



# ***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 17, 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)

April 19, 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 – April 17 & May 8, 2018 (*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. Proposed New Job Description-Pest Control and Turf Technician 2nd Reading  
(Action) - **(Attachment 7)**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

3. 2018-2019 Personnel Commission Budget (Action) – **(Attachment 8)**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

4. Continuous Examinations (Action) – **(Attachment 9)**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

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 21, 2018** – 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

April 19, 2018

### Unadopted Minutes (Page 1)

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. April 19, 2018 at the Education Center – Conference Room 1, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Gayle Higgason, Hector Samaniego, Chris Rowe
<b><u>Members Absent</u></b>	
<b><u>Staff Present</u></b>	Cynthia Carrillo, Erika Diggs, Carmen Jaramillo
<b><u>Guests Present</u></b>	None
<b><u>Approval of Minutes</u></b>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the February 15, 2018 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b> 1. CSEA  2. Cynthia Carrillo	There was no CSEA report at this meeting.  Cynthia Carrillo introduced new team, Erika Diggs, promoted to HR Analyst and Carmen Jaramillo, promoted to HR Technician. The new team has hit the ground running. There is a lot to learn but so far, they are doing a great job.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – March 13 & March 27, 2018 <b><u>Status of Vacancies</u></b> – Reviewed by Cynthia Carrillo <b><u>Examination Schedule</u></b> – Reviewed by Cynthia Carrillo <b><u>Working Out of Class Report</u></b> – Reviewed by Erika Diggs

<b><u>New Business</u></b> 1. Ratification of Eligibility Lists (Action)	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists:  <b>HR Technician/Classified</b> (Promotional) – Established 3/16/18 – 1 Rank on the Promotional list (2 candidates) <b>Health Clerk</b> (Open and Promotional) – Established 3/16/18 – 1 Rank on the Promotional list and 7 Ranks on the Open list. <b>CNW / Site Lead</b> – (Promotional) – Established 3/19/18 – 4 Ranks on the Promotional list (6 candidates) <b>Maintenance Worker II</b> (Promotional) – Established 3/19/18 – 4 Ranks on the Promotional list. <b>IA Bilingual</b> (Open and Promotional/Continuous) – Established 4/18/18 – 11 Ranks on the Open list (15 candidates) <b>Grounds Maintenance Worker II</b> (Open/Promotional) – Established 4/12/18 – 2 Ranks on the Promotional list and 4 Ranks on the Open list (5 candidates).
2. Approval of Revised Job Descriptions (Action)	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the revised and updated job descriptions of Administrative Assistant I and District Translator.  This item will be presented for approval at the May 17, 2018 PC Meeting.
3. 1 <sup>st</sup> Reading of Proposed New Job Description	The proposed new position of Pest Control and Turf Technician was presented at the Personnel Commission Meeting. This item will be presented for approval at the May 17, 2018 Personnel Commission Meeting.

**LOMPOC UNIFIED SCHOOL DISTRICT**

**Personnel Commission Meeting  
April 19, 2018**

**Unadopted Minutes (Page 2)**

<b><u>New Business – Continued</u></b> 4. 1 <sup>st</sup> Reading 2018-2019 PC Budget	The proposed 2018-2019 Personnel Commission budget was presented at the Personnel Commission Meeting and will be represented for approval at the May 17, 2018 Personnel Commission Meeting.
<b><u>Unfinished Business</u></b> 1. None	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>	None
<b><u>Recess to Closed Session</u></b>	The Personnel Commission did not recess to closed session.
<b><u>Next Meeting Date</u></b>	May 17, 2018 in Conference Room I at 4:30 p.m. – <b>Regular Meeting</b>
<b><u>Adjournment</u></b>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:57 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
April 17, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Caligiuri, Mara	Admin I	PROB	Range 37-1	04/16/18
Fletes, Rosalinda	IA-Bilingual	PROB	Range 25-1	04/09/18
Huyck, Keith R	Gounds Maint. I	PROB	Range 31-1	04/09/18
Madrid, Alyssa	LVN	PROB	Range 42-3	04/09/18
Nelson, Katelyn	Std. Safety/Comm. Lia.	PROB	Range 28-1	03/19/18
Vargas, Jose	IA-Bilingual	PROB	Range 25-2	04/09/18
Webb, Judith	IA-SPED	PROB	Range 27-2	04/09/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Bedolla, Rosana	IA-SPED 6.0 hrs/day, LH	IA-SPED 6.0 hrs/day, RUTH	04/02/18
Carrillo, Manuel "Tre"	Custodian 4.0/4.0 hrs/day, BV/MHS	Custodian 8.0 hrs/day, Ruth	03/19/18
Giambianco, Julian	Admin I 8.0 hrs/day Fillmore	Sr. Office Assistant 4.0 hrs/day CHS	4/1/2018
Jaramillo, Carmen	Ld. Language Asmt. Tech. 8.0 hrs/day. CCI Range 38-5	HR Technician, Classified 8.0 hrs/day, CLHR Range 39-5	04/02/18
Salutan, Kashawne	IA-SPED 6.0 hrs/day, ADTP	IA-SPED 3.0/3.0 hrs/day, LHS/LVMS	03/12/18
Salutan, Kashawane	IA-SPED 3/3 hrs/day, LHS/LVMS Range 27-2	Custodian 4/4 hrs/day, BV/MHS Range 29-2	04/02/18
Schroeder, Lindsay	CNW I 2.50 hrs/day, CHS	CNW I 3.0 hrs/day, BV	02/21/18
White, Miqell	IA-SPED 6.0 hrs/day, Fillmore	IA-SPED 7.0 hrs/day, LHS	3/28/18

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS

May 8, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Diggs, Kiara	IA-Special Education	PROB	Range 27-1	04/16/18
Torres Penaloza, Azucena	CNW I	PROB	Range 21-2	04/16/18

EMPLOYMENT - Substitute

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Kelly, Jennifer	NDA	SUB	FR	04/25/18
Lopez, Angel	NDA	SUB	FR	04/17/18
Lopez, Jacqueline	CNW I	SUB	Range 21-1	04/17/18
Poinsette, Christopher	Custodian	SUB	Range 29-1	04/25/18
Riniker, Kabrina	IA, IA-SPED	SUB	Various	04/17/18
Winters, Anthony	Bus Driver I / Trans. Attendant	SUB	Various	04/23/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Angulo, Gloria	IA-SPED 6.0 hrs/day, MHS/BFCDS Range 27-2	Outreach Consultant 6.0 hrs/day, BFCDS Range 35-4	04/08/18
Claggett, Candace	CNW I 3.75 hrs/day, LHS Range 21-5	Sr. Office Assistant 4.0 hrs/day, LHS Range 31-1	04/16/18
Labato, Yvonne	IA-SPED 6.0 hrs/day, ADTP Range 27-1	IA-SPED 6.0 hrs/day, Miguelito Range 27-1	04/16/18
Forney, Eugene	Grounds Maint II 8.0 hrs/day, LHS Range 34-4	Grounds Maint II 8.0 hrs/day, CHS Range 34-4	04/17/18
Gravitt, Madeline	IA-SPED 6.0 hrs/day, Miguelito Range 27-3	IA-SPED 6.0 hrs/day, LHS/LVMS Range 27-3	04/19/18

Status of Classified Vacancies  
Prepared May 5, 2018

For Personnel Commission Meeting May 17, 2018

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
	Admin II	8.0	NEW	233	Sup Con		BFCDS	19BFCDS01	INTERVIEWS
	Bus Driver	TBD	Vacant due to resignations	196	General	P. Bravo	TRANS	18Trans7 02/17/18	RECRUITING
	Career Center Technician	20 hr/wk	NEW	196	General		ADED	18AE7 05/17/17	ON HOLD PER SUPERVISOR
	Child Nutrition Site Lead	8.0	Vacant due to retirement	200	Child Nutrition	N. Valencia	Cent. Kitchen	18CKIT107	TESTING
	Child Nutrition Worker I	3.25	Vacant due to transfer	196	Child Nutrition	H. Townsend	LHS	18CKIT118	INTERVIEWS
	Custodian	8.0	NEW	260	General		TBD		INTERVIEWS
	Custodian	8.0	NEW	260	General		TBD		INTERVIEWS
	Custodian	8.0	NEW	260	General		TBD		INTERVIEWS
	Health Clerk	6.0	NEW	205	General		SPED	18SPED070 02/17/18	ON HOLD PER SUPERVISOR
	IA	16 Hr/wk	Vacant due to promotion	196	ADED	J. Valentine	ADED	18AE7 05/17/17	ON HOLD PER SUPERVISOR
	IA SpEd	6.0	NEW	196	SPED		BV	18SpEd095	ON HOLD PER SUPERVISOR
	IA SpEd	6.0	Vacant due to transfer	196	SPED	M. White	FIL	18SpEd077	ON HOLD PER SUPERVISOR
	IA SpEd	6.0	Vacant due to transfer	196	SPED	L. Garner	FIL	18SpEd080	ON HOLD PER SUPERVISOR
	IA SpEd	6.0	NEW	196	SPED		FIL	18SpEd084	ON HOLD PER SUPERVISOR

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
	IA SpEd	6.0	NEW	196	SPED		FIL	18SpEd093	ON HOLD PER SUPERVISOR
	Lead Lang. Census Tech.	8.0	Vacant due to promotion	260	General	C. Jaramillo	DO	18PROJ52	RECRUITING
	LVN	6.0	Vacant due to resignation	208	General	M. Densmore	DW		INTERVIEWS
	Pest Control and Turf Technician	8.0	NEW	260	General		DW	18CVCS053	TESTING
	Translator	4.0	NEW	260	SUP CON		DO	18STSV24	TESTING



Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared May 5, 2018

**EXAMINATION SCHEDULE**  
For Personnel Commission Meeting May 17, 2018

<b>CLASSIFICATION</b>	<b>TOTAL NUMBER OF APPLICANTS</b>	<b>WRITTEN EXAM DATE</b>	<b>NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN &amp; PERFORMANCE EXAM</b>	<b>ORAL EXAM DATE</b>	<b>NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL</b>
Bus Driver I (continuous recruitment)	6	NA	NA	NA	NA
LVN (continuous recruitment)	6	NA	NA	NA	NA
Carpenter	8	NA	NA	TBD	TBD
Locksmith	4	NA	NA	TBD	TBD
Electrician	10	NA	NA	TBD	TBD
CNW I	TBD	5/17/2018	TBD	TBD	TBD
CNW II	TBD	6/04/2018	TBD	TBD	TBD
CNW Site Lead	14	5/15/2018	12	TBD	TBD
Custodian	TBD	5/22/2018 & 5/23/2018	TBD	TBD	TBD
District Translator	23	5/24/2018	TBD	TBD	TBD
IA Special Education	24	4/27/2018	21	5/15/2018	10
IA Special Education (2)	TBD	5/18/2018	TBD	TBD	TBD
Lead Lang Assmt. Tech	TBD	6/04/2018	TBD	TBD	TBD
Senior Office Assistant	TBD	5/21/2018	TBD	TBD	TBD
Transportation Attendant	TBD	05/17/2018	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared May 11, 2018

**WORKING OUT OF CLASS REPORT**  
For Personnel Commission Meeting May 17, 2018

	<b>Employee Name</b>	<b>Current Job Title/Location</b>	<b>WOC Assignment</b>	<b>Beginning Date of WOC</b>	<b>End Date of WOC</b>	<b>Comments</b>
	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	
	Linda Baldwin	CNW I / Central Kitchen	Lead CNW / Central Kitchen	2/28/2018	TBD	
	Cindy Greathouse	CNW I/ Central Kitchen	Cook / Central Kitchen	4/9/2018	5/30/2018	
	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	
	Marco Vargas	IA- Special Ed / LHS	Language Assessment Tech / Ed Center	4/11/2018	6/08/2018	
	Elizabeth Reyes	IA Bilingual / La Honda	Office Assistant / La Honda	3/5/2018	6/14/2018	

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared April 11, 2018

**RATIFICATION OF ELIGIBILITY LISTS**  
For Personnel Commission Meeting May 17, 2018

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>
<i>Library Technician</i>	<b>5/02/2018</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>

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

**PROPOSED NEW JOB DESCRIPTION / PEST CONTROL AND TURF TECHNICIAN**

**– 2<sup>nd</sup> READING**

Action Item

On March 27, 2018, the Board of Education approved the establishment of a proposed new classification titled Pest Control and Turf Technician. 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 Pest Control and Turf Technician was presented as a first reading at the April 19, 2018 Personnel Commission Meeting.

It is recommended that the Personnel Commission approve the new job description of Pest Control and Turf Technician

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission

**LOMPOC UNIFIED SCHOOL DISTRICT**

**PEST CONTROL AND TURF TECHNICIAN  
(DRAFT)**

---

**PURPOSE STATEMENT:**

Under the direction of the Director of Maintenance and Operations, provide grounds maintenance services at assigned sites; ensure attractive and safe grounds areas and athletic fields; protect against erosion; routinely inspect facilities, accurately identify pest, monitoring and evaluating conditions and determining the most appropriate strategy for pest control from a variety of chemical and non-chemical methods. Work additionally involves utilizing effective and environmentally safe approaches to pest management and eradication by implementing Integrated Pest Management (IPM) concepts.

**ESSENTIAL FUNCTIONS:**

Interpret and follow the Integrated Pest Management (IPM) policy for public schools as determined by state regulation and district policy.

Schedule dates for application of chemicals and post signs where pesticides are used in accordance with state laws.

Maintain records for all pesticide operations and applications throughout the assigned areas of responsibility.

Mix chemicals to attain the appropriate strengths and apply various types of pesticides to district grounds and buildings.

Mow, edge, trim, and water lawns, fields and other turf grounds; to ensure safe and attractive grounds for students, staff and the public.

Prepare grounds and athletic fields; hoe and pull weeds and rake leaves; edge walkways, fertilize soil, water various grounds areas by hand or by operating the irrigation system.

Develop, implement and perform procedures or schedules for eradication of field and lawn pests such as gophers, squirrels, moles, mice and insect infestations.

Apply fertilizers, pesticides, herbicides, rodent and wild animal control; promote healthy growth and control insects, weeds and wildlife in accordance with established procedures.

Provide assistance with sports field renovation, planning, scheduling, and performing grounds duties and maintenance.

May serve as lead person on pest control projects and sports field renovation.

Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment such as changing blades, greasing and changing oil; maintain job related grounds keeping equipment such as routine repairs and minor adjustments; maintain routine records related to assigned activities.

Maintain inventory of pesticides, herbicides and fertilizers and make suggestions on selection and application in accordance with published rules and regulations.

Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, power pressure sprayers and other equipment used in grounds maintenance work; utilize standard gardening hand tools.

Respond to immediate safety and operational concerns such as facility damage, vandalism and alarms; undertake appropriate action or notify appropriate personnel for resolution.

Transport a variety of tools, equipment and supplies; ensure the availability of materials required at job site; drive a vehicle to conduct work.

**OTHER FUNCTIONS:**

Perform related duties as reasonably related to classification.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **KNOWLEDGE OF:**

Basic grounds maintenance procedures including mowing, edging, raking and weeding.  
Methods, equipment and materials used in gardening and grounds keeping work.  
Cultivating, fertilizing, watering and spraying of assigned sports field turf and grounds.  
Pest management and eradication using Integrated Pest Management (IPM) concepts.  
Knowledge of the uses, danger and safety precautions necessary in handling, storing and transporting of insecticides.  
Knowledge of federal, state and local laws and regulations related to pest control operations.  
Operation and maintenance of hand and power tools and equipment used in grounds keeping.  
Basic record-keeping techniques.  
Health and safety regulations.

### **ABILITY TO:**

Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.  
Mow, edge, water, weed, fertilize, rake and cultivate lawns, athletic fields and other landscaped areas.  
Operate hand and power tools and other equipment used in grounds maintenance.  
Understand and follow oral and written instructions.  
Ability to read, apply and explain labels, rules, regulations, policies and procedures.  
Ability to act calmly and sensibly in stressful situations.  
Maintain routine records.  
Work around chemicals, plants, shrubs and turf without allergic reactions.  
Learn quickly and adapt to a variety of machinery, instructions, and task methods.  
Meet deadlines in terms of work assignment schedules.  
Observe health and safety regulations.  
Work cooperatively with others.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years' experience in pest control, grounds keeping turf maintenance and general utility work. One year's experience working with Integrated Pest Management Concepts. Experience working in or on a school facility with staff and students present.

## **LICENSE AND OTHER REQUIREMENTS:**

Pre-employment Proficiency Test  
Valid California Class C driver's license  
Pre-employment Physical Exam  
Criminal Justice Fingerprint/Background Clearance  
TB Clearance  
Valid Qualified Applicators Certificate – able and willing to obtain a California State Qualified Applicator's License.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Exposure to fumes, dust, odors, oil/grease, gases.

### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate grounds maintenance equipment.  
Walking or standing for extended periods of time.  
Seeing to perform gardening and grounds work.  
Ability to hear and understand speech at normal levels and to hear and understand speech on the telephone.  
Lifting, carrying, pushing or pulling heavy objects as assigned by position up to 50 pounds on a regular basis and up to 100 pounds occasionally.  
Sitting to operate tractors, mowers and other machines.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Heavy physical labor.

**HAZARDS:**

Working around and with machinery having moving parts.  
Exposure to chemicals and fumes.

**FLSA Status:** Non-Exempt

**Salary Range:** 34

**Initial Board Date:** March 27, 2018

**Personnel Commission First Reading:** April 19, 2018

**Personnel Commission Second Reading/Approval:** May 17, 2018

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared: May 1, 2018

**PERSONNEL COMMISSION 2018-2019 BUDGET – 2nd READING**  
Action Item

The proposed Personnel Commission Budget for 2018-2019 has been prepared in accordance with the guidelines established by the Personnel Commission in accordance with Education Code 45253 and was presented as a first reading at the April 19, 2018 Personnel Commission Meeting.

It is recommended that the Personnel Commission approve the 2018-2019 Personnel Commission budget as presented.

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission



**LOMPOC UNIFIED SCHOOL DISTRICT**  
**Personnel Commission Budget (Proposed)**  
**2018-2019**  
**Second Reading – May 17, 2018**

OBJECT	DESCRIPTION	2018-2019 Proposed Budget	2017-2018 Budget "REVISED"
2310	Supervisors' and Administrators'	\$ 150,142.00	\$ 145,768.00
2410	Clerical and Office	\$ 127,756.00	\$ 124,035.00
2430	Substitute / Overtime	\$ 9,224.00	\$ 4,500.00
2440	Office Substitutes	\$ 3,922.00	\$ -
2920	Office Classified Hourly	\$ 1,500.00	\$ -
3302-3802	Statutory Benefits	\$ 89,326.00	\$ 78,527.00
	Health/Welfare	\$ 33,264.00	\$ 34,246.00
<b>TOTAL SALARIES &amp; BENEFITS</b>		<b>\$ 415,134.00</b>	<b>\$ 387,076.00</b>
4311	Materials and Supplies - Toner	\$ 1,000.00	\$ 1,500.00
4350	Supplies	\$ 3,000.00	\$ 2,061.00
4352	Meeting	\$ 1,500.00	\$ 1,350.00
4400	Equipment Replacement	\$ 1,500.00	\$ -
4660	Noncap IT/Tech	\$ 1,000.00	\$ 1,200.00
5200	Travel/Conference Expense	\$ 8,000.00	\$ 8,024.00
5300	Dues/Memberships	\$ 3,000.00	\$ 2,850.00
5650	Copier (department portion)	\$ -	\$ -
5710	Transfers of Direct Costs (Print shop)	\$ 500.00	\$ 500.00
5720	Field Trips	\$ 100.00	\$ 39.00
5725	Maintenance Work Orders	\$ -	
5811	Legal Advertising	\$ 1,000.00	\$ 1,000.00
5824	Employee Medical Services	\$ 1,000.00	\$ 2,000.00
5850	Professional/Consulting (Classification/compensation Study Year 3 and Professional Development-2 days classified	\$ 6,000.00	\$ 20,250.00
5920	Postage	\$ 500.00	\$ 500.00
<b>TOTAL SUPPLIES / SERVICES</b>		<b>\$ 28,100.00</b>	<b>\$ 41,274.00</b>
<b>GRAND TOTAL SALARY/BENEFITS &amp; SUPPLIES/SERVICES</b>		<b>\$ 443,234.00</b>	<b>\$ 428,350.00</b>

**Note:** Budget represents a 3% increase from last years' budget. The budget includes \$3,000 WRIPAC Training (Testing and Job Analysis), \$5,000 CSPCA annual Conference, \$3,500 for PD for all LUSD classified employees, \$3,400 for bilingual proficiency testing, and overtime and limited term assignment, if needed for training of staff and completion of projects during the 2018-2019 school year.

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

May 17, 2018

**CONTINUOUS EXAMINATIONS**

In accordance with Merit System Rule & Regulation 40.200.4 (D), the Commission may designate certain classes of positions for continuous examination. When so designated, applications will be accepted on every working day, and examinations held periodically throughout the year, based upon need and the availability of applicants.

Continuous examination for classes which cannot be practically filled by promotional examination only may be held without further action by the Personnel Commission.

Due to the continuously high volume of recruitments occurring during the 2017-2018 school year, it is recommended that the Personnel Commission designate the following classes of positions for continuous examination effective May 18, 2018 through May 30, 2019:

- Instructional Assistant/Special Education
- Child Nutrition Worker I
- Transportation Attendant

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission