



# ***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 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 19<sup>th</sup>, 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)

December 4, 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 December 16, 2019 (**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 (Action) – (**Attachment 6**)

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

2. Election of Officers (Action) – (**Attachment 7**)

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

1. Evaluation of HR Director, Lacy Gillespie (Discussion)

2. PC Rule Ch. 5-Recruitment & Examinations - 1<sup>st</sup> Reading (Discussion) (**Attachment 8**)

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

1. 2nd Reading Lead Language Assessment Technician Job Description – (Discussion & Action) – (**Attachment 9**)

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**

- **January 20, 2020** – 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 – December 4, 2019

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. December 4, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Chris Rowe, Susie Morey, after administration of oath: Shirley Leonard
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Lacy Gillespie, Carmen Jaramillo, Opal Bauldry
<b><u>Guests Present</u></b>	Bree Valla, Kathy Brown, Teri Moore, Kathy Froemming, Steve Straight, Gayle Higgason
<b><u>Approval of Minutes</u></b>	A motion was made by Susie Morey, seconded by Chris Rowe and carried to approve the minutes of the October 23, 2019 regular meeting. (2-0)
<b><u>Input from the Public</u></b>	Bree Valla recognizes and honored Gayle Higgason with a certificate of appreciation. Lacy Gillespie presented Gayle Higgason with a plaque. Chris Rowe presented Gayle Higgason with her Name Plate and title. Susie Morey praised Gayle and honored her with a cake.
<b><u>Reports</u></b> 1. CSEA  2. Lacy Gillespie	No report.  Lacy Gillespie shared information on the Merit Academy that will be taking place one Saturday a month from January through May of 2020. He mentioned two locations to take the classes or that it could be taken remotely as a video conference. He passed out an informational sheet that detailed prices as well as Academy dates.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – Presented by Carmen Jaramillo <b><u>Status of Vacancies</u></b> – Presented by Carmen Jaramillo. Chris Rowe asked why there were so many vacancies. Lacy Gillespie and Carmen discuss a lot of the vacancies in Special Ed. were due to the updated IEPs for one on ones. <b><u>Examination Schedule</u></b> – Presented by Carmen Jaramillo. <b><u>Working Out of Class Report</u></b> – Presented by Opal Bauldry <b><u>Exemption of Senior Management Position</u></b> – Presented by Lacy Gillespie Lacy briefly explained why the Assistant Superintendent of Business Services was being exempt. He mentioned that the PC Rule 70.500 listed directors that were except but not the Assistant Superintendent of Business.

<p><b><u>New Business – (Discussion/Action)</u></b></p> <ol style="list-style-type: none"> <li>1. Administering the Oath of Office to Newly Appointed Personnel Commissioner, Shirley Leonard</li> <li>2. Ratification of Eligibility Lists (Action)</li> <li>3. Second Reading - Student Safety Officer Job Description (Discussion &amp; Action)</li> <li>4. First Reading - Lead Language Assessment Technician Job Description (Discussion)</li> <li>5. First reading – Merit Rules and Regulations, Chapter 5 Recruitment and Examination</li> </ol>	<p>Lacy Gillespie administered the Oath of Office to Shirley Leonard. She then took her seat on the Personnel Commission Board</p> <p><b>Action</b> - Motion was made by Susie Morey, seconded by Chris Rowe and carried (2-0) to approve the ratification of the following eligibility lists:</p> <ul style="list-style-type: none"> <li>• <b>Home school Community Liaison-Bilingual</b> - Promotional – established 11/01/19 – 2 Promotional Ranks / 3 Open Ranks</li> <li>• <b>Maintenance Worker II</b> - Open/Promotional – established 10/11/19 – 5 Promotional Ranks / 0 Open Ranks</li> <li>• <b>Paraeducator SPED</b> - Open/Promotional – established 10/9/19 – 1 Promotional Ranks / 16 Open Ranks</li> <li>• <b>Registrar</b> - Open/Promotional – established 11/21/19 – 5 Promotional Ranks / 0 Open Ranks</li> </ul> <p>Lacy Gillespie explained that HR went with the verbiage that Bree Valla had suggested at the October 23<sup>rd</sup> meeting. <b>Action</b> - Motion was made by Susie Morey, seconded by Shirley Leonard and carried (3-0) to approve the Student Safety Officer Job Description</p> <p>Lacy explained the Required testing area had changed from a Level 4 to a level 3 that was required. Carmen explained the differences of level 3 and level 4. Shirley Leonard question if the reason the levels were changing was due to HR having difficulty recruiting. Lacy Gillespie explained that it was one of the reasons it was changed. Chris Rowe then asked if it had anything to do with ELPAC or SELDT testing. Carmen Jaramillo explained that it was not testing related.</p> <p>CSEA asked that the item be pulled.</p>
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<b><u>Unfinished Business</u></b>	None
<b><u>Items from the Floor</u></b>	None
<b><u>Items from Personnel Commissioners</u></b>	Shirley Leonard expressed she was thankful to be able to serve on the Personnel Commission Board
<b><u>Items from PC Staff</u></b>	Shirley Leonard was welcomed by Personnel Commission Staff

<b><u>Recess to Closed Session</u></b>	5:05pm
<b><u>Report out of Closed Session</u></b>	Nothing to report
<b><u>Next Meeting Date</u></b>	December 19, 2019 in the Board Room at 4:30 p.m. – <b>Regular Meeting</b>
<b><u>Adjournment</u></b>	Motion was made by Shirley Leonard, seconded by Susie Morey, and carried that the meeting be adjourned at 5:31 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
December 16, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Wolf, Stacie E	Para-SpEd	CHS	27/5	10/30/19
Villarreal, Clarissa A	CNW I	HPEL	21/1	11/6/19
Ingrahm, Greyson	Electrician	M&O	47/1	12/2/19
Andrade, Juan	Custodian	LHEL	29/2	12/2/19
Bunt, Antoinette	Para-SpEd	RUTH	27/1	12/2/19
Jones, Amy	Office Asst	MGEL	29/1	12/2/19
Rubio, Wendy	Para-SpEd	LBEL	27/1	12/2/19
Sanchez-Over, Michael	Library Tech	HPEL	33/1	12/2/19
Torres, Liliana	Para-SpEd	RUTH	27/2	12/2/19
Carbajal, Yanet	Para-SpEd	LHEL	27/1	12/4/19
Harrison, Dakota	Para-SpEd	LHS	27/1	12/9/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Salazar, Jennifer	SUB Para-Bil	25/1	11/5/19
Carrasco, Angelica	SUB Stu Sup Aide	21/1	11/5/19
Meza Miramontes, Ana	SUB Para-Bil	25/1	11/6/19
Marquez, Juan	SUB Custodian	29/1	11/19/19
Lachanidou, Eleftheria	SUB Para	24/1	11/22/19
De La Mora, Dianna	SUB Para-SpEd	27/1	11/25/19

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Holloway, Haley	Sr Office Asst	Personal	1/3/20 to 1/3/21
Kingsley, Mary Elizabeth	Sr. Office Asst	Personal	12/02/19 to 6/2/20

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Osborne, Jonathan C	Para-SpEd 6.0 hrs CHS Range 27/3	Para-SpEd 7.0 hrs CHS Range 27/3	8/13/19
Cross, Shelly	Stu Sup Aide 1.8 hrs CREL Range 21/1	Stu Sup Aide 2.0 CREL Range 21/1	9/16/19
Dalope, Joanne	Stu Sup Aide 1.8 hrs CREL Range 21/1	Stu Sup Aide 2.0 CREL Range 21/1	9/16/19

Larson, Danielle	CNW I 3.75 hrs HPEL Range 21/5	Para-SpEd 6.0 hrs LVMS 27/3	11/6/19
McMillan, Joy	Para-SpEd 6.0 hrs LHS Range 27/2	Para-SpEd 6.0 hrs LBEL Range 27/2	11/6/19
Rivas, Raquel	Para-SpEd 6.0 hrs RUTH Range 27/1	Para-SpEd 6.0 hrs LBEL Range 27/1	11/6/19
Ybarra, Muserref	CNW I 1.6 hrs HPEL Range 21/5	CNW I 3.75 hrs HPEL Range 21/5	11/6/19
Jones, Rene	Para-SpEd 6.0 hrs LHS Range 27/5	Para-SpEd 7.0 hrs LHS Range 27/5	12/9/19
Rodriguez, Victoria	Para-SpEd 6.0 hrs HPEL Range 27/1	Para-SpEd 6.0 LHS Range 27/1	12/9/19
Velasquez, Nancy	Para-SpEd 6.0 hrs RUTH Range 27/1	Para-SpEd 6.0 LHS Range 27/1	12/9/19

#### 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>
Beaton, Catherine	Transport Attd	Separation	10/31/19
Mendez, Teresa	Para-SpEd	Resigned	11/6/19
Donovan, Michael	Electrician	Resigned	11/8/19
Quinlan, Jaime	Stu Sup Aide	Resigned	11/15/19
Ranard, Shirley	Budget Analyst	Retired	11/22/19
Wooden, Lori G	Stu Sup Aide	Resigned	11/29/19
Schacht, Fabian	Sr. Office Asst	Resigned	12/2/19
Cornelia, Kimberly	Bus Driver	Resigned	12/10/19

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared December 13, 2019

## STATUS OF CLASSIFIED VACANCIES

### Information Items

For Personnel Commission Meeting December 19, 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	10/9/2019	8.0	VACANT DUE TO SEPERATION	260	R. Moeglin	LHS	Interview
Health Assistant	12/13/2019	6.0	VACANT DUE TO PROMOTION	208	A. Ruiz	HLTH	Testing
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. ACOSTA	Ed. Ctr	Testing
PARAEDUCATOR BIL	10/7/2019	4.0	VACANT DUE TO RESIGNATION	196	I. Jaimes	RUTH	Testing
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	12/11/2019	6.0	NEW	196	N/A	La Canada	Interview
Paraeducator – Special Ed	12/11/2019	6.0	NEW	196	N/A	La Canada	Transfer

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	11/18/2019	6.0	NEW	196	N/A	La Honda	Hiring
Paraeducator – Special Ed	12/9/2019	6.0	VACANT DUE TO TRANSFER	196	N. Velasquez	Ruth	Interview
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	12/16/2019	7.0	VACANT DUE TO TRANSFER	196	S. Gray	LHS	Transfer
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
Student Supervision Aide	1/6/2019	1.65	VACANT DUE TO PROMOTION	195	C. Simmons	HPEL	Transfer
Bus Driver I	12/11/2019	4.6	VACANT DUE TO RETIREMENT	196	K.Cornelia	Transportation	Transfer
Bus Driver II	12/16/2019	7.150	VACANT DUE TO PROMOTION	196	A. Osua	Transportation	Transfer
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 13, 2019  
**EXAMINATION SCHEDULE**

Information Item

For Personnel Commission Meeting December 19, 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	24	TBD	TBD	TBD	TBD
Budget Analyst	6	12/11/2019	4	TBD	TBD
Career Center Technician RE-POST	26	12/19/2019	7	TBD	TBD
Child Nutrition Worker I	10	12/03/2019	10	12/17/2019	8
Custodian	54	12/17/2019	47	TBD	TBD
Paraeducator <b>(continuous recruitment)</b>	47	TBD	TBD	TBD	TBD
Paraeducator Bilingual <b>(continuous recruitment)</b>	37	12/04/2019	23	10	12/04/2019
Paraeducator Special Education <b>(continuous recruitment)</b>	14	12/19/2019	14	TBD	TBD
Pest Control and Turf Technician	10	11/21/19	8	12/03/2019	6
Senior Office Assistant	34	12/10/2019	30	12/19/2019	17
Site Technology Support Assistant	13	12/18/2019	12	TBD	TBD
Student Supervision Aide <b>(continuous recruitment)</b>	39	11/13/2019	39	n/a	n/a
Supervisor, Transportation Services	4	NA	NA	12/03/2019	4
Transportation Attendant	12	11/21/19	10	12/12/2019	4

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared December 11, 2019

**WORKING OUT OF CLASS REPORT**  
Information Item  
For Personnel Commission Meeting December 19, 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		
Ana Patena De Wilson	CNWI/VMS	Accounting Tech/ Accounting	12/9/2019	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	6/5/20	Leave	
Santina Campbell	Custodian/CHS	Sr. Office Assistant/CHS	12/3/2019	TBD	WOC	
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	
Lorraine Villegas	Sr. Office Assistant/Adult Ed	Career Center Tech/Adult Ed	12/2/2019	TBD	Vacancy	
Karen Deming	Admin II/SpEd	Admin Assistant IV/ Ed Center	12/4/2019	12/13/19	Leave	
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	
Vicki Blackstone	Admin Asst. II/SpEd	Admin Asst. III/SpEd	12/4/2019	12/13/19	WOC	
Christina Taulbee	Student Supervision Aide/Los Berros	Paraeducator-SpEd/Los Berros	11/4/2019	TBD	Leave	

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Action Item

**RATIFICATION OF ELIGIBILITY LISTS**

Action Item

For Personnel Commission Meeting December 19, 2019

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 of Ranks on Promotional</b>	<b>Number of Candidates on Promotional</b>	<b>Number Of Ranks on Open</b>	<b>Number of Candidates on Open</b>
Pest Control Turf Technician	<b>12/04/2019</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>
Supervisor Transportation	<b>12/04/2019</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>
Paraeducator SPED	<b>10/09/2019</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>26</b>
Payroll Benefits Technician	<b>11/22/2019</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>

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  
PERSONNEL COMMISSION  
December 19, 2019

**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

2020 Chair: \_\_\_\_\_

2020 Vice-Chair: \_\_\_\_\_

Respectfully Submitted,

Lacy Gillespie  
Director, Human Resources-Classified  
Personnel Commission

Lompoc Unified School District  
Merit System Rules for the Classified Employees

**CHAPTER 5 – RECRUITMENT AND EXAMINATIONS**

**5.1 Recruitments**

**5.1.1 Announcement of Examinations**

**The Personnel Commission shall direct and administer the holding of examinations for the purpose of filling vacancies or creating lists for the Classified Service.**

**5.1.1.1 No examination announcement may be made and no part of any examination may be held for a new position until the Board has properly designated the position duties and the Commission has completed the position classification including the establishment of minimum qualifications. (Note: A newly-created position is one which does not have a previously separate existence.)**

**5.1.1.2 Whenever it is necessary to fill existing or anticipated vacancies and an appropriate eligibility list does not exist (as determined by the Commission), the Personnel Commission shall announce each examination on the appropriate vacancy announcement form which shall be distributed to all employee work sites and community locations for at least fifteen (15) working days. It shall be the responsibility of each site administrator or department head to insure that all vacancy announcements are posted in an area where all employees shall have access to them. The Director of Classified Human Resources shall determine the appropriateness and may place advertisements in newspapers, trade and business journals or other media. The Director of Classified Human Resources shall insure that community agencies and organizations dealing with women, minorities, and the handicapped are notified of each examination.**

**5.1.2 Opening of Announcements**

**The vacancy announcement shall contain the title of the class and shall include the following:**

- A) Information concerning the purpose of the examination.**
- B) A description of the scope of duties and responsibilities of the class.**
- C) The qualifications and requirements of the class.**
- D) The salary, benefits, and other compensation.**
- E) The closing date for filing applications.**
- F) The general content of the examination and the types of tests to be given, to include test dates when possible.**

**G) Such other information as to assist interested persons in fully understanding the nature of the employment and procedures necessary to participate in the examination**

**5.2 Notification of Required/Desired Skills**

**When a position is posted for recruitment and special skills are either desired or required that information shall be noted on the recruitment announcement.**

**5.2.1 Required Special Skills**

**When a position requires special shorthand or transcription skills, demonstration of the possession of said skill shall be a minimum qualification for the successful completion of the testing process. Having been successful in the testing process, the candidate shall have noted on the resulting eligibility list that he/she possesses the skill and shall be certified for available positions, which require the skill above other eligible candidates with higher scores who have not indicated through the testing process that they possess the skill.**

**5.2.2 Desirable Skills**

**When a position is identified as desiring a special skill, such as the ability to speak, read, and write a second language or to utilize shorthand or transcription skills, demonstration of the possession of said skill shall not be a minimum qualification for the successful completion of the testing process. Candidates who have been successful in the testing process shall have noted on the resulting eligibility list that they possess the skill but shall not be certified for available positions, which list the skill as desirable above other eligible candidates with higher scores who have not indicated through the testing process that they possess the skill.**

**Education Codes: 45109, 45260, 45261, 45272 and 45278**

**5.3 Examinations**

**5.3.1 Determination of Examinations:**

**The Director of Classified Human Resources shall determine the standards of proficiency to be required for each examination and determine whether the examination shall be:**

**5.3.2 Open and Competitive Examinations**

**Entry-level classifications with the Classified Service of the District shall always have an open competitive examination and veterans' preference points shall be allowed. These examinations shall be open to all qualified applicants.**

### **5.3.3 Promotional Examinations**

**Where it has been determined by the Personnel Administrator of Classified Personnel that an adequate field of competition exists within the District and examinations can reasonably be expected to result in at least three (3) qualified ranks of eligibles, the field of competition may be limited to promotional applicants. As a guideline, six (6) qualified applicants will be considered an adequate field of competition.**

**5.3.3.1 Promotional examinations shall be restricted to permanent employees of the District and former employees on a valid reemployment list who meet the qualifications of the class.**

**5.3.3.2 Performance evaluations and employee development appraisals prepared by the immediate supervisor and reviewed by the employee, may be considered in evaluating an employee's general fitness for promotion.**

**Education Codes: 45103, 45260, 45261, and 45272**

### **5.3.4 Promotional and Open Competitive Examinations**

**Where it has been determined by the Director of Classified Human Resources that an adequate field of promotional applicants does not exist or there is doubt as to its adequacy, the Director may advertise the examination among employees and the general public.**

**5.3.4.1 Applicants shall be considered as a group in determining passing scores on the examination.**

**5.3.4.2 This examination procedure shall result in a promotional and an open eligibility list. The promotional eligibility list shall take precedence when certifying eligibles. When the promotional eligibility list does not contain sufficient ranks of eligibles (defined as having fewer than three eligible and available ranks), certification of additional ranks shall then be made from the open list.**

**Education Codes: 45103, 45260, 45261, and 45272**

### **5.3.5 Dual Certification**

**An examination may be held under merged promotional and open competitive procedures. The resulting eligibility list shall consist of promotional and open**



**competitive candidates merged on one eligibility list. Scores on this type of list shall include all applicable veterans' preference points for open candidates and seniority credit points for promotional candidates (See Rule #5.3.14).**

**Education Codes: 45282 and 455284**

### **5.3.6 Continuous Examinations**

**The Commission may designate examinations for specified classes as continuous examinations. Applications shall be accepted every working day and examinations shall be given as the need arises. If a qualifications appraisal interview is required, the interview panel may consist of two persons who may be employees of the District or the Commission, as designated by the Director of Classified Human Resources.**

**Education Codes: 45273 and 45292**

### **5.3.7 Types of Examinations**

**Examinations shall be conducted by the Commission's staff and shall be administered objectively and shall consist of test parts that relate to job performance. The parts may be any of the following:**

- A) Written examination.**
- B) Practical demonstration of skill**
- C) Evaluation of applicants' training and experience submitted on application materials.**
- D) Evaluation of training, education, and experience by a qualifications appraisal interview panel.**
- E) Other tests of fitness determined by the Commission.**

**Education Codes: 45260 and 45273**

### **5.3.8 Scoring and Weighting of Tests**

**All examination parts shall be prepared under the direction of the Director of Classified Human Resources who shall determine passing scores and assign relative percentage weights to each part. The procedure for setting percentage weights shall be impartial.**

**Education Codes: 45260, 45261, and 45274**

### **5.3.9 Qualifications Appraisal Interview Examinations**

**If an examination requires the use of a Qualifications Appraisal Interview Panel, the Director of Classified Human Resources shall assure that the following rules are followed:**

- 5.3.9.1 The panel shall consist of at least two persons who shall be technically qualified in the specified occupational areas under examination.**
- 5.3.9.2 An employee of the District or of the Commission may serve on an interview panel if that employee is not at the first or second level of supervision over a vacant position in the class for which the examination is being held.**
- 5.3.9.3 The interview panel shall evaluate general fitness for employment in the class and the candidates' technical knowledge and skills.**
- 5.3.9.4 Members of the Board of Education or Personnel Commission shall not serve on interview panels.**
- 5.3.9.5 Interviews shall be electronically recorded and filed in the Commission Office.**
- 5.3.9.6 Scores achieved by the candidate on other parts of the examination shall not be made available to the interview panel.**
- 5.3.9.7 In no case will an oral or performance examination board be provided with confidential references on candidates who are competing in examinations.**
- 5.3.9.8 In interview panel examinations, ratings accorded competitors shall be expressed in percentages with 60% being the minimum qualifying rating. Ratings shall be made independently by each interviewer either before or after discussion with other interviewers. Ratings shall be made on forms prescribed by the Director of Classified Human Resources, which shall be signed by the interviewer and be delivered to the Director of Classified Human Resources or his/her representative. When a competitor is disqualified by a member of the Qualifications Appraisal Interview Board, the interviewer shall make a record of the reason(s) on the rating sheet.**

**Education Codes: 45260 and 45273**

### **5.3.10 Evaluation of Training and Experience**

**If a part of the examination is an evaluation of the applicants' training and experience, the evaluation shall be individually and independently conducted by at least two members of a committee other than the interview panel. The scores of all applicants shall be listed in rank order. The Director of Classified Human**

**Resources shall determine and weight the passing scores of the training and experience evaluation.**

**Education Code: 45260**

**5.3.11 Admission to Examination**

**Admission to an examination shall be by a valid examination pass for those examinations where application materials are submitted at the time of the exam, or by inclusion in a listing of qualified applicants for those examinations where applications have been submitted and evaluated prior to the examination. No candidate may be admitted to any examination without this authorization. In addition, each candidate must provide personal identification (with picture I.D.) at time of examination admittance in order to take the test.**

**Education Codes: 45260 and 45261**

**5.3.12 Examination Procedures**

**Competitors in any written test must take the test on the prescribed date unless prior approval of the Director of Classified Human Resources has been obtained. Alternate test dates/times shall only be approved in cases of emergency or severe hardship, as determined by the Director of Classified Human Resources.**

**5.3.12.1 Copies of the questions in a test shall not be made by competitors or other unauthorized persons.**

**5.3.12.2 Where written tests are required, they shall be so managed that none of the test papers will disclose the name of any competitor until all papers of all competitors in a given examination have been marked and rated. The only exception to this rule shall be if the Commission maintains a computerized and automated test scoring system which will automatically and accurately score the exams of all competitors, and which has built-in safeguards to insure that an individual examination score cannot be falsely altered.**

**5.3.12.3 A competitor in any examination who places an identifying mark upon his/her test paper (other than the identifying mark prescribed at the time of examination) or makes an attempt to disclose to others the identity of his/her papers prior to the completion of the examination may be disqualified.**

**5.3.12.4 A candidate who is unsuccessful in an examination may not retake the examination for the same classification for a period of 90 calendar days.**

**Education Codes: 45260, 45261, and 45273**

**5.3.13 Rating Required**

**Candidates will be required to attain a designated minimum rating in each part or in combined parts of the selection process to qualify for participation in the next succeeding part.**

**Education Codes: 45260, 45261, and 45273**

**5.3.14 Seniority Credit**

**In Dual Certification examinations, seniority credit shall be added to the final passing scores of candidates who have permanency with the District or who are on a valid reemployment list. A full year's credit shall be granted to employees whose regular position is assigned on less than a full calendar year basis or less than an eight hour day. Seniority credit rights shall be considered as having been lost when the services of an employee have been terminated for a period of 39 months or more. Seniority credit shall be at the rate of .25 point for each full year of service, up to a maximum of 5.0 points.**

**Education Codes: 45260, 45261, 45272, and 45281**

**5.3.15 Veterans Preference**

**A veteran, as defined in this rule, shall mean an individual who has served at least thirty (30) days of active duty in the Army, Navy, Marine Corps, Air Force, National Guard, or Coast Guard between the dates listed below:**

**World War I ..... April 6, 1917 to November 11, 1918**  
**World War II ..... December 7, 1941 to December 31, 1946**  
**Korea..... June 27, 1950 to January 31, 1955**  
**Viet Nam ..... August 4, 1964 to May 7, 1975**

**5.3.15.1 Veterans, except disabled veterans, shall have an additional five (5) points added to their final score in entry-level examinations on an open eligibility list.**

**5.3.15.2 Disabled veterans shall have an additional ten (10) points added to their final score in entry-level examinations on an open eligibility list. A disabled veteran is an individual classified by the U.S. Veteran's Administration to be ten percent (10%) or more disabled as a result of service in the Armed Forces of the United States.**

**Education Codes: 45260, 45261, 45294, 45295, and 45296**

**5.3.16 Notice of Final Score:**

Lompoc Unified School District  
Merit System Rules for the Classified Employees

**Each candidate who qualifies, shall be notified by the Personnel Commission's staff within fifteen (15) working days after completion of the examination of his/her standing on the eligibility list. Candidates who do not qualify shall be notified within fifteen (15) working days after completion of the examination.**

**Education Codes: 45260 and 45261**

**5.3.17 Violation of These Examination Rules/Laws**

**Whenever the Personnel Commission, after a public hearing, finds that any appointment has been made in violation of the Education Code provisions of the merit system, or these rules as they apply to examination procedures, the Commission may order that no salary warrant shall thereafter be drawn to the employee so appointed, for services rendered after the date of said order. Any violation of the merit system sections of the Education Code or the rules of the Personnel Commission as they apply to examination procedures shall constitute grounds for the dismissal of the employee or employees guilty of such violation.**

**Education Codes: 45260, 45261, 45310, and 45311**

**5.4 Review and Protest of Examinations**

**5.4.1 Retention of All Examination Records**

**Examination records, including test answer sheets, tape recordings of interviews and the rating sheets of each member of an oral interview panel shall be retained by the Personnel Commission for a period of three (3) years.**

**Education Codes: 45260, 45261, and 45274**

**5.4.2 Examination Records Shall be Confidential**

**All papers submitted by candidates in the course of an examination process are the property of the Personnel Commission and shall be confidential. Records, such as identifiable ratings of oral panel members and confidential references of previous employers shall not be available for review.**

**Education Codes: 45260, 45261, and 45274**

**5.4.3 Availability for Review**

**Remaining examination records, such as papers, tapes and scores of the candidate or eligible shall be available for review only by the candidate or eligible or his/her representative. The candidate or eligible or his/her representative may not review the records of another person. Except under conditions of a formal protest,**

**examinations shall not be available for review. No candidate or representative may remove or copy information from the examination materials.**

**Education Codes: 45260, 45261, and 45274**

#### **5.4.4 Examination Protest**

**Protest forms shall be available at all examination processes. These forms shall be for the purpose of protesting the inclusion or content of any examination question and/or section. Failure to file a protest as described in Rule #5.5.4.1 shall constitute a waiver of the right to appeal that part of the selection process.**

**5.4.4.1 Protest forms must be filed within 24 hours of the ending of the examination. The Director of Classified Human Resources shall review and act upon all protests. If the protest results in any change, the test papers of all applicants shall be reviewed and re-rated.**

#### **5.4.5 Appeal to Commission**

**The Director of Classified Human Resources shall inform the candidate who has submitted the protest of his/her decision. That decision shall be in writing and served in person or by certified mail (Return Receipt Requested) to the applicant. This requirement will be deemed to have been met if the Director of Classified Human Resource's decision is sent certified mail to the last known home address on file in the Personnel Commission Office. Failure of the applicant to retrieve delivered mail, or respond to notifications by the U.S. Postal Service of attempted delivery shall not be grounds for voiding notification, or the staying of the timeliness outlined in these rules. The responsibility for keeping the District informed of a home address is the requirement of the applicant. For purposes of this rule, if a notice is mailed, the second working day following the postmark date of the notice shall be considered to be the official date of receipt. Should the Director of Classified Human Resources rule against the protest, that decision may be appealed to the Personnel Commission. However, the filing of such an appeal shall not stop or otherwise delay the selection (examination) process unless so ordered by the Personnel Commission.**

**5.4.5.1 Appeals to the Personnel Commission shall be submitted in writing to the Personnel Commission Office within three (3) working days of receipt of the decision of the Director of Classified Human Resources.**

**5.4.5.2 The Personnel Commission shall hold a hearing to hear the appeal of the applicant. The decision of the Personnel Commission shall be in writing and served on the applicant using the procedures outlines in Rule #5.4.5. The decision of the Personnel Commission shall be final and binding on all parties.**

**Education Codes: 45260 and 45261**

**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**

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PC Approval Date: 2/25/10

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