



# ***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: March 21, 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)

February 28, 2019 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 – March 12, 2019 (*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 (Action) – *(Attachment 6)*

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**

- **March 21, 2019** – 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**

No action.

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 March 12, 2019

## UNADOPTED MINUTES

Personnel Commission Meeting – February 28, 2019

(Page 1)

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. February 28, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Gayle Higgason, Susie Morey, Chris Rowe
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Cynthia Carrillo, Erika Diggs, Carmen Jaramillo, Barbara Sandoval, Bree Valla
<b><u>Guests Present</u></b>	None
<b><u>Approval of Minutes</u></b>	A motion was made by Gayle Higgason, seconded by Chris Rowe and carried to approve the minutes of the January 17, 2019 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b> 1. CSEA  2. Cynthia Carrillo	Barbara Sandoval shared that negotiations would begin next week and they hope to have it completed before school is out.  Cynthia Carrillo read her letter of resignation to the Personnel Commission.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – January 22 and February 12, 2019 - Cynthia Carrillo <b><u>Status of Vacancies</u></b> – Erika Diggs <b><u>Examination Schedule</u></b> – Erika Diggs <b><u>Working Out of Class Report</u></b> – Carmen Jaramillo

<b><u>New Business – Action</u></b>  1. Ratification of Eligibility List (Action)  2. Extension of Eligibility Lists	<b><i>Action</i></b> - Motion was made by Chris Rowe, seconded by Susie Morey and carried (3-0) to approve the ratification of the following eligibility lists: <ul style="list-style-type: none"> <li>• <b>School Accounting Assistant I</b> (Open/Promotional) – Established 2/5/19 – 1 Promotional Rank/2 Open Ranks</li> <li>• <b>Transportation Attendant</b> (Open/Promotional) – Established 1/22/19 – 0 Promotional Ranks/3 Open Ranks</li> <li>• <b>Paraeducator/Sp Ed</b> (Open and Promotional) – Merged List – Established 1/29/19 – 0 Promotional Ranks/9 Open Ranks</li> <li>• <b>Student Supervision Aide</b> (Open and Promotional) – Established 2/20/19 - 0 Promotional Ranks/3 Open Ranks</li> </ul> <b><i>Action</i></b> - Motion was made by Chris Rowe, seconded by Gayle Higgason and carried (3-0) to approve extending the following Eligibility Lists; <ul style="list-style-type: none"> <li>• Custodian – Extended to December 30, 2019</li> <li>• Maintenance Worker II – Extended to June 30, 2019</li> </ul>
--	--

Lompoc Unified School District  
 Classified Human Resources  
 Personnel Commission  
 Prepared March 12, 2019

**UNADOPTED MINUTES**

Personnel Commission Meeting – February 28, 2019

(Page 2)

3. Dual Certification	<p><b>Action</b> – Motion was made by Chris Rowe, seconded by Susie Morey and carried (3-0) to approve the following dual certification recruitments:</p> <ul style="list-style-type: none"> <li>• Director, Human Resources-Classified</li> <li>• Director, Child Nutrition Services</li> <li>• Manager, Purchasing</li> <li>• Manager, Payroll</li> <li>• Manager, Transportation</li> </ul>
4. Rules and Regulations – 2 <sup>nd</sup> Reading	<p><b>Action</b> – Motion was made by Susie Morey, seconded by Chris Rowe and carried (3-0) to approve Chapter 14, chapter 17, and Chapter 18 revisions of the Rules and Regulations.</p>
5. Revised Job Description	<p><b>Action</b> – Motion was made by Chris Rowe, Seconded by Gayle Higgason and carried (3-0) to approve the revised job description for the position of Student Supervision Aide.</p>

<b><u>Unfinished Business</u></b>	None
<b><u>Items from the Floor</u></b>	None
<b><u>Items from Personnel Commissioners</u></b>	None
<b><u>Items from PC Staff</u></b>	Carmen Jaramillo shared information regarding the upcoming PD day for classified employees on Monday, March 4, 2019. There are many opportunities for classified employees to participate in training. Also, PERS will be doing a workshop and taking individual appointments.
<b><u>Recess to Closed Session</u></b>	The Personnel Commission met in closed session at 4:46 pm to discuss the Director, HR-Classified Recruitment process. They returned to open session at 5:16 pm.
<b><u>Next Meeting Date</u></b>	March 21, 2019 in the Board Room at 4:30 p.m. – <b>Regular Meeting</b>
<b><u>Adjournment</u></b>	Motion was made by Chris Rowe, seconded by Susie Morey and carried that the meeting be adjourned at 5:15 p.m. (3-0)

Lompoc Unified School District  
 Classified Human Resources  
 Personnel Commission  
 Prepared March 15, 2019

## CLASSIFIED PERSONNEL ITEMS

Information Item

For Personnel Commission Meeting March 21, 2019

LOMPOC UNIFIED SCHOOL DISTRICT  
 CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS

March 12, 2019

### EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Barragan, Valeria	Child Nutrition Wkr I	FMEL	21-1	03/04/19
Boyer, Gloria	Child Nutrition Wkr I	LVMS	21-2	02/05/19

### ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Cavazos, Veronica	Paraeducator SPED 6.0 hrs/day, VMS	Paraeducator SPED 6.0 hrs/day, LHEL	02/13/19

### 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>
Goostree, Stephanie	Administrative Assistant I	Separation	02/13/19
Hamilton, Tiffany	Child Nutrition Wkr I	Separation	03/08/19
Hernandez, Richard	Computer Network Tech.	Retirement – <b>18 years</b>	03/31/19
Jacobs, Nicole	L.V.N.	Separation	02/28/19
Morehart, Jake	Paraeducator – SPED	Separation	03/01/19

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared March 15, 2019

**STATUS OF CLASSIFIED VACANCIES**  
Information Items  
For Personnel Commission Meeting March 21, 2019

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
CHILD NUTRITION WORKER I	03/18/2019	2.5	VACANT DUE TO TRANSFER	196	A. PATENA DE WILSON	CRESTVIEW	TRANSFER
CUSTODIAN	08/16/2018	8.0	VACANT DUE TO RETIREMENT	260	H. PEREZ	FILLMORE	ON HOLD PER MANAGER
CUSTODIAN	03/11/2019	8.0	VACANT DUE TO PROMOTION	260	S. OSBORN	CHS	INTERVIEWS
LVN	02/28/2019	6.0	VACANT DUE TO RESIGNATION	208	N. JACOBS	DISTRICT	INTERVIEWS
PARAEDUCATOR	09/27/2018	4.0	NEW	196	N/A	MIGUELITO	INTERVIEWS
PARAEDUCATOR	03/26/2019	4.0	VACANT DUE TO RESIGNATION	196	R. FLETES	RUTH	TRANSFER
PARAEDUCATOR BILINGUAL	09/04/2018	4.0	VACANT DUE TO PROMOTION	196	J. MIERLES	FILLMORE	INTERVIEWS
PARAEDUCATOR SPECIAL ED	03/18/2019	6.0	VACANT DUE TO PROMOTION	196	L. FREDRICH	FILLMORE	INTERVIEWS
PARAEDUCATOR SPECIAL ED	03/18/2019	6.0	NEW	196	N/A	FILLMORE	TRANSFER
PARAEDUCATOR SPECIAL ED	03/18/2019	3.0	NEW	196	N/A	FILLMORE	TRANSFER
PARAEDUCATOR SPECIAL ED	03/18/2019	3.0	NEW	196	N/A	LA CANADA	TRANSFER
PARAEDUCATOR SPECIAL ED	03/18/2019	3.0	NEW	196	N/A	LA HONDA	TRANSFER
PARAEDUCATOR SPECIAL ED	03/18/2019	3.0	NEW	196	N/A	RUTH	TRANSFER

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
SCHOOL ACCOUNTING ASSISTANT I	10/01/2018	2.0	VACANT DUE TO PROMOTIONAL	228	L. AYERS	ADULT ED	INTERVIEWS
SCHOOL BUS DRIVER/ MECHANIC	11/23/2018	8.0	VACANT	260	R. GARCIA	TRANS	TESTING
SENIOR OFFICE ASSISTANT	03/18/2019	2.0	VACANT DUE TO PROMOTION	260	R. RAZO	CERT HR	INTERVIEWS
SENIOR OFFICE ASSISTANT	03/18/2019	4.0	VACANT DUE TO PROMOTION	233	R. RAZO	MHS	INTERVIEWS

Lompoc Unified School District  
 Classified Human Resources  
 Personnel Commission  
 Prepared March 15, 2019

### EXAMINATION SCHEDULE

Information Item  
 For Personnel Commission Meeting March 21, 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
Paraeducator (continuous recruitment)	10	02/28/2019	7	03/13/19	6
Paraeducator Bilingual (continuous recruitment)	12	02/27/2019	10	03/06/19	8
Paraeducator Special Education (continuous recruitment)	78	02/28/2019	16	03/14/2019	5
School Bus Driver / Mechanic	TBD	n/a	n/a	TBD	TBD
Site Technology Assistant	8	02/28/2019	8	03/07/2019	4
Student Supervision Aide (continuous recruitment)	22	03/01/19	21	n/a	n/a



LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared March 14, 2019

**WORKING OUT OF CLASS REPORT**  
Information Item  
For Personnel Commission Meeting March 21, 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.	02/20/2019	TBD		
Janina Herrera	Home School Liaison/Ruth	Account Clerk	8/15/2018	TBD		
Rosa Fletes	Paraeducator/Ruth	Account Clerk	8/15/2018	TBD		
Barbara Sandoval	Para-SpEd/Fill, Lib Tech/BCTR	Text Book Specialist/Bk Ctr	03/11/2019	TBD	Temp	
Christine Madden	Supervisor, Transportation Services/Cen. Services	Manager, Transportation Services/Cen. Services	12/3/2018	TBD		
Rosana Garcia	CNW I/LHS	Paraeducator-SpEd/Hapgood	1/7/2019	TBD	Testing	
Rosana Bedolla	Para-Special Ed/Ruth	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Aracely Navarro	Para-Special Ed/LVMS	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Evelyn Castaneda	School Community Liaison/La Canada	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Alyssa Berotteran	CNW I/LHS	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Heather Robinson	School Accounting Assistant I/Ruth	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Jarely Mireles	Para-Special Ed./Fillmore	Admin Asst. I/Fillmore	02/11/2019	TBD	Leave	
Ilan Jaimes	Para-Bil/Ruth	Para-Special Ed/Ruth	02/25/2019	5/24/2019		

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared March 15, 2019  
Action Item

**RATIFICATION OF ELIGIBILITY LISTS**  
Action Item  
For Personnel Commission Meeting March 21, 2019

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

<b>Recruitment Type/Position</b>	<b>Established</b>	<b>Number of Ranks on Promotional</b>	<b>Number of Candidates on Promotional</b>	<b>Number Of Ranks on Open</b>	<b>Number of Candidates on Open</b>
<b><i>Paraeducator *Merged list</i></b>	<b>03/13/2019</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>10</b>
<b><i>Paraeducator Bilingual *Merged list</i></b>	<b>03/06/2019</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b><i>Paraeducator Special Ed. *Merged list</i></b>	<b>03/15/2019</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>11</b>
<b><i>Site Technology Assistant *Merged list</i></b>	<b>03/07/2019</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>4</b>
<b><i>Student Supervision Aide *Merged list</i></b>	<b>03/01/2019</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>7</b>

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

Respectfully Submitted,

Cynthia Carrillo  
Director, Human Resources-Classified  
Personnel Commission