



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 19, 2016
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 21, 2016 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 26, 2016 & May 10, 2016 (*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)**

1. 2016-2017 Personnel Commission Budget – (*Attachment 7*)

Moved by: _____ Seconded by: _____ Vote: _____

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **June 16, 2016** (Conference Room 1) 4:30 p.m. – **Regular Meeting**

K. **Recess to Closed Session (Government Code 54957)**

There are not items for closed session.

M. **Report of Action Taken in Closed Session**

None

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 21, 2016 Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. on April 21, 2016 at the Education Center, Conference Room 1, 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>	Cynthia Carrillo, Kathy Brown, Lisa Smith
<u>Guests Present</u>	Barbara Sandoval, Carmen Jaramillo, Terri Moore, Betty Hogan
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the February 18, 2016 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	Barbara Sandoval reported that she is happy that the classification study is underway and that CSEA is very busy. Cynthia echoed Barbara's excitement regarding the Ewing study and she is optimistic that it will go well. Lisa is at the Job Faire. Cynthia provided little note pads that the department had made by the LUSD print shop to be distributed at the Job Faire and other places.
<u>Information Items</u>	<u>Classified Personnel Items</u> – March 22 & April 12, 2016 <u>Status of Vacancies</u> – Reviewed by Kathy Brown <u>Examination Schedule</u> – Reviewed by Kathy Brown <u>Working Out of Class Report</u> – Reviewed by Cynthia Carrillo <u>Personnel Commission 2016-2017 Budget</u> – Reviewed by Cynthia Carrillo – increases due to salaries and benefits. She is working closely with Margarita Reyes. She noted the \$500.00 for <i>Transfers of Direct Costs</i> (Printshop) is due to this item not being included in last year's budget.
<u>New Business</u> 1. Ratification of Eligibility Lists	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the following eligibility lists (3-0) Executive Assistant II – Established 04/14/16 – 6 Promotional / 3 Open HR Analyst, Certificated – Established 04/14/16 – 5 Promotional / 2 Open IA-Bilingual – 03/26/16 – 1 Promotional / 7 Open Payroll Manager – Established 04/11/16 – 1 Promotional / 2 Open
<u>Unfinished Business</u> 1. Second Reading Revised Job Descriptions	Student Services Technician – Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the revised job description (after spelling correction) and salary placement to be effective 4/22/16. Lead Language Assessment Technician – Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the revised job description and salary placement to be effective 4/22/16.
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from Personnel Commission Staff</u>	Lisa Smith stated that the Job Faire went well and she distributed about 250 interest forms.

<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session
<u>Next Meeting Date</u>	May 19, 2016 (Conference Room 1) 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:47 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 April 26, 2016

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Darling, Elsie	NDA	Regular	FR	04/13/16
Edward, Carl	Transp. Attendant	SUB	Range 26-1	04/04/16
Tran, Hong	NDA	SUB	FR	04/08/16

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Vetch, Candra	CNW I	Range 21-5	04/12/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Garcia, Abraham	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.0 hrs/day, Ruth	04/11/16
Grijalva, Gloria	Budget Analyst 8.0 hrs/day, Payroll Range 42-4	Mgr. Payroll & Emp. Benefits 8.0 hrs/day, Payroll Level III-2	04/13/16
Taylor, Patti	CNW I 4.75 hrs/day, MIG	CNW I 5.50 hrs/day, MIG	03/31/16
Zaragoza, Magdalena	CNW I 4.0 hrs/day, CK	CNW I 4.25 hrs/day, CK	03/21/16

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>
Sherwood, Rene	Bus Driver I	Resignation	03/25/16
DeLeon, Mara	Noon Duty Aide	Resignation	04/10/16

PERSONNEL ITEMS
ACTION ITEMS
 May 10, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Urdiano Garcia, Leydi	IA-SPED	PROB	Range 26-2	04/18/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Aragon, Irene	NDA	SUB	FR	04/19/16
Carlos, Arthur	Trans Attend	SUB	Range 26-1	04/14/16
Longoria, Carolyn	CNW I	SUB	Range 21-1	04/19/16
Medina, Hector	Custodian	SUB	Range 29-1	04/25/16
Osua, Fernando	Bus Driver I	SUB	Range 33-1	05/01/16
Raissi, Mehrnaz	CNW I	SUB	Range 21-1	04/21/16
Ramirez, Alexander	Custodian	SUB	Range 29-1	04/28/16
Reyes, Fabian	Custodian	SUB	Range 29-1	04/15/16

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>		Salary Schedule <u>Placement</u>	<u>Date</u>
Vetch, Candra	CNW I		Range 21-5	04/12/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Hogan, Betty	Std Records/Test Tech 8.0 hrs/day, SS Range 33/5	Student Services Technician 8.0 hrs/day, SS Range 37/5	04/22/16
Jaramillo, Carmen	Ld Lang Assess Tech 8.0 hrs/day, ES Range 31/5	Ld Lang Assess Tech 8.0 hrs/day, ES Range 38/5	04/22/16

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Christovale, Willye	Sub NDA FR	Sub CNW I Range 21-1	04/18/16

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	<u>Termination Date</u>
Taylor, Desiree	Classified Substitute	04/30/16
Taylor, Justin	Classified Substitute	04/30/16
Teft, Thomas	Classified Substitute	04/30/16
Yazdani, Mohammed	Classified Substitute	04/30/16

SEPARATIONS – EARLY RETIREMENT INCENTIVE

<u>Name</u>	<u>Assignment</u>	<u>Date</u>	<u>Years of Service</u>
Alverson, Judith	Administrative Assistant II	06/30/16	24.5
Darrow, Margie	IA-SPED	06/30/16	21.5
Good, Charlotte	IA-SPED	06/30/16	24.0
Gross, Beatrice	Senior Office Assistant	06/30/16	10.5
Harper, Marjorie	Administrative Assistant I	06/29/16	19.5
Herrera, Maria	Account Clerk I	06/30/16	20.0
Ireland, Patricia	Office Assistant	06/30/16	19.0
Johnson, DeEtte	Library Technician	06/23/16	23.0
Johnson, Gordon	Vehicle & Equipment Mechanic	06/30/16	14.0
Keim, Harry	Lead Custodian I	06/03/16	18.5
Key, Ann	District Information Technician	06/30/16	23.0
Koehl, Susan	Transportation Attendant	06/09/16	15.0
O'Neil, Shirley	IA-SPED	05/30/16	17.5
Otaola, Lialiana	IA-Bilingual	06/10/16	17.5
Ranard, Roger	Plumber	06/30/16	30.0
Reizer, Evalyn	Library Technician	06/10/16	11.5
Stricklin, Michael	Lead Custodian I	06/30/16	34.5

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>
Osua, Fernando	Bus Driver I	Resignation	04/29/16
Zavala, Dulce	Noon Duty Aide	Resignation	04/27/16

Status of Classified Vacancies
Prepared May 13, 2016
For Personnel Commission Meeting May 19, 2016

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clk I	8.0	Vacant due to retirement	228	General	M.Herrera	LC	WAITING	TESTING
2	Admin. Asst. IV	8.0	Vacant due to promotion	260	General	A.Hernandez	Ed Svc	WAITING	TESTING
3	Asst Superintendent Business Svc	8.0	Vacant due to resignation	260	General	S. Smith	Ed Ctr	WAITING	Interim
4	CNW II	6.5	NEW	196	Food Svc		RUTH	14CK054 05/29/15	HOLD
5	CNW II	6.5	NEW	196	Food Svc		FIL	14CK053 05/29/15	HOLD
6	CNW Site Lead	7.0	Vacant due to retirement	196	Food Svc	C.Flemming	LHS	WAITING	TESTING
7	Custodian	8.0	Vacant due to promotion	260	General	A.Wilson	LC	WAITING	POSTING
8	Home School Liaison-Bil.	2.0	NEW	196	General		LB	16117 04/04/16	POSTING
9	Home/School/Comm. Liaison-Bilingual	18 hrs/wk	Vacant due to transfer	196	SPEC	A.Ramos	LC	WAITING	POSTING
10	Human Resources Technician	8.0	Vacant due to promotion	260	General	M.Ludvigson	Cert HR	WAITING	TESTING
11	Human Resources Technician	8.0	Vacant due to promotion	260	General	L.Smith	Class HR	17CLHR01 05/03/16	TESTING
12	IA	8.0 hrs/wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	HOLD
13	IA-Bilingual	4.0	Vacant due to transfer	196	SPEC	E. Casteneda	FIL	16FILL13 02/01/16	TESTING
14	IA-Bilingual	6.0	Vacant due to retirement	196	SPEC	L.Otaola	LH	WAITING	POSTING
15	IA-Computer Lab	6.0	Vacant due to promotion	196	General	A. Ayers	VMS	16VMS013 040416	POSTING
16	IA-Special Ed	6.0	NEW	196	General		BFCDS	16BFCDS03 04/04/16	POSTING

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
17	IA-Special Ed	6.0	Vacant due to retirement (June 2016)	196	General	S. O'Neil	LB	16117CL73	POSTING
18	IA-Special Ed	6.0	Vacant due to promotion	196	SPED	M. Carrillo	FIL	16FILL16031716	POSTING
19	IA-Special Ed 1:1 Male Preferred	6.0	Vacant due to leave	196	SPED	A. Gomez	LHS	16152CL7504/04/16	POSTING
20	IA-SPED (SH)	6.0	NEW	196	SPED		LHS	17152CL0105/03/16	TESTING
21	IA-Special Education RSP	6.0	Vacant due to transfer	196	SPED	C.Archer	LH	WAITING	TESTING
22	IA-Special Education RSP	6.0	Vacant due to transfer	196	SPED	S.Powell	LH	WAITING	TESTING
23	IA-Special Education (SDC)	6.0	NEW	196	SPED		LC	16115CL7905/02/16	TESTING
24	Inst. Asst. Sp. Ed (RS)	6.0	Vacant due to retirement	196	SPED	C.Good	VMS	17133CL0405/03/16	TESTING
25	Instructional Asst.	4.0	Vacant due to transfer	196	General	L.Fredrick	LC	WAITING	POSTING
26	Lead Custodian I	8.0	Vacant due to transfer	260	General	S.Razo	HAP	17HAP0105/03/16	TESTING
27	Library Technician	5.0	Vacant due to transfer	196	General	B.Reynolds	MIG	WAITING	POSTING
28	Office Assistant	4.0	Vacant due to transfer	228	General	A.Ramos	LC	WAITING	TESTING
29	Plumber	8.0	Vacant due to retirement	260	General	P.Ranard	M&O	16CSERV12105/03/16	TESTING
30	Sr. Office Assistant	2.0	NEW	260	General		Ed Ctr/HR	2016ECHR2202/01/16	INTERVIEWS
31	Sr. Office Assistant	4.0	Vacant due to separation	233	General	C. Sebring	CHS	16CHS2001/11/16	INTERVIEWS
32	Sr. Office Assistant	4.0	Vacant due to retirement	233	General	B.Gross	LHS	17152105/03/16	INTERVIEWS
33	Staff Secretary	4.0	Vacant due to promotion	228	General	A.Guerrero	Student Svc SARB	WAITING	INTERVIEWS
34	Staff Secretary	4.0	Vacant due to promotion	260	General	A.Guerrero	Student Svc Student Records	WAITING	INTERVIEWS

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
35	Student Safety/Comm Liaison	6.0	NEW	196	General		BFCDS	WAITING	POSTING
36	Transportation Attendant	TBD	Vacant due to retirement	196	General	S.Koehl	Transp	WAITING	TESTING
37	Vehicle & Equip. Mech.	8.0	Vacant due to retirement	260	General	G.Johnson	Transp	WAITING	TESTING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: May 12, 2016

For May 19, 2016 Personnel Commission Meeting

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
Senior Office Assistant	47	04/12/16 & 04/14/16	34	04/10/16 & 04/11/16	21
Account Clerk I	61	05/05/16, 05/10/16 & 05/11/16	31	05/24/16	TBD
IA-Computer Lab	23	05/10/11 & 05/11/16	15	05/25/16	TBD
IA-Special Education	36	05/03/16 & 05/04/16	29	05/17/16 & 05/18/16	20
Office Assistant	111	05/12/16, 05/17/16, 05/18/16 & 05/19/16	71	TBD	TBD
Plumber	9	05/03/16	4	05/12/16	4
Transportation Attendant	10	05/04/16 & 05/05/16	4	05/20/16	4
Vehicle & Equipment Mechanic	12	05/19/16	8	05/26/15	TBD
CNW Site Lead	TBD	TBD	TBD	TBD	TBD
Lead Custodian I	TBD	TBD	TBD	TBD	TBD
Accounting Technician	TBD	TBD	TBD	TBD	TBD
Administrative Assistant IV	TBD	TBD	TBD	TBD	TBD
Human Resources Technician	TBD	TBD	TBD	TBD	TBD
Bus Driver I	TBD	TBD	TBD	TBD	TBD

Working Out of Class Report

Prepared: May 13, 2016

For Personnel Commission Meeting May 19, 2016

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Sandoval, Barbara	IA-SPED FILL	Library Technician Dist. Textbooks	02/01/16	TBD	Due to Dept. Need
	Bedolla, Rosana	IA-Bilingual Ruth	Home/School-Bilingual Ruth	03/09/16	06/09/16	Due to Absence
	Lindsey, Deborah	IA-Special Education CV	Sr. Office Assistant CHS (4 hrs/day)	04/04/16	Until Filled	Due to Vacancy
	Lindsey, Deborah	IA-Special Education CV	Sr. Office Assistant EC (2 hrs/day)	04/04/16	Until Filled	Due to Vacancy

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: May 13, 2016

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission May 19, 2016

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
Senior Office Assistant	05/11/16	5	5	9	13
Plumber	05/12/16	1	1	3	3

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

May 19, 2016

Public Hearing of the Personnel Commission Budget

In accordance with Education Code section 45253, a public hearing will be held by the Personnel Commission on this proposed budget in order to receive input and/or comments from the public. The Superintendent of Schools and Board members have been advised of the public hearing.

The attached budget for 2015-2016 was presented at the April 21, 2016 Personnel Commission meeting for a first reading and has been prepared in accordance with the guidelines established by the Personnel Commission.

The budget was prepared in cooperation with Margarita Reyes, Director of Fiscal Services.

Following the public hearing, it is recommended that the Personnel Commission adopt the proposed budget for the 2016-2017 fiscal year.

Adoption of Proposed Personnel Commission Budget *(Action)*

It is recommended that the Personnel Commission take action to adopt the proposed Personnel Commission Budget for the 2016-2017 Fiscal Year. Upon adoption, the budget will be submitted to the County Superintendent of Schools for final approval.

Moved by: _____ Seconded by: _____ Vote: _____

This proposed 2016-20167 budget was adopted subsequent to a public hearing by the Personnel Commission of the Lompoc Unified School District.

Date of Meeting: Thursday, May 19, 2016

Signed: _____ Date _____
Gayle Higgason, Chairperson of the Personnel Commission

_____ Date _____
Hector Samaniego, Vice-Chairperson of the Personnel Commission

_____ Date _____
Christina Rowe, Member of the Personnel Commission

Lompoc Unified School District
 Personnel Commission
 2016-2017 Budget

OBJECT	DESCRIPTION	2016-2017 Proposed Budget	2015-2016 Approved Budget
2310	Supervisors' and Administrators'	\$ 138,928.00	\$ 134,172.00
2410	Clerical and Office	\$ 118,584.00	\$ 114,295.00
2430	Substitute / Overtime	\$ 1,500.00	\$ 1,500.00
	Total	\$ 259,012.00	\$ 249,967.00
3302-3802	Statutory Benefits	\$ 59,876.00	\$ 57,367.43
	Health/Welfare	\$ 27,837.00	\$ 27,837.00
	TOTAL SALARIES & BENEFITS	\$ 346,725.00	\$ 335,171.43
4350	Supplies	\$ 2,000.00	\$ 2,000.00
4400	Equipment Replacement	\$ 800.00	\$ 800.00
5200	Travel/Conference Expense	\$ 4,000.00	\$ 3,700.00
5300	Dues/Memberships	\$ 2,800.00	\$ 2,650.00
5601	Repairs	\$ -	\$ -
5710	Transfers of Direct Costs (Printshop)	\$ 500.00	\$ -
5811	Legal Advertising	\$ 1,000.00	\$ 1,000.00
5823	Fingerprinting	\$ 4,000.00	\$ 4,000.00
5824	Employee Medical Services	\$ 1,500.00	\$ 1,500.00
5850	Professional/Consulting (Classification/compensation Study Year 2)	\$ 17,250.00	\$ 15,000.00
5920	Postage	\$ 100.00	\$ 100.00
<i>Note: for 2016/2017: \$17,250 is included for classification / compensation study Year 2 of 3</i>			
	TOTAL SUPPLIES / SERVICES	\$ 33,950.00	\$ 30,750.00
	GRAND TOTAL SALARY/BENEFITS & SUPPLIES/SERVICES	\$ 380,675.00	\$ 365,921.43