hrs/day Hapgood	Probation	Range 24-2	12/02/13

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Cain, Denise	Custodian	SUB	Range 29-1	11/18/13
DeAlba, Victor	Noon Duty Aide	Regular	FR	11/13/13
Fabing Jr., Dana	Custodian	SUB	Range 29-1	11/05/13
Hastings, Shawn	CNW I	SUB	Range 21-1	12/06/13
Masters, Lana	Child Nutrition Worker I	SUB	Range 21-1	12/04/13
Torres De Reyes, Silvia	Noon Duty Aide	SUB	FR	03/14/13

REQUEST FOR LEAVE OF ABSENCE – RECOMMENDED

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Campo, Diane	IA-Special Education	Extended Maternity Leave	12/02/13 To 03/10/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Brown, April	CNW I 2.5 hrs/day Crestview Range 21-2	CNW I 2.0 hrs/day La Canada Range 21-2	12/04/13
Martin, Kevin	Lead Custodian I 8.0 hrs/day MHS Range 31-5	Lead Custodian I 8.0 hrs/day Fillmore Range 31-5	10/28/13
Uriarte-Clark, Diana	IA-Bilingual 1.5 hr/day Hapgood Range 25-3	IA-Bilingual 3.0 hrs/day Hapgood Range 25-3	11/19/13

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
DeAlba, Victor	Noon Duty Aide SUB	Regular 2.0 hr/day LVMS	11/13/13

Kane, Ruth	Noon Duty Aide SUB	Regular 2.0 hr/day Buena Vista	09/10/13
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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>
Bonilla, Hr., Marco	Custodian Sub	Termination	11/01/13
Fredrich, Lori	IA-Special Education	Resignation	12/09/13
Lowthorp-Guillen, Kenneth	Noon Duty Aide	Resignation	11/22/13

PERSONNEL ITEMS  
ACTION ITEMS  
January 28, 2014

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Arguello, Judy	Noon Duty Aide	SUB	FR	09/06/13
Bueno-Trejo, Alejandra	Noon Duty Aide	SUB	FR	01/16/14
Diaz, Magdalena	Noon Duty Aide	SUB	FR	12/16/13
Houston, Mary	CNW I	SUB	Range 21-1	12/18/13
Kee, Belinda	IA	SUB	Range 24-1	12/16/13
Razo, Sergio	HC/OA/SOA/SS	SUB	Range 29-1 - 33-1	12/12/13
Stoddard, Lucinda	Custodian	SUB	Range 29-1	10/28/13

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Rosales, Katie	IA-Bilingual 2.25 hr/day Hapgood	IA-Bilingual 3.0 hr/day Hapgood	12/19/13

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Foster, Becky	Noon Duty Aide VMS	Noon Duty Aide Sub	12/17/13
Rawlings, Stacey	Noon Duty Aide Sub	Noon Duty Aide VMS	12/18/13

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>
Bereznai, Marian	IA-Special Education	Release from Probation	12/16/13
Holmdahl, Bonnie	CNW I Sub	Resignation	04/17/13

PERSONNEL ITEMS  
ACTION ITEMS  
 February 11, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Black, Katharine	IA-Special Education 6.0 hrs/day, LVMS	Probation	Range 26-2	01/23/14
Morton, Sara	Child Nutrition Worker I 2.25 hrs/day, VMS	Probation	Range 21-1	01/27/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Davis, Eliot	IA/IA-Special Ed	SUB	Range 24-1/26-1	01/29/14
Lowthorp-Guillen, Ken	Noon Duty Aide	SUB	FR	01/29/14
Salazar, Eddie	Custodian	SUB	Range 29/1	01/31/14

REQUEST FOR LEAVE OF ABSENCE – RECOMMENDED

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Pearson, James	IA-Special Ed	Medical	01/30/14 Thru 02/14/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Abayan, Carol	CNW I 15.0 hrs/wk, LHS	CNW I 10.0 hrs/wk, Fillmore	01/27/14
Bretado, Martin	CNW I 2.25 hrs/day, VMS	CNW I 3.25 hrs/day, VMS	01/17/14
Brooks, Marianne	Instructional Assistant 15 hrs/wk, Buena Vista	Instructional Assistant 18.8 hrs/wk, Buena Vista	12/20/13
Holloway, Lea	Administrative Asst I 8.0 hrs/day, 228 days Los Berros Range 35-5	Administrative Asst III 8.0 hrs/day, 260 days Ed Center, Special Ed Range 39-4	01/27/14
Salas, Judith	Administrative Asst III 8.0 hrs/day, Spec Ed	Administrative Asst III 8.0 hrs/day, Curriculum	01/20/14
Saul, James	Transportation Attendant 33.5 hrs/wk, Transport	Transportation Attendant 33.8 hrs/wk, Transport	01/13/14
Walton, Kathy	Bus Driver II 34.8 hrs/wk, Transport	Bus Driver II 35.0 hrs/wk, Transport	01/13/14

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Tedrick, Charles	Noon Duty Aide – Sub	Noon Duty Aide VMS - FR	12/20/13

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>
Baker, C.	Classified Substitute	Resignation	01/22/14
Fabing, D.	Custodial Substitute	Resignation	01/30/14
Harlow, M.	Child Nutrition Worker I	Resignation	01/27/14
Houston, M.	Child Nutrition Worker Sub	Resignation	01/30/14
Johnson, G. M.	Noon Duty Aide	Resignation	12/20/13
Myers, D.	IA-Special Education	Resignation	02/01/14
Vasquez-Ochoa, C.	Child Nutrition Worker I	Termination	01/16/14
Xiong, C.	Custodian	39 Month Re-Employment Medical	01/16/14



Status of Classified Vacancies  
February 13, 2014

For Personnel Commission Meeting February 20, 2014

	<b>Position</b>	<b>Hours</b>	<b>Reason</b>	<b>Work Year</b>	<b>Funding Source</b>	<b>Replacing</b>	<b>Site</b>	<b>PCA # &amp; Date Approved</b>	<b>Status</b>
1	Child Nutrition Worker I	2.75	Vacant due to transfer	196	Food Svc	M. Blout	LHS	No #	POSTING
2	Child Nutrition Worker I	2	Vacant due to termination	196	Food Svc	I. Cadena	Central Kitchen	No # 05/24/13	INTERVIEW
3	Custodian	8	Vacant due to medical	260	General	C. Xiong	LHS	14CS016 01/13/14	INTERVIEW
4	Home/School Liaison-Bilingual	12/wk	Vacant due to resignation	196	General	L. Hernandez	CHS	14CHS14	POSTING
5	Home/School Liaison-Bilingual	10/wk	Vacant due to resignation	196	General	L. Hernandez	Ed Center	Waiting	POSTING
6	IA-Special Education	6	NEW	196	General		C. Ruth	14120CI20 01/17/14	TESTING
7	IA-Special Education CTE	6	Vacant due to resignation	196	General	L. Fredrich	Los Berros	14LB18 01/31/14	TESTING
8	IA-Special Education RSP	6	Vacant due to transfer	196	General	D. Lindsey	CHS	14CHS13 01/17/14	TESTING
9	Staff Secretary	8	Vacant due to termination	228	General	D. Morr	VMS	14VMS14 01/29/14	TESTING
10	Bus Driver	22.0/wk	Vacant due to termination	196	General	P. Blight	Trans	Waiting	<b>HOLDING</b>
11	Child Nutrition Worker I	2	Vacant due to transfer	196	Food Svc	M. Bretado	CV	Waiting	HOLDING FOR KCHN REMODEL
12	IA-Special Ed	6	NEW	196	General		CHS	14151C12 08/26/13	HOLDING FOR IEP
13	LVN	6	NEW	208	General		LHS	14152C10 08/26/13	HOLDING FOR IEP

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

EXAMINATION SCHEDULE  
Prepared: February 13, 2014

For Personnel Commission Meeting February 20, 2014

<b>CLASSIFICATION</b>	<b>TOTAL NUMBER OF APPLICANTS</b>	<b>WRITTEN EXAM &amp; PERFORMANCE EXAM DATE</b>	<b>NUMBER OF APPLICANTS TAKING WRITTEN &amp; PERFORMANCE EXAM</b>	<b>ORAL EXAM DATE</b>	<b>NUMBER OF APPLICANTS TAKING ORAL</b>
Accounting Tech. <i>(Reposting: Open &amp; Promotional)</i>	7	01/17/2014	6	01/30/2014	3
Budget Analyst	7	01/17/2014	6	01/30/2014	5
Custodian	35	01/14/2014 & 01/15/2014	18	02/12/2014	18
IA-Special Ed	35	01/15/2014 & 01/16/2014	18	02/13/2014	18
Staff Secretary	TBD	02/25/2014	TBD	TBD	TBD

## Working Out of Class Report

Prepared: February 12, 2014

For Personnel Commission Meeting February 20, 2014

	<b>Employee Name</b>	<b>Current Job Title/Location</b>	<b>WOC Assignment</b>	<b>Beginning Date of WOC</b>	<b>End Date of WOC</b>	<b>Comments</b>
1	Rodriguez, Maria	Home/School/Community Liaison ADULT ED	Admin. Asst. II (LT)	08/26/13	06/30/14	Due to intermittent absence
2	Vang, Bao	Sr. Office Assistant VMS	Staff Secretary VMS (LT)	10/21/13	TBD	Due to vacancy
3	Rosales, Katie	Inst. Asst – Bilingual Hapgood	IA-Special Education Los Berros (LT)	1/30/14	4/22/14	Due to Leave of Absence
4	Stearns, Ray	Grounds Maintenance II CHS	Lead Grounds Maintenance-CHS (LT)	2/11/14	TBD	Due to absence

**Prov** – Provisional Assignment**LT** – Limited Term Assignment

UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

Prepared: February 14, 2014

February 20, 2014

**RATIFICATION OF ELIGIBILITY LISTS**

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

<b>Recruitment Type/Position</b>	<b>Established</b>	<b>Number on Promotional</b>	<b>Number on Open</b>
<i>Account Technician</i>	01/30/2014	3	0
<i>Budget Analyst</i>	01/30/2014	5	0
<i>Custodian</i>	01/12/2014	17	0
<i>IA-Special Education</i>	01/14/2014		0

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

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission