



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: May 16, 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)

April 25, 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 – May 14, 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)**

Moved by: _____ Seconded by: _____ Vote: _____

2. Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education **(Attachment 7)**

Moved by: _____ Seconded by: _____ Vote: _____

3. Personnel Commission 2019-2020 Budget – 1st 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

- **June 20, 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

UNADOPTED MINUTES

Personnel Commission Meeting – April 25, 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. April 25, 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, BreeValla
<u>Approval of Minutes</u>	A motion was made by Chris Rowe, seconded by Susie Morey and carried to approve the minutes of the March 21, 2019 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval shared that CSEA is continuing to negotiate with the District and things have been positive. She also shared that the retirement incentive was just completed for classified employees and that we are already getting to the time of year when we begin to work on wrapping things up.
2. Cynthia Carrillo	Cynthia Carrillo shared that the office has been extremely busy with recruitments and testing. There has also been a lot of work going on with the retirement incentive that was offered to classified employees. Classified HR is working on getting Reasonable Assurances and Work Calendars out.
<u>Information Items</u>	<u>Classified Personnel Items</u> – March 26, and April 9, 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 Susie Morey, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists:</p> <ul style="list-style-type: none"> • Student Supervision Aide (Merged List) Open/Promotional – Established 4/4/19 – 0 Promotional Ranks / 6 Open Ranks • Computer Electronic Technician – Open/Promotional – established 4/4/19 – 2 Promotional Ranks / 1 Open Ranks

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission

UNADOPTED MINUTES

Personnel Commission Meeting – April 25, 2019

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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>	Carmen Jaramillo shared that the Classified HR staff attended the City of Lompoc Job Fair on April 24 th . The fair was very busy and we spoke with a lot of people and added over 45 individuals were added to our email distribution list to receive job announcement emails.
<u>Recess to Closed Session</u>	The Personnel Commission did not meet in closed session.
<u>Next Meeting Date</u>	May 16, 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 4:44 p.m. (3-0)

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared May 10, 2019

CLASSIFIED PERSONNEL ITEMS

Information Item
For Personnel Commission Meeting May 16, 2019

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
May 14, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Aguirre, Jessica	Paraeducator SPED	LHEL/RUTH	27-1	04/11/19
Carroll, Hannah	Director, Child Nutrition	CNS	Level – VI/3	07/15/19
Gutierrez, Brandi	Payroll/Benefits Manager	PAYR	Level – IV/1	06/01/19
Ingrahm, Braxton	Site Tech Support Assist	MGEL	31-1	04/22/19
Johnson, Melanie	Student Supervision Aide	HPEL	21-1	04/30/19
Kingsley, Mary	Sr. Office Assistant	CEHR	31-1	04/23/19
Logsdon, Vanessa	Student Supervision Aide	LHEL	21-1	04/22/19
Martinez, Krystal	Child Nutrition Worker I	FMEL	21-2	04/29/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Cortez, Lisbeth	Paraeducator	SUB	24-1	04/11/19
Rojas, Angelina	AVID Tutor	REG	24-1	04/12/19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Bills, Daravanh	Student Supervision Aide 2.4 hrs, HPEL Range 21-1	Paraeducator 4 hrs, RUTH Range 24-1	04/22/19
Brandt, Teresa	Transportation Attendant 5.60 hrs, TRAN	Transportation Attendant 6.25 hrs, TRAN	04/11/19
Ganas, Kathy	Child Nutrition Wkr II 5.75 hrs, FMEL	Child Nutrition Wkr II 6.0 hrs, FMEL	04/11/19
Garcia, Viridiana	Transportation Attendant 4.35 hrs, TRAN	Transportation Attendant 4.80 hrs, TRAN	04/11/19

Hernandez, Angelica	Exe. Assistant-Assist Sup. 8.0 hrs, BSSV CONF Level III-015	Purchasing Manager 8.0 hrs, PURC MGMT Level IV - 01	07/01/19
Kertatos, John	Transportation Attendant 6.55 hrs, TRAN	Transportation Attendant 6.95 hrs, TRAN	04/11/19
Lopez-Perez, Sergio	School Bus Driver I 4.60 hrs, TRAN	School Bus Driver I 5.05 hrs, TRAN	04/11/19
Misner, Adam	Maintenance Wkr. II 8.0 hrs, MAIN Range 40-2	Computer Electronic Technician 8.0 hrs, MAIN Range 49-1	04/29/19
Rosales, Edwin	School Bus Driver II 7.05 hrs, TRAN	School Bus Driver II 7.20 hrs, TRAN	04/11/19
Woyak, Kellie	School Bus Driver I 5.85 hrs, Tran	School Bus Driver I 6.5 hrs, Tran	04/11/19

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>
Acosta, Evelyn	Transportation Attendant SUB	Separation	04/09/19
Artling, Ian	Custodian SUB	Separation	04/09/19
Caplinger, Nathan	Site Tech Support Assistant SUB	Separation	04/02/19
Cebberos, Monica	Clerical SUB	Separation	04/09/19
Diaz, Luis	Custodian SUB	Separation	04/09/19
Durrett, Eric	Custodian SUB	Separation	04/09/19
Greer, Sydney	Custodian SUB	Separation	04/09/19
Figueroa, Janie	Student Supervision SUB	Separation	04/09/19
Hess, Frank	Crossing Guard	Separation	04/09/19
Honore, Gregory	Custodian SUB	Separation	04/09/19
Kauppinen, Mark	Transportation Attendant SUB	Separation	04/09/19
Laramée, Joseph	Electrician	Separation	04/08/19
Lonnon, Deidre	Student Supervision Aide SUB	Separation	04/08/19
Lotspeich, Dolores	Clerical SUB	Separation	04/09/19
Marmolejo, Robert	Grounds Maint. I SUB	Separation	04/09/19
Marshall, Linda	Crossing Guard SUB	Separation	04/26/19
Martinez, Teresa	Clerical SUB	Separation	04/09/19
Mora, Bryanna	Paraeducator SPED SUB	Separation	04/09/19
Morales, Eduardo	Paraeducator SPED SUB	Separation	04/03/19
Perry, Oksana	Paraeducator SPED	Separation	04/09/19
Rivera, Geoffrey	Custodian SUB	Separation	04/09/19
Roby, Kent	Crossing Guard	Separation	04/10/19
Rodriguez, Hector	District Translator SUB	Separation	04/09/19
Rosenblum, Marsha	Paraeducator SPED	Separation	04/08/19
Wollerton, Eugene	Paraeducator SPED SUB	Separation	04/09/19

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared May 10, 2019

STATUS OF CLASSIFIED VACANCIES
Information Items
For Personnel Commission Meeting May 16, 2019

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
ELECTRICIAN	4/9/2019	8.0	VACANT DUE TO SEPERATION	260	J. LARAMEE	MAINT	RECRUITING
GROUNDS MAINTENANCE WORKER I	5/14/2019	8.0	VACANT DUE TO PROMOTION	260	R. VEGA	MAINT	RECRUITING
PARAEDUCATOR SPECIAL ED	03/18/2019	6.0	NEW	196	N/A	LA CANADA	INTERVIEWS
PARAEDUCATOR SPECIAL ED	03/18/2019	2.5	NEW	196	N/A	FILLMORE	INTERVIEWS
PARAEDUCATOR SPECIAL ED	03/18/2019	2.5	NEW	196	N/A	LA CANADA	INTERVIEWS
PARAEDUCATOR SPECIAL ED	05/02/19	6.0	NEW	196	N/A	LA HONDA	TRANSFER
PARAEDUCATOR SPECIAL ED	05/02/19	6.0	NEW	196	N/A	LHS	TRANSFER
SCHOOL BUS DRIVER/ MECHANIC	11/23/2018	8.0	VACANT	260	R. GARCIA	TRANS	INTERVIEWS
STUDENT SUPERVISION AIDE	4/4/19	1.0	VACANT	195	N/A	BUENA VISTA	INTERVIEWS
STUDENT SUPERVISION AIDE	4/11/19	2.0	VACANT	195	N/A	LVMS	INTERVIEWS

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared May 10, 2019

EXAMINATION SCHEDULE
Information Item
For Personnel Commission Meeting May 16, 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
Locksmith	7	04/25/2019	6	05/02/2019	5
Manager, Transportation Services	3	n/a	n/a	05/15/2019	3
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
School Bus Driver / Mechanic	4	n/a	n/a	05/09/2019	4
Student Safety Assistant/ Campus Liaison	17	04/17/2019	10	04/23/2019	8
Student Services Technician	3	04/16/2019	3	04/24/2019	2
Student Supervision Aide (continuous recruitment)	39	03/01/2019	21	n/a	n/a

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared May 9, 2019

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting May 16, 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		
Barbara Sandoval	Para-SpEd/Fill, Lib Tech/Bctr	Text Book Specialist/Bk Ctr	03/11/2019	TBD	Temp	
Christine Madden	Supervisor, Transportation Services/Gen. Services	Manager, Transportation Services/Gen. Services	12/3/2018	TBD		
Rosana Garcia	CNW I/LHS	Paraeducator-SpEd/Hapgood	1/7/2019	TBD	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	
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	Temp	
Melissa Zebley	Staff Secretary/ Student Services	Admin Asst. II/Special Projects	4/8/2019	5/22/2019	WOC	
Bao Vang	Admin Asst. II/Special Projects	Admin Asst. III/ITS	4/8/2019	5/22/2019	Leave	
Sonia Yepez	School Community Liaison/ VMS	Staff Secretary/ Student Services	4/8/2019	5/22/2019	WOC	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared May 10, 2019
Action Item

RATIFICATION OF ELIGIBILITY LISTS

Action Item

For Personnel Commission Meeting May 16, 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>Director, Child Nutrition Services *Dual Certification</i>	04/25/2019	n/a	n/a	2	2
<i>Locksmith</i>	05/02/2019	0	0	2	3
<i>Manager, Purchasing Services *Dual Certification</i>	04/30/2019	n/a	n/a	2	2
<i>Manager, Payroll Services *Dual Certification</i>	04/30/2019	n/a	n/a	4	4
<i>Paraeducator Special Ed. *Merged list</i>	05/08/2019	0	0	7	12
<i>School Accounting Assistant I *Merged List</i>	04/16/2019	4	4	4	4
<i>School Bus Driver/Mechanic</i>	05/09/2019	1	1	1	1
<i>Student Database Administrator</i>	04/17/2019	6	6	2	2
<i>Student Safety/Campus Liaison *Merged List</i>	05/02/2019	5	5	6	7
<i>Student Services Technician *Promo Only</i>	04/24/2019	2	2	n/a	n/a
<i>Student Supervision Aide *Merged list</i>	05/03/2019	0	0	5	12

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
PERSONNEL COMMISSION

Action Item
May 16, 2019

**CORRECTION OF ERROR ON CLASSIFICATION/COMPENSATION STUDY YEAR 2 RESULTS
PREVIOUSLY SUBMITTED TO THE BOARD OF EDUCATION**

Year Two of the Personnel Commission Compensation Study presented to the Board of Education on February 13, 2018, contained an error on the salary recommendation for the Grounds Equipment Operator (currently placed on Range 35). Although the information provided by the Classified Human Resources Department to the District, CSEA and classified employees regarding their salary placement was correct, the board agenda item subsequently approved by the Board of Education, did contain the error, as described above.

The study completed by Ewing Consulting, used the Grounds Equipment Operator as a benchmark position in their compensation study of the Grounds Job Family. The initial study indicated that this benchmark position was being paid \$222 per month higher than the median salary for like positions, which is the reason why the position was not recommended for an upward allocation to its salary by Ewing Consultants.

The second benchmark position in the Grounds job family selected by Ewing Consultants was the Grounds Maintenance Worker I (previously placed on Range 31) position. The study of this position concluded that it was paid \$-58.00 per month lower than the median salary for like positions. Based on this benchmark position, the remaining classifications in the Grounds Family, with the exception of the Grounds Equipment Operator, which was already being paid above the median salary, were recommended for an upward allocation of 2 ½%, which is equal to one placement range on the classified salary schedule.

All three parties, including the District, the Personnel Commission, and CSEA are seeking a fair and just resolution to correct this error and ensure that the employees in this classification are not negatively impacted. Upon final approval by the Personnel Commission, at its May 16, 2019 Personnel Commission Meeting, the attached "*Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education*" on year two of the Ewing Classification/Compensation Study, signed by all parties will serve as the correction for this matter.

It is recommended that the Personnel Commission approve and sign the attached "*Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education*" regarding the Grounds Equipment Operator job classification.

Respectfully Submitted,

Cynthia Carrillo
Director, Human Resources-Classified
Personnel Commission

Correction of Error on Classification/Compensation Study Year 2 Results
Previously Submitted to the Board of Education

The proposed resolution, presented by the Director, Human Resources-Classified, for the Personnel Commission requires agreement between all parties and includes the following:

1. Allow the two current incumbents of the classification of the Grounds Equipment Operator to receive the 2 ½ % (**from Range 35 to Range 36**) retroactive with the effective date of March 1, 2018.
2. Any additional FTE's added to this classification or any new hires / promotions entering this classification, on or after March 1, 2018, will be paid at Range 35, in accordance with the correct recommendation provided by the Ewing Classification/Compensation Study completed in 2018.
3. Future classification/compensation studies will include this position as a benchmark position to be one of the positions to be studied and correctly classified in order to eventually eliminate the dual salary ranges (Range 35 and Range 36) for the position of Grounds Equipment Operator and have one correct salary range. Until such time, all WOC, limited term, and temporary assignments in this classification will be paid at the correct salary range of 35.
4. As it is the role of the Personnel Commission to establish and maintain internal alignments between occupational hierarchies, as indicated in Education Code 45256 and 45268, the Personnel Commission will acknowledge the proposal above as an appropriate resolution to this error.
5. The ***Correction of Error on Classification/Compensation Study Year 2 Results Previously Submitted to the Board of Education*** is agreed by and signed by the District, CSEA, and the Personnel Commission.

Signatures of all parties:

For the District

Signature _____ Date _____

For CSEA

Signature _____ Date _____

Signature _____ Date _____

For the Personnel Commission

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: April 7, 2019

PERSONNEL COMMISSION 2019-2020 BUDGET – 1ST READING
Information Item

The proposed Personnel Commission Budget for 2019-2020 has been prepared in accordance with the guidelines established by the Personnel Commission in accordance with Education Code 45253.

The 2019-2020 Personnel Commission budget will be presented as an action item to be recommended for approval at its regular Personnel Commission Meeting on June 20, 2019.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

**LOMPOC UNIFIED SCHOOL DISTRICT
Personnel Commission Budget (Proposed)
2019-2020
First Reading – May 16, 2019**

OBJECT	DESCRIPTION	2019-2020 PROPOSED Budget	2018-2019 APPROVED Budget
2310	Supervisors' and Administrators'	\$ 125,700.00	\$ 150,142.00
2410	Clerical and Office	\$ 145,000.00	\$ 127,756.00
2430	Substitute / Overtime	\$ 10,000.00	\$ 9,224.00
2440	Office Substitutes	\$ -	\$ 3,922.00
2920	Office Classified Hourly	\$ 1,000.00	\$ 1,500.00
3302-3802	Statutory Benefits	\$ 93,162.00	\$ 89,326.00
	Health/Welfare	\$ 38,000.00	\$ 33,264.00
TOTAL SALARIES & BENEFITS		\$ 415,134.00	\$ 415,134.00
4311	Materials and Supplies - Toner	\$ 2,000.00	\$ 1,000.00
4350	Supplies	\$ 4,000.00	\$ 3,000.00
4352	Meeting	\$ 500.00	\$ 1,500.00
4400	Equipment Replacement	\$ 1,000.00	\$ 1,500.00
4660	Noncap IT/Tech	\$ 3,672.00	\$ 1,000.00
5200	Travel/Conference Expense	\$ 10,000.00	\$ 8,000.00
5300	Dues/Memberships	\$ 3,000.00	\$ 3,000.00
5650	Copier (department portion)	\$ -	-
5710	Transfers of Direct Costs (Print shop)	\$ 500.00	\$ 500.00
5720	Field Trips	\$ -	\$ 100.00
5725	Maintenance Work Orders	\$ -	-
5811	Legal Advertising	\$ 1,500.00	\$ 1,000.00
5824	Employee Medical Services	\$ 1,200.00	\$ 1,000.00
5850	Professional/Consulting (Classification/compensation Study Year 3 and Professional Development-2 days classified	\$ 1,500.00	\$ 6,000.00
5920	Postage	\$ 500.00	\$ 500.00
TOTAL SUPPLIES / SERVICES		\$ 30,372.00	\$ 28,100.00
GRAND TOTAL SALARY/BENEFITS & SUPPLIES/SERVICES		\$ 443,234.00	\$ 443,234.00

Note: No increase to 2019-2020 budget. Budget includes an additional 3.0 hour Office Assistant position to be added to the Personnel Commission staff.