



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: January 19, 2017
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)

November 17, 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 – November 15, 2016, December 6, 2016, January 10, 2017 (***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 – *(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**

- **February 18, 2017** - (Board Room) 4:30 p.m. – **Regular Meeting**

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

There are no items for Closed Session.

L. **Report of 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 November 17, 2016 Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:32 p.m. November 17, 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>	Kathy Brown, Cynthia Carrillo
<u>Guests Present</u>	Barbara Sandoval
<u>Approval of Minutes</u>	A motion was made by Chris Rowe, seconded by Gayle Higgason and carried to approve the minutes of the October 20, 2016 regular meeting. (2-0-1absent)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval reported that CSEA is pleased that they have received feedback from Ewing and that we are moving on two the next phase of the classification study. She also shared that in January 2017, she will be CSEA President. There will be other new members on the E-Board. Things have been very busy but everything seems to be going well.
2. Cynthia Carrillo	Cynthia Carrillo reported that the Classified HR office has been very busy. Some of the work going on in HR includes recruitments, interviewing, hiring, classification study, to name a few.
<u>Information Items</u>	<u>Classified Personnel Items</u> – October 25, 2016 <u>Status of Vacancies</u> – Reviewed by Kathy Brown <u>Examination Schedule</u> – Reviewed by Kathy Brown <u>Working Out of Class Report</u> – Reviewed by Cynthia Carrillo
<u>New Business</u>	
1. Ratification of Eligibility Lists	There were no eligibility lists established since the last Personnel Commission Meeting.
2. Continuous Examinations	Motion was made by Gayle Higgason, seconded by Chris Rowe and carried to approve the designation of Bus Driver I and Instructional Assistant / Special Education to be recruited as continuous examinations effective November 18, 2016 through November 1, 2017 (2-0-1 absent).
3. Joint Appointee	Motion was made by Chris Rowe, seconded by Hector Samaniego and carried to approve the appointment of Gayle Higgason as the Joint Appointee for the Personnel Commission. Ms. Higgason's term will be from December 1, 2016 – November 30, 2019.
4. Election of Officers	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve Gayle Higgason as Chair (3-0). Motion was made by Hector Samaniego, seconded by Gayle Higgason and carried to approve Chris Rowe as Vice-Chair (3-0).
5. Designation of Day, Time, and Location of Personnel Commission Meetings	Motion was made by Chris Rowe, seconded by Gayle Higgason and carried to approve the Personnel Commission meeting calendar for 2017 (2-0-1 absent).

<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	Commissioners have requested an email copy of the Ewing Study.
<u>Items from PC Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission recessed to closed session at 4:52 p.m. to complete the performance evaluation for the Director of Classified Human Resources. The Personnel Commission reconvened to open session at 5:00 p.m. and reported that they had met with the director of classified human resources and completed her performance evaluation.
<u>Next Meeting Date</u>	January 19, 2017 (Board Room) 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 5:00 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 November 15, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Berroteran, Alyssa	CNW I	PROB	Range 21-1	11/01/16
Bleak, Kathryn	CNW I	PROB	Range 21-1	11/14/16
Garcia, Brandy	CNW I	PROB	Range 21-2	11/01/16
Landthaler, Christiana	IA-SPED	PROB	Range 26-1	10/31/16
Osborne, Johnathan "Cole"	IA-SPED	PROB	Range 26-2	11/01/16
Shipes, Sandra	Staff Secretary	PROB	Range 33-1	11/07/16
Spies, Kaylyn	IA-SPED	PROB	Range 26-1	11/01/16
Valentine, Jennifer	IA	PROB	Range 24-1	10/19/16
Warfield, Trisha	Staff Secretary	PROB	Range 33-1	11/09/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Burns, Divina	IA-SPED	SUB	Range 26-1	10/18/16
Caldera, Virginia	NDA	SUB	FR	10/17/16
Carlos, Lorena	NDA	SUB	FR	10/19/16
Hirzel, Kara	CNW I	SUB	Range 21-1	10/17/16
Lemus, Balby	NDA	REG	FR	10/27/16
Perez Guerrero, Guadalupe	AVID Tutor	REG	Range 24-1	11/03/16

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
McPeek, Randy	IA-SPED	Teaching position	11/16/16 – 11/16/17

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Valdovinos, Lucero	Office Assistant 7.0 hrs/day, HAP	Office Assistant 8.0 hrs/day, HAP	11/07/16
Vang, Bao	Staff Secretary 8.0 hrs/day, VMS Range 33-5	Admin Assistant II 8.0 hrs/day, CCI Range 36-5	10/24/16

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>
Alexander, Harry "Nick"	Bus Driver	Resignation	11/08/16
Burns, Divina	IA-SPED	Resignation	10/17/16

PERSONNEL ITEMS

ACTION ITEMS

December 6, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Bateman, Sylvan	IA-SPED	PROB	Range 26-2	11/01/16
Becerra, Karina	IA-SPED	PROB	Range 26-2	11/01/16
Becerra, Stephanie	IA-SPED	PROB	Range 26-1	11/01/16
Gutierrez, Carina	Staff Secretary	PROB	Range 33-3	11/14/16
Morton, Lybeth	IA-SPED	PROB	Range 26-3	11/01/16
Santana, Kenneth	IA-SPED	PROB	Range 26-3	11/17/16
Vanderslice, Kirra	IA-SPED	PROB	Range 26-1	11/03/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Boneck, Amber	NDA	REG	FR	11/14/16
Brainard, Christopher	Custodian	SUB	Range 29-1	11/15/16
Martinez, Esmeralda	AVID Tutor	REG	Range 24-1	11/17/16
Mendez Barajas, Alma	AVID Tutor	REG	Range 24-1	11/04/16
Monroy, M. Guadalupe	IA-SPED	SUB	Range 26-1	11/15/16
Purgason, Kathy	CNW I	SUB	Range 21-1	11/10/16
Villa Rojas, Maria	NDA	SUB	FR	11/15/16
Wimalasoma, Maddage	AVID Tutor	REG	Range 24-1	11/09/16
Wooden, Lori	NDA	REG	FR	

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Bleak, Kathryn	CNW I	CNW I SUB	11/08/16

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Champaign, Samuel	NDA 4.0 hrs/day, LVMS	NDA 6.0 hrs/day, LVMS	11/01/16

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	<u>Termination Date</u>
Berleue, Michelle	NDA	11/07/16
Boneck, Syrena	NDA	11/15/16

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>
Almaguer, Jeffrey	IA-SPED	Resignation	11/09/16
Coward, Marena	LVN	Resignation	11/25/16
Crockett, Neil	Bus Driver I	Separation	11/15/16

Leung, Kimberly	CNS Supervisor	Resignation	12/01/16
Romero, Jill	NDA	Resignation	11/15/16
Terrones, Victor	Substitute Custodian	Separation	11/16/16

PERSONNEL ITEMS
ACTION ITEMS
 January 10, 2017

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Adair, Eddie	Transportation Attendant	SUB	Range 26-1	12/05/16
Arting, Ian	Custodian	SUB	Range 29-1	11/28/16
Machado, Belinda	NDA	SUB	FR	11/17/16
Padilla, Cheri	NDA	SUB	FR	12/06/16

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Densmore, Marie	LVN	Range 42-5	11/07/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Barto, Helen	Trans. Attendant 7.55 hrs/day, TRANS	Trans. Attendant 6.15 hrs/day, TRANS	12/05/16
Cruz, Alfredo	Bus Driver I 7.75 hrs/day, TRANS	Bus Driver I 7.25 hrs/day, TRANS	12/05/16
Diaz-Stearns, Debra	Trans. Attendant 7.20 hrs/day, TRANS	Trans. Attendant 6.65 hrs/day, TRANS	12/05/16
Guzman, Ramona	Trans. Attendant 5.50 hrs/day, TRANS	Trans. Attendant 4.65 hrs/day, TRANS	12/05/16
Hatmaker, Thomas	Bus Driver I 4.50 hrs/day, TRANS	Bus Driver I 4.35 hrs/day, TRANS	12/05/16
Kertatos, John	Trans. Attendant 7.15 hrs/day, TRANS	Trans. Attendant 5.70 hrs/day, TRANS	12/05/16
Ortega, Paul	Bus Driver II 7.40 hrs/day, TRANS	Bus Driver I 6.90 hrs/day, TRANS	12/05/16
Osua, Aurora	Bus Driver II 7.45 hrs/day, TRANS	Bus Driver II 6.90 hrs/day, TRANS	12/05/16
Saul, James	Trans. Attendant 7.20 hrs/day, TRANS	Trans. Attendant 6.95 hrs/day, TRANS	12/05/16

Valencia, Benjamin	Bus Driver I 7.30 hrs/day, TRANS	Bus Driver I 7.20 hrs/day, TRANS	12/05/16
Woyak, Kellie	Bus Driver I 7.10 hrs/day, TRANS	Bus Driver I 5.95 hrs/day, TRANS	12/05/16

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>
Costa-Ortiz, Traci	Accounting Technician	Separation	12/30/16

Status of Classified Vacancies
Prepared December 20, 2016
For Personnel Commission Meeting January 19, 2017

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Accounting Technician	8.0	Vacant due to separation	260	General	T. Costa	Payroll	17Payroll7 12/05/16	TESTING
2	CNW I	2.0	Vacant due to retirement	196	Food Svc	J. Curtis	LC	17CK065	INTERVIEW
3	District Information Specialist	8.0	Vacant due to release	260	General	E. Siemsen	ITS	17ITS10	TESTING
4	Home/School/Community Liaison-Bilingual	3.0	Vacant due to promotion	196	General	R. Smith	CHSS		TESTING
5	Home/School/Community Liaison-Bilingual	4.0	Vacant due to promotion	196	General	R. Smith	PUP SUP	17PUPSUPCL12 11/3/2016	TESTING
6	Human Resources Tech	8.0	Vacant due to resignation	260	Pers. Comm.	O. Bradshaw-Sheeley	CLHR	17CLHR09	TESTING
7	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	N. Flores	FIL	17FILL21 062116	TESTING
8	IA-SPED CTE	6.0	Vacant due to promotion	196	SPEC	J. Almaguer	VMS	17VMS006 11/28/16	TESTING
9	IA-SPED	6.0	Vacant due to promotion	196	SPEC	R. McPeek	FIL	17SPEDCL52 12/08/16	TESTING
10	LVN	6.0	Vacant due to resignation	208	General	M. Coward	ROV	17000CL050 11/28/16	TESTING
11	Warehouse Delivery Driver	8.0	NEW	260	General		WHS	17PUR06 11/07/16	TESTING
12	Warehouse Worker Delivery Driver	8.0	Vacant due to promotion	260	General	E. Gilstrap	WHS		TESTING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: December 20, 2016

For Personnel Commission Meeting January 19, 2017

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
District Information Specialist	5	12/22/16	3	TBD	TBD
Home School Community Liaison - Bilingual	24	11/15/16	24	12/21/2016	12
HR Technician, Classified	25	12/22/16	15	TBD	TBD
IA Special Education (Continuous Testing)	23	11/29/16	16	12/22/16	15
Maintenance Worker II	41	11/17/16	15	12/08/16	14
Transportation Attendant	11	09/15/16	6	TBD	4
Warehouse Delivery Driver (REOPEN)	3	TBD	TBD	TBD	TBD
Warehouse Worker/Delivery Driver	TBD	TBD	TBD	TBD	TBD

Working Out of Class Report
 Prepared: December 14, 2016
 For Personnel Commission Meeting January 19, 2017

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Fox, Robert	Custodian / Los Berros	Grounds Maintenance Worker I / Grounds	12/14/16	TBD	Till position is filled
	Garcia, Tom	Grounds Maintenance Worker I	Warehouse Worker / Delivery Driver	12/20/16	TBD	Till position is filled
	Meeker, Lee Ann	Account Clerk I / La Honda	Admin. Asst. III / Special Education	9/19/16	12/22/16	Till position is filled
	Monreal, Yolonda	Account Clerk I / Ruth	Admin. Asst. I / La Canada	11/28/16	TBD	Medical Leave
	Yanez, Morgan	Custodian / Crestview	Warehouse Delivery Driver	12/20/16	TBD	Till position is filled

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: December 23, 2016

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission January 19, 2016

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>Administrative Assistant III (Merged List)</i>	11/18/2016	6	8	4	5
<i>Maintenance Worker II</i>	12/08/2016	11	14		
<i>Licensed Vocational Nurse (LVN)</i>	12/20/2016			2	2
<i>Home/School/Community Liaison-Bilingual (Merged List)</i>	12/21/16	5	5	4	5
<i>Instructional Assistant-Special Education (Merged List)</i>	12/23/16	1	1	11	16

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission