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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: June 19, 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)
May 15, 2014-Regular Meeting and May 29, 2014-Special 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 –May 27, 2014 and June 10, 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)**

2. 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**

- **July – No Meeting**
- **August 21, 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

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting May 15, 2014 Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on May 15, 2014, in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Joyce Gehlhaar, Gayle Higgason, Hector Samaniego
<u>Members Absent</u>	None
<u>Staff Present</u>	Kathy Brown, Cynthia Carrillo, Terri Moore
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego seconded by Gayle Higgason and carried to approve the minutes of the March 20, 2014 regular meeting (3-0).
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval did not attend the meeting. CSEA had nothing to report.
2. Cynthia Carrillo	Cynthia Carrillo, Director of Classified HR provided a brief update on the projects that the department has been working on including the volunteer community dessert, employee recognition program, HR Quarterly/HR Newsletter, staff meeting updates.
<u>Information Items</u>	<p><u>Classified Personnel Items – March 25, April 8, 22, May 13, 2014</u> - (Attachment 2)</p> <p><u>Status of Vacancies</u> – (Attachment 3)</p> <p><u>Examination Schedule</u> – (Attachment 4)</p> <p><u>Working Out of Class Report</u> – (Attachment 5)</p> <p><u>2014-2015 Personnel Commission Proposed Budget</u> – (Attachment 6)</p>
<u>New Business</u>	
1. Extension of Eligibility List for Home/School Liaison-Bilingual	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the extension of the eligibility list for Home/School Liaison-Bilingual until June 7, 2015 (3-0)
2. Ratification of Eligibility Lists	<p>Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the ratification of the following eligibility lists (3-0):</p> <p>Senior Office Assistant – Established 4/10/14 – 6 promotional/9 open Licensed Vocational Nurse – Established 4/11/14 – 0 promotional/5 open Home School Liaison/Bilingual – Established 4/22/14 – 4 promotional/6 open Child Nutrition Worker II – Established 5/7/14 – 12 promotional/0 open Child Nutrition Worker Site Lead – Established 5/7/14 – 6 promotional/0 open</p>
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Personnel Commissioner's Items</u>	None
<u>Items from Personnel Commission Staff</u>	None

<u>Recess to Closed Session</u>	The Personnel Commission met in closed session at 5:38 p.m. to discuss a personnel matter.
<u>Reconvene in Open Session</u>	The Personnel Commission reconvened to open session at 5:55 p.m. and had no items to report out.
<u>Next Meeting Date</u>	May 29, 2014 – Special Meeting (Conference Room 1) June 19, 2014 – Regular Meeting (Conference Room 1)
<u>Adjournment</u>	Motion by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 5:55 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
Special Personnel Commission Meeting
May 29, 2014
Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on May 29, 2014, in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Joyce Gehlhaar, Gayle Higgason, Hector Samaniego
<u>Members Absent</u>	None
<u>Staff Present</u>	Kathy Brown, Cynthia Carrillo
<u>New Business (Public Hearing/Action)</u>	A public hearing on the 2014-2015 Personnel Commission Annual Budget was opened for comments. The hearing was closed. A motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the adoption of the proposed 2014-2015 Personnel Commission Annual Budget (3-0).
<u>Adjournment</u>	Motion by Hector Samaniego seconded by Joyce Gehlhaar and carried that the meeting be adjourned at 5:10 p.m. (3-0)

PERSONNEL ITEMS

ACTION ITEMS

May 27, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Wilson, Anita	Custodian 8.0 hrs/day, VMS	Probation	Range 29-1	05/16/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Davis, Tina	Noon Duty Aide	SUB	FR	05/08/14
Morlan, Delia	Noon Duty Aide	SUB	FR	05/14/14
Spies, Kaylyn	IA & IA-Special Ed	SUB	Range 24-1 & 26-1	05/08/14

SUMMER EMPLOYMENT 2014 - Extended School Year – Special Education**Assignment** = IA-Special Education**Dates** = June 20 to July 18, 2014**Hours** = 4.5 hours per day

<u>Name</u>	<u>Location</u>
Becerra, Victoria	Hapgood
Black, Kate	CHS
Campfield, Krista	Hapgood
Carrillo, Manuel (Trey)	Fillmore
Dubuc, Araba	Hapgood
Garcia, Magdalena	Fillmore
Garner, Leanna	Fillmore
Gasca, Mary	Hapgood
Ingraham, Daniel	CHS
Lehman, Joan	LHS
Lever, Charlene	LHS
Lindsey, Debbie	Hapgood
Mack, Jackie	Los Berros
O'Neil, Shirley	Hapgood
Pearson, James	Hapgood
Pommerville, Penny	Hapgood
Quin, Amelia	CHS
Reinacher, Audrey	Fillmore
Rosales, Katie	Hapgood
Salazar, Ruth	LHS
Sarot, Rachel	Hapgood
Stark, Kristin	LHS
Strong, Patrick	Los Berros
Sunthimer, Kevin	CHS
Tovias, Lorrie	LHS
Walters, Melinda	Hapgood

Assignment = Administrative Assistant I**Dates** = June 20 to July 18, 2014**Hours** = 4.0 hours per day + 35 hours for wrap up

<u>Name</u>	<u>Location</u>
Garcia, Cenaida	Hapgood

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Keim, Andrew	Computer Network Tech	FMLA	05/08/14-05/22/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Barto, Helen	Transportation Attend. 34.5 hrs/week	Transportation Attend. 36.3 hrs/week	05/01/14
Gross, Bea	Sr. Office Assistant 8.0 hrs/day, CHS	Sr. Office Assistant 6.0 hrs/day, LHS	05/19/14
Martinez, Elvira Bustos	Dist. Comm. Liaison-Bil. 7.0 hrs/day, EC	Dist. Comm. Liaison-Bil. 8.0 hrs/day, EC	05/01/14
Saul, James	Transportation Attend. 33.8 hrs/week	Transportation Attend. 36 hrs/week	05/01/14
Valencia, Benjamin	Bus Driver I 35.8 hrs/week	Bus Driver I 37.5 hrs/week	05/01/14
Walton, Kathy	Bus Driver II 35 .0 hrs/week	Bus Driver II 37.3 hrs/week	05/01/14

ASSIGNMENT CHANGE – 2014 / 2015 School Year

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Bueno, Rosa	IA-Special Ed 3.0 hrs/day, LC & 3.0 hrs/day, LHS	IA-Special Ed 6.0 hrs/day, LHS	08/18/14
Castaneda, Evelyn	School/Comm Liaison-Bil. 6.0 hrs.day, C. Ruth Range 29-5	IA-Bilingual 4.0 hrs/day, FIL Range 25-5	08/18/14
Quinlan, Tina	Library Tech 4.0 hrs/day, LB & Instructional Assistant 3.0 hrs/day, LB	Staff Secretary 8.0 hrs/day, LHS	07/29/14

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	<u>Termination Date</u>
Alejandre, Lorena	NDA	04/30/14
Cochrane, Jason	Classified Substitute	04/30/14
Guzman, Maria	NDA	04/30/14
Lee, Ruth	Classified Substitute	04/30/14
Lomeli, Raquel	NDA	04/30/14
Magalong, Jeanie	NDA	04/30/14
Martinez, Denise	NDA	04/30/14

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>
King, Brian	Director, Fiscal Services	Resignation	05/08/14

PERSONNEL ITEMS

ACTION ITEMS

June 10, 2014

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Townsend, Heidi	CNW I	SUB	Range 21-1	05/29/14

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Keim, Andrew	Computer Network Technician	Range 44-5	05/23/14

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Hierl, Christine	Noon Duty Aide	Noon Duty Aide Sub	06/12/14
Schabron, Christina	Noon Duty Aide	Noon Duty Aide Sub	06/12/14

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>
Morales, Alisia	Office Assistant	Resignation	05/30/14

Status of Classified Vacancies
June 10, 2014

For June 19, 2014 Personnel Commission Meeting

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA # & Date Approved	Status
1	Accounting Manager	8.0	NEW	260	General		Ed Center	1400002 02/27/14	RECRUITING
2	Bus Driver	22.0/wk	Vacant	196	General	P. Blight	Trans	WAITING	HOLDING
3	Child Nutrition Worker I	2.0	Vacant due to transfer	196	Food Svc	M. Bretado	CV	WAITING	HOLDING FOR KCHN REMODEL
4	CNS Delivery Driver	27/wk	Vacant due to transfer	196	Food Svc.	W. Belton	Central Kitchen	No #	Interviews
5	CNW I	6.0	Vacant due to promotion	196	Food Svc	C. Townsend	C. Ruth	No #	Interviews
6	CNW II	7.0	Vacant due to promotion	196	Food Svc.	C. Fleming	LHS	No #	Interviews
7	Custodian	5.6	Vacant due to transfer	260	General	B. Donaghe	Roving/MHS	WAITING	Interviews
8	Director, Fiscal Services	8.0	Vacant due to resignation	260	General	B. King	Ed Center	WAITING	RECRUITING
9	Home/School Liaison-Bilingual	12/wk	Vacant due to resignation	196	General	L. Hernandez	CHS	14CHS14 03/24/14	Interviews
10	Home/School Liaison-Bilingual	20/wk	Vacant due to resignation	196	General	L. Hernandez	Ed Center	14STUSVC21 03/24/14	Interviews
11	Home/School Liaison-Bilingual	6.0	Vacant due to transfer	196	General	E. Castaneda	C. Ruth	WAITING	Interviews
12	IA-Bilingual (TK)	7.5/wk	NEW	196	General		Fillmore	14FILL23 05/28/14	TESTING
13	IA-Special Education (CTE)	6.0	Vacant due to resignation	196	General	L. Fredrich	Los Berros	14LB18 01/31/14	HOLDING Male preferred
14	IA-Special Education (LH2)	6.0	NEW for 2014-15	196	General		La Canada	14-CL46 04/21/14	Interviews
15	IA-Special Education (1:1)	6.0	NEW for 2014-15	196	General		Buena Vista	14111CL55	Posting
16	IA-Special Education (1:1)	6.0	NEW for 2014-15	196	General		TBD	14__CL54	Posting
17	Instructional Assistant (K)	3.0	Vacant due to promotion	196	General	C. Quinlan	Los Berros	14LB30	TESTING
18	Library Tech	4.0	Vacant due to promotion	197	General	C. Quinlan	Los Berros	14LB29	TESTING
19	Office Assistant	8.0	Vacant due to resignation	228	General	A. Morales	BV	14BV57	Interviews
20	Sr. Office Assistant	8.0	Vacant due to Transfer	233	General	B. Gross	CHS	14CHS19	Interviews
21	Student Safety/Comm Liaison	4.0	Vacant due to resignation	196	General	S. Brown	LHS	14152137 04/28/14	Interviews

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: June 10, 2014

For June 19, 2014 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS TAKING WRITTEN	ORAL & PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS TAKING ORAL & PERFORMANCE
Accounting Manager	16	N/A	N/A	06/23/2014	9
Instructional Assistant Bilingual	16	05/15/14	16	06/03/2014	9
Office Assistant	43	05/27/2014	27	06/06/2014	16
Student Safety/Community Liaison	20	05/15/14	20	05/28/2014	14

Working Out of Class Report

Prepared: June 10, 2014

For Personnel Commission Meeting June 19, 2014

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Rodriguez, Maria	Home/School/Community Liaison ADULT ED	Admin. Asst. II (LT)	08/26/13	06/30/14	Due to intermittent absence
2	Campbell, Sean	Data/Telecom Specialist Ed Center	IT Engineer (LT)	04/10/14	6 mos. MAX	Due to absence
3	Stearns, Ray	Grounds Maintenance Worker II	Lead Grounds Maintenance Worker	03/21/14	TBD	Due to absence

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

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Prepared: May 12, 2014

May 15, 2013

RATIFICATION OF ELIGIBILITY LISTS

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

Recruitment Type/Position	Established	Number on Promotional	Number on Open
<i>Instructional Assistant-Bilingual</i>	06/04/2014	1	5
<i>Office Assistant</i>	06/09/2014	4	8
<i>Student Safety/Community Liaison</i>	05/29/2014	3	11

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission