



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: June 20, 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)

- May 16, 2019 Special Meeting (*Attachment 1*)
- May 16, 2019 Regular Meeting (*Attachment 2*)
- May 29, 2019 Special Meeting (*Attachment 3*)

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 28, 2019 & June 11, 2019 (*Attachment 4*)
2. Status of Vacancies (*Attachment 5*)
3. Examination Schedule (*Attachment 6*)

4. Working Out of Class Report (**Attachment 7**)

Personnel Commission Meeting
Agenda – June 20, 2019
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E. **New Business (Discussion/Action)**

1. Ratification of Eligibility Lists (Action) – (**Attachment 8**)

Moved by: _____ Seconded by: _____ Vote: _____

2. 1st Reading of Job Description – Programmer Analyst (1st Reading only. 2nd Reading and final approval pending negotiations between CSEA and District) - (**Attachment 9**)

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

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **August 22, 2019** – Board Room, 4:30 p.m. – **Regular Meeting**

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

1. Personnel Item – Director, Human Resources

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, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared June 5, 2019

UNADOPTED MINUTES

Special Personnel Commission Meeting – May 16, 2019

| | |
|---|---|
| <u>Call to Order</u> | The meeting of the Personnel Commission was called to order at 10:30 a.m. May 16, 2019 at the Education Center – Portable 1, 1301 North A Street, Lompoc, California. |
| <u>Members Present</u> | Gayle Higgason, Chris Rowe, Susie Morey |
| <u>Members Absent</u> | None |
| <u>Staff Present</u> | Cynthia Carrillo |
| <u>Guests Present</u> | None |
| <u>New Business</u> 1. Director of Human Resources, Classified - Interviews | <i>Action</i> - None |
| <u>Recess to Closed Session</u> | The Personnel Commission convene to Closed Session at 10:35 am. |
| <u>Report of Action Taken in Closed Session</u> | HR Director, Cynthia Carrillo's vacation schedule approved. |
| <u>Adjournment</u> | Motion was made by Chris Rowe, seconded by Susie Morey and carried that the meeting be adjourned at 12:30 p.m. (3-0) |

Lompoc Unified School District
Classified Human Resources
Personnel Commission

UNADOPTED MINUTES

Personnel Commission Meeting – May 16, 2019

(Page 1)

| | |
|-------------------------------------|--|
| <u>Call to Order</u> | The meeting of the Personnel Commission was called to order at 4:31 p.m. May 16, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California. |
| <u>Members Present</u> | Gayle Higgason, Susie Morey, Chris Rowe |
| <u>Members Absent</u> | None |
| <u>Staff Present</u> | Cynthia Carrillo, Erika Diggs, Carmen Jaramillo |
| <u>Guests Present</u> | Margarita Reyes, Barbara Sandoval, Bree Valla, Patti Griggs |
| <u>Approval of Minutes</u> | A motion was made by Chris Rowe, seconded by Susie Morey and carried to approve the minutes of the April 25, 2019 regular meeting. (3-0) |
| <u>Input from the Public</u> | None |
| <u>Reports</u> | |
| 1. CSEA | Barbara Sandoval shared that this was a busy time of the year. Since it was Cynthia's last meeting she thanked her. She is a good person, there were times when they didn't agree but always worked collaboratively. |
| 2. Cynthia Carrillo | Cynthia Carrillo shared that this was her last meeting. Her vacation would be starting on Monday and she would also be using some of her trade days. Time with LUSD had been a whirlwind and time had passed quickly. She went on to thank the Personnel Commission and staff. |
| <u>Information Items</u> | <u>Classified Personnel Items</u> – May 14, 2019 - Cynthia Carrillo <u>Status of Vacancies</u> – Erika Diggs <u>Examination Schedule</u> – Erika Diggs <u>Working Out of Class Report</u> – Carmen Jaramillo |

| | |
|--|---|
| <u>New Business – Action</u> | |
| 1. Ratification of Eligibility List (Action) | <p>Action - Motion was made by Chris Rowe, seconded by Susie Morey and carried (3-0) to approve the ratification of the following eligibility lists:</p> <ul style="list-style-type: none"> • Director, Child Nutrition Services *Dual Certification - Open/Promotional – established 4/25/19 – 0 Promotional Ranks / 2 Open Ranks • Locksmith - Open/Promotional – established 5/2/19 – 0 Promotional Ranks / 2 Open Ranks • Manager, Purchasing Services *Dual Certification - Open/Promotional – established 4/30/19 – 0 Promotional Ranks / 2 Open Ranks • Manager, Payroll Services *Dual Certification - Open/Promotional – established 4/30/19 – 0 Promotional Ranks / 4 Open Ranks • Paraeducator – Special Ed. - Open/Promotional – established 5/8/19 – 0 Promotional Ranks / 7 Open Ranks • School Accounting Assistant I *Merged List - Open/Promotional – established 4/16/19 – 4 Promotional Ranks / 4 Open Ranks • School Bus Driver/ Mechanic - Open/Promotional – established 5/9/19 – 1 Promotional Ranks / 1 Open Ranks |

| | |
|---|---|
| <p>2. Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education</p> <p>3. Personnel Commission 2019-2020 Budget – 1st Reading</p> | <ul style="list-style-type: none"> • Student Data Base Administrator - Open/Promotional – established 4/17/19 – 6 Promotional Ranks / 2 Open Ranks • Student Safety Liaison Open/Promotional – Established 5/2/19 – 5 Promotional Ranks / 6 Open Ranks • Student Services Technician * Promotional Only – Promotional – established 4/24/19 – 2 Promotional Ranks / n/a Open Ranks • Student Supervision Aide *Merged list - Open/Promotional – established 5/3/19 – 0 Promotional Ranks / 5 Open Ranks <p><i>Item pulled.</i> Not able to obtain signatures.</p> <p>Discussion - Budget presented by Cynthia Carrillo. Ed. code 45253 was read to the audience. The bottom line of the budget has not changed from last year, The District has requested a meeting to discuss the budget. Erika Diggs addressed the audience explaining that no increases were added to the bottom line. Projections had been looked at. Part of the budget was to add an extra 3 hour Office Assistant in order to bring down the excessive overtime in the department. Heather Robinson addressed the Commission about the excessive work in the department and how busy everyone was working.</p> |
|---|---|

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|--|--|
| <u>Unfinished Business</u> | None |
| <u>Items from the Floor</u> | None |
| <u>Items from Personnel Commissioners</u> | None |
| <u>Items from PC Staff</u> | Erika Diggs bade Cynthia best wishes on her new endeavors. |

| | |
|--|---|
| <u>Recess to Closed Session</u> | The Personnel Commission met in closed session. |
| <u>Report out of Closed Session</u> | The Personnel Commission approved the appointment of Lacy Gillespie as the Director, Human Resources-Classified. Motion was made by Chris Rowe, seconded by Susie Morey and carried to approve the appointment. |
| <u>Next Meeting Date</u> | June 20, 2019 in the Board Room at 4:30 p.m. – Regular Meeting |
| <u>Adjournment</u> | Motion was made by Susie Morey, seconded by Chris Rowe and carried that the meeting be adjourned at 5:10 p.m. (3-0) |

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared May 30, 2019

UNADOPTED MINUTES

Special Personnel Commission Meeting – May 29, 2019

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|---|---|
| <u>Call to Order</u> | The meeting of the Personnel Commission was called to order at 4:30 p.m. May 29, 2019 at the Education Center – Conference Room 1, 1301 North A Street, Lompoc, California. |
| <u>Members Present</u> | Gayle Higgason, Chris Rowe, Susie Morey |
| <u>Members Absent</u> | None |
| <u>Staff Present</u> | Cynthia Carrillo, Erika Diggs, Barbara Sandoval |
| <u>Guests Present</u> | Lacy Gillespie, John Karbula, Margarita Reyes, Patricia Griggs, Barbara Sandoval, Heather Stout |
| <u>New Business</u> 2. Personnel Commission 2019-2020 Budget 2 nd Reading 3. Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education | <i>Action</i> - Motion was made by Chris Rowe, seconded by Susie Morey and carried (3-0) to approve the Personnel Commission 2019-2020 Budget. <i>Action</i> - Motion was made by Susie Morey, seconded by Chris Rowe and carried (3-0) to approve MOU Classification/Compensation Study Results - Error |
| <u>Recess to Closed Session</u> | The Personnel Commission convene to Closed Session at 4:37 pm. |
| <u>Report of Action Taken in Closed Session</u> | HR Director, Cynthia Carrillo's vacation schedule approved. |
| <u>Adjournment</u> | Motion was made by Chris Rowe, seconded by Susie Morey and carried that the meeting be adjourned at 5:18 p.m. (3-0) |

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared June 14, 2019

CLASSIFIED PERSONNEL ITEMS

Information Item

For Personnel Commission Meeting June 20, 2019

LOMPOC UNIFIED SCHOOL DISTRICT CLASSIFIED HUMAN RESOURCES PERSONNEL ACTION ITEMS

May 28, 2019

EMPLOYMENT – Regular

| <u>Name</u> | <u>Assignment</u> | <u>Location</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|------------------|-------------------|-----------------|----------------------------------|-------------|
| Donovan, Michael | Electrician | MAIN | 47-1 | 05/28/19 |
| Villa, Christian | Locksmith | MAIN | 46-1 | 05/28/19 |

EMPLOYMENT – Other

| <u>Name</u> | <u>Assignment</u> | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|-------------------|---------------------------|---------------|----------------------------------|-------------|
| Cross, Susan | Health Aide | SUB | 31-1 | 05/16/19 |
| Hernandez, Yvette | Paraeducator BIL | SUB | 25-1 | 05/13/19 |
| Huyck, James | Custodian | SUB | 29-1 | 05/07/19 |
| Jimenez, Blanca | Paraeducator BIL | SUB | 25-1 | 05/16/19 |
| Martinez, Vanessa | Paraeducator | SUB | 24-1 | 05/07/19 |
| Nevius, Angel | Site Tech Support Assist. | SUB | 31-1 | 05/07/19 |
| Schentrup, Ruth | Transportation Attendant | SUB | 26-1 | 05/15/19 |
| Villa, Angela | Child Nutrition Wkr. I | SUB | 21-1 | 05/10/19 |
| Walsh, Sarah | Student Supervision Aide | SUB | 21-1 | 05/08/19 |

ASSIGNMENT CHANGE

| <u>Name</u> | <u>Previous Assignment</u> | <u>New Assignment</u> | <u>Date</u> |
|--------------------------|--|---|-------------|
| Gomez, Daniella | Student Supervision Aide 2.65 hrs, RUTH | Student Supervision Aide 2.85 hrs, RUTH | 04/10/19 |
| Osborne, Jonathan “Cole” | 39 Month Reinstatement | Paraeducator - SPED 6.0 hrs/day, CHS Range 27-3 | 05/13/19 |
| Pellegrin, Michelle | Paraeducator SPED 6.0 hrs, LHS Range 27-5 | Para SPED/School Acct. Assist I 6.0 hrs, LHS / 2 hrs, ADED Range 27-5, 31-3 | 05/06/19 |
| Vega, Richard | Grounds Maint. Worker I 8.0 hrs, MAIN Range 32-4 | Maintenance Worker II 8.0 hrs, MAIN Range 40-2 | 05/14/19 |

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> |
|--------------------|--------------------------|---------------------------|-------------|
| Anderson, April | Custodian | Separation | 05/31/19 |
| Bretado, Martin | Custodian | Separation | 05/15/19 |
| Johnson, Catherine | Student Safety Assistant | Retirement – 29 years | 05/31/19 |
| Ramirez, Micaela | Paraeducator – SPED | Separation | 05/17/19 |

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 June 11, 2019

EMPLOYMENT – Regular

| <u>Name</u> | <u>Assignment</u> | <u>Location</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|----------------|--------------------------|-----------------|----------------------------------|-------------|
| Kane, Ruth | Student Supervision Aide | BVEL | 21-1 | 05/24/19 |
| Martin, Joseph | Custodian | LCEL | 29-2 | 06/03/19 |
| Voges, Heather | Paraeducator – SPED | LCEL | 27-1 | 05/31/19 |

EMPLOYMENT – Other

| <u>Name</u> | <u>Assignment</u> | <u>Status</u> | <u>Salary Schedule Placement</u> | <u>Date</u> |
|------------------|-------------------|---------------|----------------------------------|-------------|
| Keeland, Kathryn | Paraeducator | SUB | 24-1 | 05/21/19 |
| O'Donnell, Patti | Paraeducator | SUB | 24-1 | 05/22/19 |
| Pigeon, Jaclyn | Paraeducator | SUB | 24-1 | 05/30/19 |

ASSIGNMENT CHANGE

| <u>Name</u> | <u>Previous Assignment</u> | <u>New Assignment</u> | <u>Date</u> |
|------------------|--|--|-------------|
| Harnden, Michael | Student Safety Assistant 6.0 hrs, VMS | Student Safety Assistant 8.0 hrs, VMS | 06/01/19 |
| Lopez, Ernest | Student Safety Assistant 6.0 hrs, BFCDS | Student Safety Assistant 6.0 hrs, VMS | 06/01/19 |

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> |
|-------------------|------------------------------|---------------------------|-------------|
| Alvarado, Mario | Swimming Pool Operator | Retirement – 24 years | 06/30/19 |
| Burdess, Susan | Library Technician | Retirement – 22 years | 06/08/19 |
| Combs, Martha | School Bus Driver I | Retirement – 12 years | 06/15/19 |
| Coombs, Sharon | Administrative Assistant III | Retirement – 26 years | 06/30/19 |
| Cruz, Alfredo | School Bus Driver II | Retirement – 20 years | 06/30/19 |
| George, Daniel | Locksmith | Retirement – 25 years | 06/03/19 |
| Guerra, Carrie | School Account Assist III | Retirement – 21 years | 06/21/19 |
| Hogan, Betty | Student Records Tech. | Retirement – 23 years | 06/30/19 |
| Judy, Gregory | Electrician | Retirement – 35 years | 06/30/19 |
| Lehman, Joan | Paraeducator – SPED | Separation | 06/11/19 |
| Lever, Charlene | Purchasing Technician | Retirement – 16 years | 06/30/19 |
| Moore, Teresa | Student Database Admin. | Retirement – 30 years | 06/28/19 |
| Orr, Adeline | Library Technician | Retirement – 15 years | 06/30/19 |
| Polton, Donna | Paraeducator – SPED | Retirement – 22 years | 06/10/19 |
| Rodriguez, Sara | Paraeducator – BIL | Retirement – 19 years | 06/30/19 |
| Ross, Doreen | Office Assistant | Retirement – 31 years | 06/13/19 |
| Sandoval, Barbara | Library Tech/Para SPED | Retirement – 33 years | 06/28/19 |
| Schmeiser, Anne | Library Technician | Retirement – 18 years | 06/28/19 |
| Street, Jo Anne | Paraeducator SPED | Retirement – 2 years | 06/30/19 |
| Terrones, Ruben | Student Safety Liaison | Retirement – 18 years | 06/06/19 |

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared June 14, 2019

STATUS OF CLASSIFIED VACANCIES
Information Items
For Personnel Commission Meeting June 20, 2019

| POSITION | VACANCY DATE | HOURS | REASON | WORK YEAR | REPLACING | SITE | STATUS |
|-------------------------|--------------|-------|--------------------------|-----------|---------------------|------------|------------|
| LIBRARY TECHNICIAN | 6/8/2019 | 5.0 | VACANT DUE TO RETIREMENT | 197 | S. BURDESS | HPEL | INTERVIEWS |
| LIBRARY TECHNICIAN | 6/8/2019 | 5.0 | VACANT DUE TO TRANSFER | 197 | L. FREDRICH | CREL | INTERVIEWS |
| PARAEDUCATOR SPECIAL ED | 6/12/2019 | 6.0 | NEW | 196 | N/A | INTINERANT | TRANSFER |
| PARAEDUCATOR SPECIAL ED | 6/12/2019 | 6.0 | VACANT DUE TO TRANSFER | 196 | M. MCKEAN - DURRETT | RUTH | TRANSFER |
| PARAEDUCATOR SPECIAL ED | 6/12/2019 | 6.0 | NEW | 196 | N/A | RUTH | TRANSFER |
| PARAEDUCATOR SPECIAL ED | 6/12/2019 | 6.0 | VACANT DUE TO RETIREMENT | 196 | J. LEHMAN | VMS | TRANSFER |
| PARAEDUCATOR SPECIAL ED | 6/12/2019 | 6.0 | VACANT DUE TO TRANSFER | 196 | C. OSBORNE | CHS | TRANSFER |
| PARAEDUCATOR SPECIAL ED | 6/12/2019 | 6.5 | VACANT DUE TO TRANSFER | 196 | S. YEAW | LHS | TRANSFER |
| PARAEDUCATOR SPECIAL ED | 6/12/2019 | 6.5 | NEW | 196 | N/A | LHS | INTERVIEWS |

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared June 14, 2019

EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting June 20, 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 |
|--|----------------------------|--------------------------------|---|-----------------------|---|
| Electrician | 6 | n/a | n/a | 05/29/2019 & 06/24/19 | 5 |
| Grounds Maintenance Worker I | 13 | 05/29/19 | 14 | 06/05/19 | 7 |
| Library Technician | 19 | 05/14/19 | 14 | 05/22/19 | 6 |
| Paraeducator (continuous recruitment) | 47 | TBD | TBD | TBD | TBD |
| Paraeducator Bilingual (continuous recruitment) | 37 | TBD | TBD | TBD | TBD |
| Paraeducator Special Education (continuous recruitment) | 92 | TBD | TBD | TBD | TBD |
| Swimming Pool Operator | 3 | 05/23/19 | 2 | 05/29/2019 | 2 |
| Student Supervision Aide (continuous recruitment) | 46 | 05/02/19 | 19 | n/a | n/a |

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared June 13, 2019

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting June 20, 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 | | |
| Eugene Forney | Grounds Maint Wkr II/ M&O | Lead Grounds Maint. Wkr./CHS | 6/10/2019 | TBD | Leave | |
| Joseph Plummer | Grounds Maint Wkr I/ M&O | Grounds Maint Wkr II/ M&O | 6/10/2019 | TBD | Leave | |
| Janina Herrera | Home School Liaison/Ruth | Account Clerk | 8/15/2018 | 6/20/2019 | | |
| Barbara Sandoval | Para-SpEd/Fill, Lib Tech/BCtr | Text Book Specialist/Bk Ctr | 03/11/2019 | 6/28/2019 | Temp | |
| Christine Madden | Supervisor, Transportation Services/Cen. Services | Manager, Transportation Services/Cen. Services | 5/1/2019 | 8/31/2019 | Vacancy | |
| Jarely Mireles | Para-Special Ed./Fillmore | Admin Asst. I/Fillmore | 02/11/2019 | TBD | Leave | |
| Melissa Zebley | Staff Secretary/ Student Services | Admin Asst. II/Special Projects | 6/10/2019 | 6/28/2019 | Vacation | |
| Grainne Siben | Staff Secretary/Special Ed | Admin Asst. II/Special Proj | 6/24/2019 | TBD | WOC | |
| Bao Vang | Admin Asst. II/ Special Proj | Admin Asst III/ITS | 6/24/2019 | 6/28/2019 | Vacation | |
| Bao Vang | Admin Asst. II/ Special Proj | Admin Asst III/ITS | 7/1/2019 | TBD | Vacancy | |

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared June 14, 2019
Action Item

RATIFICATION OF ELIGIBILITY LISTS

Action Item

For Personnel Commission Meeting June 20, 2019

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>Electrician</i> | 06/04/2019 | 0 | 0 | 5 | 6 |
| <i>Grounds Maintenance Worker I</i> | 06/05/2019 | 1 | 1 | 5 | 6 |
| <i>Library Technician</i> | 05/24/2019 | 1 | 1 | 3 | 4 |
| <i>Swimming Pool Operator</i> | 05/29/19 | 1 | 1 | 1 | 1 |

It is recommended that the Personnel Commission ratify the eligibility lists as shown above.

Respectfully Submitted,

Cynthia Carrillo
Director, Human Resources-Classified
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT

CLASS TITLE: PROGRAMMER ANALYST

BASIC FUNCTION:

Under the direction of the MIS Manager IT Director, ~~provide support and assistance to District employees and administrators using personal computers; install hardware and software, configure and upgrade networks, incumbent will design and develop applications, programs and utilities to facilitate: District management information system reporting, security, data warehousing and system requirements; design and develop computer programs to augment database system operations and correct computer and database system problems; application administration and remediation; design, develop, document, test and implement programs and web content as required to ensure that needs are met in an accurate and timely manner. Must also be able to troubleshoot and resolve various malfunctions, write and maintain programs and provide for technical training of various software systems. ;-configure and install multimedia systems.~~

REPRESENTATIVE DUITES:

The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and may not necessarily perform all duties listed.

- ~~Install, upgrade, troubleshoot, train and support various computer software for stand-alone computers and networks including DOS, Windows, Lotus and various other software packages utilized by schools and the District; install and support software that runs on Apple and Macintosh computers. Maintain District database applications and programs, including the installation, maintenance, and testing process of SQL & application servers along with configuration of instances. Strong ability to analyze, develop, troubleshoot, and repair District database programs. E~~
- ~~Install, troubleshoot, configure, replace and test computer hardware including floppy drives, hard disk drives, CD-ROM drives, a wide variety of cards, I/O, internal and external modems, tape backup units, flatbed and hand-held scanning devices and various other hardware; set addresses and interrupts to resolve conflicts and make computers operational. E~~
- ~~Design, develop, program, test, train, maintain and enhance several database programs requested by District personnel; write user manuals for new programs as appropriate. Analyze existing programs and systems; convert older programs into current database platform. E~~
- ~~Provide formal and informal training classes and workshops for District personnel individually or in groups. Develop and maintain program specific documentation; including program operating procedures; prepare documentation to accompany all programs and program changes, documenting dates and specific nature of design/change to all code developed/modified E~~
- ~~Support District personnel by answering questions, developing applications, automating procedures, recommending hardware or software for specific needs, scanning materials as needed, converting data and generally assuring the personnel utilize systems efficiently and productively. Research and develop new programs, maintain and improve elements/enhancements of existing data processing systems, document elements of existing systems, formulate computer systems requirements and recommend techniques for processing data codes, test and implement new computer programs and systems. E~~
- ~~Operate PC computers and peripheral devices such as printers, modems, scanners, laser disc players, copiers and other equipment as assigned. E~~
- Analyze, design and implement new database systems for school sites/depts. and implement data conversions. (E)
- Provide input to the development and implementation of methods to assure the security/integrity of sensitive data stored and retrieved on-line such as budget, payroll, personnel, financial systems and student information systems. (E)
- Perform a variety of programming functions including configuring peripheral equipment, configuring software applications, loading programs and applications, and assisting users.

- Prepare and maintain various logs, records, reports and other documentation related to assigned duties, submit to appropriate personnel as required. *E*
- ~~Assist the Manager and others by performing basic operations on the existing System/36 systems computer system to reconnect users, restart systems and assist with other operations as needed.~~
- Assist administrators, faculty and staff in diagnosing and resolving problems associated with software, integrated applications, and web-based programs.
- Understanding of Windows Server and Task Scheduler
- Participate in maintaining various webpages and the implementation and updating of other online services
- Maintain system code and configurations associated with District database and MIS systems and update programs and parameters and client access and usage procedures as required
- Perform data extractions, migrations, backups, merges, and integrations and prepare reports as required
- Design and develop programs to facilitate automated workflow systems as required
- Recommend improvements to District systems, programs and utilities as needed
- Analyze and recommend new or modified computer applications
- Conduct operational efficiency studies on programs and software applications used for database systems and other District systems
- Interact with District personnel as required to provide database and management information system program and operational information; provide documentation and assistance to program and system users
- Learns and implements software provided by outside vendors
- Design, develop, and implement web applications for District systems
- Perform related duties as assigned.
- Participate in varied committees as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Database structures, on-line applications and system capabilities of the organization's computer systems.

Technical aspects of LAN network maintenance, operation and programming.

Compatibility of software programs.

Computer programming languages, utilities and applications used within the organization.

Methods and procedures of operating electronic computers and peripheral equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Public speaking techniques.

ABILITY TO:

Install and configure various software applications on Local Area Networks (LANs) and ~~micro~~ District computer systems.

Troubleshoot and repair basic system malfunctions and maintain system operation.

Write or modify programs to meet user needs.

Perform analysis and modification of existing programs and operations to meet changing needs and to provide for system enhancements.

Provide technical assistance to computer systems users.

Prepare and deliver oral presentations.

Maintain current knowledge of technological advances in the field.

Meet schedules and time lines.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: two years college level course work in computer science and three years' experience working with mainframe and microcomputer applications including coursework or experience in programming including MS Access, HTML, Java, PHP, MySQL, MS SQL, XML, JSP, and ASP, dBase, network administration and data communications, and two (2) years increasingly responsible experience in the design and sharing of inter-networked hardware/student software resources.~~

Any combination of education equivalent to two (2) years of college coursework in computer science, management information systems or related field AND three (3) years of experience developing applications using a minimum of two different platforms including SQL or other relational databases, programming languages – Java, PYTHON, C/C++ - and interactive web applications – JavaScript, PHP, C#.

Must have experience with Basic.net, MS Visual Studio – SSIS & SSDT, as well as Powershell.

~~Sensitivity to and understanding of the diverse academic, socioeconomics, cultural, disability and ethnic backgrounds of community college students.~~

DESIRABLE QUALIFICATIONS:

An earned bachelor's degree from accredited institution in computer science, management information systems, or related field of study or four years of programming experience in relational databases, and knowledge of languages and techniques.

IT experience preferably in a school setting.

LICENSES AND OTHER REQUIREMENTS:

Valid and appropriate California driver's license.
Incumbents must have an acceptable driving record and must qualify for insurability by the District's insurance carrier.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and various peripheral equipment.
Seeing to view a computer monitor.
Hearing and speaking to exchange information and make presentations.
Sitting or standing for extended periods.
Bending at the waist, kneeling or crouching.
Lifting and carrying moderately heavy objects.

HAZARDS:

Extended viewing of computer monitor.