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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 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: March 16, 2017
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)

February 16, 2017 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 – February 21, 2017 & March 7, 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**

- **April 20, 2017** - (Conference Room 1) 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 February 16, 2017 Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. February 16, 2017 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>	None
<u>Staff Present</u>	Kathy Brown, Cynthia Carrillo, Erika Diggs
<u>Guests Present</u>	Barbara Sandoval
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the January 24, 2016 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval reported that CSEA negotiations have been completed and includes compensation for next school year. This was a full successor agreement. The next steps include ratification by members and board approval.
2. Cynthia Carrillo	Cynthia Carrillo reported that the classified HR staff attended the CSPCA conference in January. Cynthia introduced the newest team member, Erika Diggs, who is the new HR Technician. Cynthia provided an update on CASBO conferences and the HR Professional Council. She also provided an update on the Aesop implementation.
<u>Information Items</u>	<u>Classified Personnel Items</u> – January 24, 2017 and February 7, 2017 <u>Status of Vacancies</u> – Reviewed by Cynthia Carrillo <u>Examination Schedule</u> – Reviewed by Kathy Brown <u>Working Out of Class Report</u> – Reviewed by Cynthia Carrillo & Erika Diggs
<u>New Business</u>	
1. Ratification of Eligibility Lists	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the ratification of the following eligibility lists: District Information Specialist (Promotional List) – 1/6/17 – 3 Promotional Ranks HR Technician – 1/4/17 (Open and Promotional) – 7 Promotional Ranks / 6 Open Ranks Instructional Assistant/SpEd (Merged List) – 1/23/17 – 1 Promotional Rank / 14 Open Ranks
<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>	Kathy Brown welcomed Erika Diggs to the Classified HR Department.
<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Next Meeting Date</u>	March 16, 2017 (Conference Room I) 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 4:53 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 February 21, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Lindsey, Katherine	LVN	PROB	Range 42-1	02/23/17

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Escarzega, Rudolph	Custodian	SUB	Range 29-1	01/30/17
Frank, Nathan	Accompanist	SUB	Range 24-1	02/06/17
Shepard, Catherine	Custodian	SUB	Range 29-1	02/06/17
Wimalasoma, Meddage Binuki	AVID Tutor	REG	Range 24-1	02/07/17
Zamudio, Anette	AVID Tutor	REG	Range 24-1	02/03/17

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Brown, Dina	Account Clk III	FMLA	02/06/17
Segura, Gino	Custodian	FMLA	11/07/16
Rosales, Samuel	Std. Safety/Comm. Lia.	FMLA	01/31/17

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>
Duckett, Jessica	LOA	Resignation	02/16/17
Hatmaker, Thomas	Medical Leave	39 month Re-employment Medical	02/08/17

PERSONNEL ITEMS
ACTION ITEMS
 March 7, 2017

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Carrillo, Samuel	Sr. Office Asst.	SUB	Range 31-1	02/22/17
Emmerson, La Donna	Crossing Guard	SUB	FR	02/01/17
Gross, Beatrice	Sr. Office Asst.	SUB	Range 31-1	02/14/17
Hudluman, Robin	IA-SPED	SUB	Range 26-1	02/16/17
Reyes, Andria	IA-SPED	SUB	Range 26-1	02/24/17
Walton, Kathy	Trans Attend	SUB	Range 26-1	02/01/17

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Martinez, Reina	IA-SPED 6.0 hrs/day, LH	IA-SPED 6.0 hrs/day, LB	02/14/17

Monreal, Yolanda	Account Clerk I 8.0 hrs/day, CR Range 31-5	Admin. Asst. I 8.0 hrs/day, LC Range 35-4	02/21/17
Solomon, Kyle	IA-Bilingual 4.0 hrs/day, LH Range 25-3 & Hm/Schl. Comm. Lia.-Bil. 3.0 hrs/day, CHS Range 29-2	Hm/Schl. Comm. Lia.-Bil. 3.0 hrs/day, CHS Range 29-2 & Hm/Schl. Comm. Lia.-Bil. 4.0 hrs/day, STD SVC Range 29-2	02/14/17

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Mendez, Teresa	IA-SPED	Maternity	TBD
Williams, Chelsea	IA-SPED	Maternity	02/14/17

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>
Charbonneau, Delia	Administrative Assistant I	39 Month Reemployment Medical	02/10/17
Lizarraga, Gayle	Office Assistant	Resignation	02/17/17

Status of Classified Vacancies
Prepared March 8, 2017
For Personnel Commission Meeting March 16, 2017

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clk I	8.0	Vacant due to release	228	General	M. Day	LC	17LAC010	RECRUITING
2	Account Clk I	8.0	Vacant due to promotion	228	General	Y. Monreal	Ruth	17RTH035	RECRUITING
3	Budget Analyst	8.0	Vacant due to transfer	260	General	E. Diggs	ACCTG	17BSSV30	INTERVIEW
4	Bus Driver I (3)	20.75 per week	Vacant due to resignation	196	General	B. Valencia N. Alexander T. Hatmaker	TRANS		RECRUITING
5	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	N. Flores	FIL	17FILL21 062116	TESTING
6	IA-Bilingual	4.0	Vacant due to promotion	196	CAT	K. Solomon	LH	17LAH018	TESTING
7	IA-SPED SH1	6.0	Vacant due to promotion	196	SPEC	R. McPeek	FIL	17SPEDCL52 12/08/16	INTERVIEWS
8	IA-SPED RS	6.0	Vacant due to transfer	196	SPEC	R. Martinez	LC	17LC05	INTERVIEWS
9	Office Assistant	8.0	Vacant due to promotion	228	General	A. Sanchez	FIL	17FILL16	RECRUITING
10	Office Assistant	8.0	Vacant due to resignation	228	General	G. Lizarraga	LC		RECRUITING
11	Transportation Attendant	TBD	Vacant due to retirement	196	General	H. Barto	TRANS		TESTING
12	Warehouse Delivery Driver	8.0	NEW	260	General	N/A	WHS	17PUR06 11/07/16	TESTING
13	Warehouse Worker Delivery Driver	8.0	Vacant due to promotion	260	General	E. Gilstrap	WHS	17PUR08	TESTING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: March 8, 2017

For Personnel Commission Meeting March 16, 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
Accounting Technician	17	02/09/17	9	02/28/17	4
Budget Analyst	10	02/09/17	7	02/28/17	5
Bus Driver I (Continuous Testing)	16	TBD	TBD	TBD	TBD
IA-Bilingual	16	03/14/17	9	TBD	TBD
Transportation Attendant (REOPEN)	26	03/14/16	12	TBD	TBD
Warehouse Delivery Driver (REOPEN)	66	2/15 & 17/17	40	03/22/17	16
Warehouse Worker/Delivery Driver	99	2/15 & 17/17	60	03/23/17	11

Working Out of Class Report
 Prepared: February 7, 2017
 For Personnel Commission Meeting February 16, 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, Martha	CNW 1/LHS	IA/SpEd at Hapgood	2/27/17	TBD	Till position is filled
	Garcia, Tom	Grounds Maintenance Worker I	Warehouse Worker / Delivery Driver	12/20/16	TBD	Till position is filled
	Morgan, Jennifer	Accounting Technician/Accounting	Budget Analyst	1/23/17	TBD	Till position is filled
	Nelson, Deanne	Staff Secretary/CHS	Admin. Asst. III/CHS	1/11/17	4/7/17	
	Reyna, Maria	Senior Custodian/LHS	Lead Custodian III/LHS	3/1/2017	TBD	
	Ross, Doreen	IA/SpEd at LHS	Office Assistant/La Canada	3/7/17	TBD	Till position is filled
	Sarot, Rachel	Sr. Office Assistant/CHS	Account Clerk III	2/6/17	3/17/17	
	Tognazzinni, Michelle	CNW1/Ruth	Print Shop Assistant	3/13/17	TBD	
	Yanez, Morgan	Custodian / Crestview	Warehouse Delivery Driver	12/20/16	TBD	Till position is filled

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: February 7, 2017

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission February 16, 2017

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>Accounting Technician</i>	02/28/17	0	0	5	6
<i>Budget Analyst</i>	02/28/17	3	3	2	2

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission