



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 21, 2018
Time: 4:30 p.m.
Where: Lompoc Unified School District
Education Center – Conference Room 1
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 4:30 p.m.

A. **Approval of Minutes** (Action)

May 17, 2018 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 – May 22 & June 12, 2018 (**Attachment 2**)
2. Status of Vacancies (**Attachment 3**)
3. Examination Schedule (**Attachment 4**)
4. Working Out of Class Report (**Attachment 5**)
5. Proposed New Job Description – Speech Language Pathology Assistant 1st Reading (**Attachment 6**)

E. **New Business (Discussion/Action)**

1. Ratification of Eligibility Lists (Action) – ***(Attachment 7)***

Moved by: _____ Seconded by: _____ Vote: _____

2. Ewing Consulting Year 1 Job Descriptions 2nd Reading (**Discussion**) – ***(Attachment 8)***

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 16, 2018** – 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

May 17, 2018

Unadopted Minutes (Page 1)

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. April 19, 2018 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Hector Samaniego, Chris Rowe
<u>Members Absent</u>	
<u>Staff Present</u>	Cynthia Carrillo, Erika Diggs, Barbara Sandoval
<u>Guests Present</u>	None
<u>Approval of Minutes</u>	A motion was made by Chris Rowe, seconded by Gayle Higgason and carried to approve the minutes of the April 19, 2018 regular meeting. (2-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval stated that it has been very busy for all employees as we get closer to the end of the school year. All of negotiations, except for compensation has been completed. It has been a productive and positive year.
2. Cynthia Carrillo	Cynthia Carrillo shared that the classified HR office has been very busy with recruitments. We currently have approximately 7 recruitments that either are posted or have recently closed.
<u>Information Items</u>	<u>Classified Personnel Items</u> – April 17 & May 8, 2018 – Cynthia Carrillo <u>Status of Vacancies</u> – Erika Diggs <u>Examination Schedule</u> – Erika Diggs <u>Working Out of Class Report</u> – Erika Diggs

<u>New Business</u>	
1. Ratification of Eligibility List (Action)	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists: Library Technician - (Open and Promotional) – Established 5/2/18 – 1 Rank on Promotional List and 2 Ranks on Open List.
2. Approval (2 nd Reading) of New Job Description (Action)	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the new job Description titled Pest Control and Turf Technician.
3. Approval (2 nd Reading) of 2018-2019 PC Budget (Action)	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the 2018-2019 Personnel Commission Budget.
4. Approval of Continuous Examinations (Action)	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the continuous examinations of the following positions from May 18, 2018 through May 30, 2019. <ul style="list-style-type: none"> • Instructional Assistant/Special Education • Child Nutrition Worker I • Transportation Attendant

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission Meeting
May 17, 2018**

Unadopted Minutes (Page 2)

<u>Unfinished Business</u> 1. None	None
<u>Items from the Floor</u>	Barbara Sandoval invited the Personnel Commissioners to the Classified Employee Recognition Dinner held at Floriano's.
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	Erika Diggs thanked CSEA for including confidential employees in the classified employee recognition.
<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Next Meeting Date</u>	June 21, 2018 in Conference Room I at 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 4:50 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
May 22, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Metzger, John	Grounds Maint. II	PROB	Range 34-1	05/12/18

EMPLOYMENT - Substitute

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Echeverria Lugo, Selene	NDA	SUB	FR	05/08/18
Fletcher, Buffy	NDA	SUB	FR	04/30/18
Harbison, Danielle	NDA	SUB	FR	04/30/18
Jackson, Sarah	IA-SPED	SUB	27-1	05/11/18
Matzie, Lisa	Custodian	SUB	29-1	05/11/18
Schutz, Cindy	NDA	SUB	FR	05/04/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Myers, Charles	Custodian 4/4 hrs/day, LAH, LB Range 29-2	Custodian 8.0 hrs/day, LB Range 29-2	05/01/18
Townsend, Heidi	CNW I 3.25 hrs/day, LHS Range 21-4	CNW I 3.75 hrs/day, LHS Range 21-4	05/07/18
Webster, Joe	Custodian 8 hrs/day, FIL Range 29-4	Lead Custodian I 8 hrs/day, MHS Range 31-4	05/14/18
White, Jerry	Lead Custodian I 8 hrs/day, MHS Range 31-5	Lead Custodian II 8 hrs/day, LVMS Range 34-5	05/14/18

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Stark, Kristin	IA-SPED	Range 27-5	05/07/18

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>
Ponissette, Christopher	Sub Custodian	Separation	05/11/18

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 June 12, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Fischer, Karl	Custodian	PROB	Range 29-1	05/24/18
Razo, Sergio	Custodian	PROB	Range 29-1	06/11/18

EMPLOYMENT - Substitute

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Chavez, Stephanie	Paraeducator – BIL	SUB	Range 25-1	05/25/18
Martinez, Teresa	Office Assistant	SUB	Range 29-1	05/15/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Labato, Yvonne	IA – SPED 6 hrs/day, MIG Range 27-1	IA – SPED 6.5 hrs/day. LHS Range 27-1	05/21/18
Osborn, Steven	Custodian 4/4 hrs/day, CHS/LHS Range 29-2	Custodian 8 hrs/day, CHS Range 29-2	05/16/18
Reyes, Fabian	Custodian 8 hrs/day, CHS Range 29-3	Custodian 4/4 hrs/day, LAH/LB Range 29-3	05/16/18
Ross, Melissa	IA – SPED 4 hrs/day, CHS Range 27-5	IA – SPED 6 hrs/day, LAH Range 27-5	05/31/18
Webb, Judith	IA - SPED 6 hrs/day, LAH Range 27-2	LVN 6.0 hrs/day Range 42-1	05/01/18

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>
Dunlop, Susan	Library Tech.	Retirement – 22 years	06/22/18
Gasca, Mary	IA – Special Ed.	Retirement – 27 years	06/07/18
Jacobs, Karin	Staff Secretary	Retirement – 21 years	06/21/18
Obermire, Guillermina	Paraeducator – Bil	Retirement – 21 years	06/07/18
Osborne, Jonathan	IA – Special Ed.	Resignation	06/07/18
Sims, Violetta	Child Nutrition Wkr. II	Resignation	06/07/18
Stark, Kristin	IA – Special Ed.	Resignation	06/07/18
Walsh, Barbara	Sr. Office Assistant	Separation	05/16/18

**Status of Classified Vacancies
Prepared June 15, 2018**

For Personnel Commission Meeting June 21, 2018

POSITION	HOURS	REASON	WORK YEAR	FUNDING SOURCE	REPLACING	SITE	PCA NO. & DATE APP'D	STATUS
ADMIN II	8.0	VACANT DUE TO TRANSFER	260	UNRESTRICTED / SPED IDEA	A. GUERRERO	DO	PENDING	TRANSFER
BUS DRIVER	TBD	VACANT DUE TO RESIGNATION	196	TRANSPORTATION	P. BRAVO	TRANS	18TRANS7 02/17/18	RECRUITING
CAREER CENTER TECHNICIAN	16 HR/WK	NEW	196	ADULT ED		ADED	18AE7 05/17/17	INTERVIEWS
CHILD NUTRITION WORKER I	3.25	VACANT DUE TO TRANSFER	196	CHILD NUTRITION	H. TOWNSEND	LHS	18CKIT118	ON HOLD PER SUPERVISOR
CHILD NUTRITION WORKER I	12 HR/WK	NEW	196	CHILD NUTRITION		LAH	19CKIT009	TRANSFER
CHILD NUTRITION WORKER I	4.25	VACANT DUE TO TRANSFER	196	CHILD NUTRITION	SILVIA TORRES DE REYES	VMS	PENDING	TRANSFER
CHILD NUTRITION WORKER I	12.5 HR/WK	NEW	196	CHILD NUTRITION		LVMS	19CKIT010	TRANSFER
CHILD NUTRITION WORKER II	6.5	VACANT DUE TO RESIGNATION	196	CHILD NUTRITION	V. SIMS	CHS	19CKIT001	TESTING
CHILD NUTRITION WORKER II	5.75	NEW	196	CHILD NUTRITION		LB	19CKIT007	TESTING
CHILD NUTRITION WORKER II	6.5	VACANT DUE TO PROMOTION	196	CHILD NUTRITION	D. PETERSEN	LHS	19CKIT011	TESTING
PARAEDUCATOR	4.0	NEW	196	SUP CON	N/A	BV	19CCI002	TESTING
PARAEDUCATOR	4.0	NEW	196	SUP CON	N/A	CV	19CCI002	TESTING
PARAEDUCATOR	4.0	NEW	196	SUP CON	N/A	FIL	19CCI002	TESTING
PARAEDUCATOR	4.0	NEW	196	SUP CON	N/A	HAP	19CCI002	TESTING

POSITION	HOURS	REASON	WORK YEAR	FUNDING SOURCE	REPLACING	SITE	PCA NO. & DATE APP'D	STATUS
PARAEDUCATOR	4.0	VACANT DUE TO RESIGNATION	196	SUP CON	AMANDA STOUT	LC	18LCEL20	TESTING
PARAEDUCATOR	4.0	VACANT DUE TO TRANSFER	196	SUP CON	JENNIFER VALENCIA	LC	PENIDNG	TESTING
PARAEDUCATOR	4.0	NEW	196	SUP CON	N/A	LAH	19CCI002	TESTING
PARAEDUCATOR	4.0	NEW	196	SUP CON	N/A	MIG	19CCI002	TESTING
PARAEDUCATOR	4.0	NEW	196	SUP CON	N/A	RUTH	19CCI002	TESTING
PARAEDUCATOR - BILINGUAL	4.0	VACANT DUE TO TRANSFER	196	TITLE I	E. MARTINEZ	RUTH	PENDING	TRANSFER
PARAEDUCATOR - BILINGUAL	5.2	VACANT DUE TO RETIREMENT	196	SUP CON / TITLE I	G. OBERMIERE	HAP	19HPEL002	TRANSFER
PARAEDUCATOR - BILINGUAL	20 HR/WK	NEW	196	ADULT ED.		ADED		
LEAD LANG. CENSUS TECH.	8.0	VACANT DUE TO PROMOTION	260	UNRESTRICTED	C. JARAMILLO	DO	18PROJ52	TESTING
LVN	6.0	VACANT DUE TO SEPARATION	208	SUP CON	M. CSYOTA	DW		INTERVIEWS
PEST CONTROL AND TURF TECHNICIAN	8.0	NEW	260	MAINTENANCE		DW	18CVCS053	TESTING
SENIOR OFFICE ASSISTANT	8.0	VACANT DUE TO TRANSFER	228	UNRESTRICTED	C. WISE	LVMS	PENDING	TRANSFER
STAFF SECRETARY	8.0	VACANT DUE TO PROMOTION	233	CTE GRANT	R. RAZO	CHS/LHS	PENDING	TRANSFER
TRANSLATOR	4.0	NEW	260	SUP CON		DO	18STSV24	TESTING

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared June 15, 2018

EXAMINATION SCHEDULE
For Personnel Commission Meeting June 21, 2018

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
Bus Driver I (continuous recruitment)	6	NA	NA	NA	NA
LVN (continuous recruitment)	7	NA	NA	NA	NA
Carpenter	8	NA	NA	TBD	TBD
Locksmith	4	NA	NA	TBD	TBD
Electrician	10	NA	NA	TBD	TBD
Admin II	TBD	TBD	TBD	TBD	TBD
CNW II	18	6/04/2018	14	TBD	9
District Translator	23	5/24/2018 & 6/20/2018 & 7/10/2018	5	TBD	TBD
Lead Lang Assessment Technician	8	6/04/2018 & 6/20/2018 & 7/6/2018	6	TBD	TBD
Paraeducator	38	6/6/2018	26	6/19/2018	14
Pest Control/Turf Tech.	5	6/4/2018	5	6/19/2018	5
Speech/Language Pathology Assistant	TBD	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared June 15, 2018

WORKING OUT OF CLASS REPORT
For Personnel Commission Meeting June 21, 2018

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Elizabeth Acker	IA Special Ed / Los Berros	Office Assistant / SpEd Dept.	1/25/2018	6/30/2017	
	Paul Ortega	Bus Driver II / Transportation Dept.	Bus Driver / Service Mechanic / Transportation Dept.	3/13/2018	TBD	
	Lupe Arajuo	Office Assistant / La Honda	Translator / Ed Center	3/5/2018	6/30/2018	
	Corinna Jimenez	Sr. Office Assistant / LHS	Staff Secretary / LHS	1/23/2018	6/21/2018	
	Rachel Reyna	Language Assessment Tech/ Ed Center	Lead Language Assessment Tech/ Ed Center	4/02/2018	TBD	
	Eugene Forney	Grounds Maint Wkr II/ M&O	Lead Grounds Maint. Wkr.	5/16/2018	TBD	
	Dylan Miller	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II	5/16/2018	TBD	

SUMMER RECESS LONG TERM ASSIGNMENTS

	Employee Name	Current Job Title/Location	Summer Assignment	Beginning Date of Assignment	End Date of Assignment	Comments
	Brian Murphy	Student Safety Liaison/ Maple High	Grounds Maint.Wkr I	6/12/2018	TBD	
	Sam Carrillo	IA- Comp Lab/ Hapggod	Computer Network Tech	6/11/2018	8/13/2018	
	Erik Diggs	IA- SpEd/ La Canada	Computer Network Tech	6/11/2018	8/13/2018	
	Michelle Pellegrin	IA- SpEd/ Lompoc High	Computer Network Tech	6/11/2018	8/13/2018	
	Marco Vargas	IA- SpEd/ Lompoc High	Language Assmt Tech	6/11/2018	6/15/2018	
	Evelyn Castaneda	School Community Liaison/ La Canada	Language Assmt Tech	6/11/2018	6/15/2018	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

**PROPOSED NEW JOB DESCRIPTION / SPEECH LANGUAGE PATHOLOGY ASSISTANT
– 1ST READING**

Information Item

On May 22, 2018, the Board of Education approved the establishment of a proposed new classification titled Speech Language Pathology Assistant. In accordance with Commission Rules and Regulations, the Personnel Commission staff has prepared a job description, set the qualifications for the position, appropriately classified the position, and recommended the appropriate salary placement.

The job description of Speech Language Pathology Assistant will be presented as an action item to be recommended for approval at its regular Personnel Commission Meeting on August 16, 2018.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
SPEECH LANGUAGE PATHOLOGY ASSISTANT
(Proposed New Classification: 5/1/18)

PURPOSE STATEMENT:

Under the direction of the Director of Special Education and under the supervision of a fully credentialed Speech Language Therapist, assist in providing speech-language pathology services to students identified with verbal communication impairments including articulation/phonology, cognition, language, motor speech, voice, fluency, and hearing disorders; support, supplement and enhance the speech language pathology services provided to identified students.

ESSENTIAL FUNCTIONS:

Conduct speech-language screenings without interpretation using screening protocols determined by the supervising Speech Language Therapist.

Assist the supervising Speech Language Therapist with the development of activities to address treatment plans.

Provide direct treatment assistance to students under the supervision of the supervising Speech Language Therapist.

Follow documented treatment plans or protocols in on-on-one, small group, and/or classroom settings developed by the supervising Speech Language Therapist.

Document student progress toward meeting established objectives and report the information to the supervising Speech Language Therapist.

Assist with assessments, including but not limited to formal documentation, preparing materials, and performing clerical duties, such as preparing materials and scheduling activities.

Perform checks and maintenance of job related equipment.

Prepare various teaching aides and materials, such as charts, pictures, word lists and other related items using such methods as typing, duplicating, collating, stapling, and laminating.

Perform a variety of clerical work, such as sorting, filing, record keeping, preparing charts, records, graphs, and data.

Maintain confidential files and exhibit compliance with the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) regulations pertaining to students and their families.

Interact professionally and appropriately with children, staff, and parents.

Maintain classroom environment in a safe, clean and orderly condition; assure the health and safety of students by following health and safety practices and procedures.

OTHER FUNCTIONS:

Accompany students to and from therapy sessions.

Attend department and/or in-service meetings, training programs and parent conferences as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Formal academic and clinical aspects of the speech-language pathology field.
Technical aspects of the speech-language pathology field involving hearing speech and language therapy.
Speech language pathology equipment including but not limited to augmentative communication devices.
Principles, practices, procedures, and techniques used in the speech-language pathology field.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Safe practices in classroom activities.
Basic instructional methods and techniques.
Classroom procedures and appropriate student conduct.
Basic record-keeping techniques.

SKILLS TO:

Remediation strategies involved in the enhancement of student speech, language and communication skills.
Develop remediation strategies involved in the enhancement of student speech, language and communication skills.
Analytical, organization, and human relation skills.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Conduct Speech and language screenings.
Operate standard office and classroom equipment including computers and software.
Follow and implement treatment plans developed by the supervising Speech Language Therapist.
Document student progress toward goals.
Assist in the formal documentation, preparation of materials, and performance of clerical duties involved in assessments.
Utilize specialized communication systems and devices, such as Picture Exchange Communication System, and others to assist in the educational development of language and articulation of assigned student(s).
Remain current in techniques and technologies associated with the specialized learning needs in language and articulation development through continuous participation in workshops and trainings.
Assist students with meeting IEP goals and objectives.
Work with diverse racial, ethnic, religious, familiar, and socio-economic groups.
Demonstrate an understanding, patient and receptive attitude toward special education students.
Establish and maintain cooperative and effective working relationships with others.
Understand and work within scope of authority.
Maintain confidentiality.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Associate's degree in speech language pathology assistant
or
Bachelor's degree in speech language pathology or communicative disorders
and
Prior experience in an educational or clinical setting is prepared.

Bilingual skills in English and Spanish is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Speech Language Pathology Assistant (SLPA) license issued by the California Speech Language Pathology and Audiology Board.
First aid and CPR Certification issued by an authorized agency within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate standard office equipment.

Sitting or standing for extended periods.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read assignments and to monitor student activities.

Lifting disabled students in and out of specialized equipment.

Hearing and speaking to exchange information and make presentations.

FLSA Status: Non-Exempt

Board of Education Approval: 5/22/18

Personnel Commission: TBD

Approval Date: TBD

Salary Range: 41 (Proposed)

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared June 15, 2018

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission Meeting June 21, 2018

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>Child Nutrition Site Lead</i>	5/23/2018	5	5	0	0
<i>Child Nutrition Worker I</i>	5/23/2018	0	0	9	18
<i>Custodian</i>	6/12/2018	3	3	14	20
<i>Instructional Assistant – Special Education</i>	5/29/2018	2	2	10	23
<i>Senior Office Assistant</i>	5/29/2018	2	2	8	11
<i>Transportation Attendant</i>	5/29/2018	0	0	5	5

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: June 12, 2018

EWING CONSULTING YEAR 2 JOB DESCRIPTIONS – 1ST READING
Information Item

Ewing Consulting has completed Year 2 of the Classification Study job description recommendations. These job descriptions are being presented to the Personnel Commission as a first reading.

The job descriptions being presented as a first reading include the following:

CHILD NUTRITION SERVICES JOB FAMILY

1. Child Nutrition Worker – Site Lead
2. Child Nutrition Worker II
3. Lead Cook
4. Cook
5. Child Nutrition Worker

DELIVERY SERVICES JOB FAMILY

1. Warehouse Worker/Deliver Driver
2. Child Nutrition Services Delivery Driver
3. Warehouse Delivery Driver – New Recommended Job Title: Delivery Driver

FISCAL JOB FAMILY

1. Budget Analyst
2. Accounting Technician
3. Payroll/Benefits Technician (New Classification)
4. Account Clerk III – New Recommended Job Title: School Accounting Assistant III
5. Account Clerk II – New Recommended Job Title: School Accounting Assistant II
6. Account Clerk I – New Recommended Job Title: School Accounting Assistant I

INSTRUCTIONAL JOB FAMILY

1. Instructional Assistant Special Education – New Recommended Job Title: Paraeducator – Special Education

GROUNDS JOB FAMILY

1. Senior Lead Grounds Maintenance Worker
2. Sprinkler and Irrigation Mechanic – New Recommended Job Title: Irrigation Technician
3. Lead Grounds Maintenance Worker
4. Grounds Maintenance Worker II
5. Grounds Maintenance Worker II
6. Tree Trimmer

MAINTENANCE JOB FAMILY

1. HVAC Technician
2. Computer/Electronic Technician
3. Electrician
4. Plumber
5. Carpenter
6. Locksmith
7. Painter
8. Maintenance Worker II

TRANSPORTATION JOB FAMILY

1. Lead Vehicle and Equipment Mechanic
2. Vehicle and Equipment Mechanic
3. Instructor/Dispatcher
4. Bus Driver/Service Mechanic – New Recommended Job Title: School Bus Driver/Mechanic
5. Bus Driver II – New Recommended Job Title: School Bus Driver II
6. Bus Driver I – New Recommended Job Title: School Bus Driver I
7. Transportation Attendant

A total of 36 job descriptions have been studied and revised in Year 2 of the Classification Study.

All of the 36 draft job descriptions will be made available for review on the LUSD website:
www.lusd.org – Classified Human Resources – Classification / Compensation Study.

The Ewing Consulting Year 2 job description recommendations will be presented as an action item to be recommended for approval at its regular Personnel Commission Meeting on August 16, 2018.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission