



# **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 chair 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 21, 2015**  
**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 16, 2015 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 28, 2015 & May 12, 2015 (**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. Classification Study Recommendations – Action (**Attachment 7**)

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

3. Personnel Commission Budget for 2015-2016 - Discussion (**Attachment 8**)

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**

- **June 18, 2015** (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**

No action taken in closed session.

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**

Attachment 1

**Personnel Commission Meeting  
April 16, 2015  
Unadopted Minutes**

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. on April 16, 2015 in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Hector Samaniego, Chris Rowe
<b><u>Members Absent</u></b>	Gayle Higgason
<b><u>Staff Present</u></b>	Cynthia Carrillo, Lisa Smith, Katherine Brown, Barbara Sandoval
<b><u>Approval of Minutes</u></b>	A motion was made by Chris Rowe, seconded by Hector Samaniego, and carried to approve the minutes of the March 19, 2015 regular meeting (2-0).
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b> 1. CSEA  2. Cynthia Carrillo	Barbara Sandoval - None  Cynthia Carrillo, Director of Classified HR, provided an update to the Commissioners about the recent changes in staffing that had been announced at the previous night's Board meeting. Katherine Brown, Classified HR Analyst, reported that she and Cynthia represented Classified HR and LUSD at the job faire held at the DeWees Center and that it was well attended by the public. She also shared that she has arranged several selection interviews lately and has received many very positive comments from hiring supervisors regarding the caliber of the eligibles. Lisa Smith, Classified HR Assistant, gave a brief update on the Escape transition.
<b><u>Information Items</u></b>	<i>Classified Personnel Items – March 24, &amp; April 14, 2015 - (Attachment 2)</i> <i>Status of Vacancies – (Attachment 3)</i> <i>Examination Schedule – (Attachment 4)</i> <i>Working Out of Class Report – (Attachment 5)</i>
<b><u>New Business</u></b>  1. Ratification of Eligibility Lists	Motion was made by Chris Rowe, seconded by Hector Samaniego, and carried to approve the following eligibility lists (2-0):  <b>Custodian</b> – Established 04/09/15 – 2 Promotional / 18 Open
<b><u>Personnel Commissioner's Items</u></b>	None
<b><u>Items from Personnel Commission Staff</u></b>	None
<b><u>Closed Session</u></b>	The Personnel Commission recessed to closed session at 5:00 to discuss a personnel issue.
<b><u>Open Session</u></b>	The Personnel Commission reconvened at 5:05 and had nothing to report out.
<b><u>Next Meeting Date</u></b>	May 21, 2015 (Conference Room 1) 4:30 p.m. – <b>Regular Meeting</b>
<b><u>Adjournment</u></b>	Motion by Chris Rowe seconded by Hector Samaniego and carried that the meeting be adjourned at 5:06 p.m. (2-0)

PERSONNEL ITEMS  
ACTION ITEMS  
 April 28, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Donaghe, Daniel	Custodian	Probation	Range 29-2	05/04/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Cook, Cynthia	Classified Substitute	SUB	Various	03/30/15
Gray, Paul	IA/IA-SPED/IA-Comp Lab	SUB	Range 24/26/27-1	04/16/15
Oropeza, Erika	IA-Bilingual	SUB	Range 25/1	03/16/15
Snow, Henry	CNW I	SUB	Range 21-1	04/17/15
Taylor, Desiree	NDA	SUB	FR	03/30/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Bednarczyk, Edwin	Custodian 8.0 hrs/day, LHS	Custodian 8.0 hrs/day, Hapgood	04/20/15
Bretado, Martin	CNW I 3.25 hrs/day, VMS Range 21-2	Custodian 8.0 hrs/day, CV/MN Range 29-1	04/27/15
Brandt, Teresa	Transportation Attend. 23.8 hrs/wk	Transportation Attend. 27.8 hrs/wk	04/20/15
Cain, Denise	Custodian 8.0 hrs/day, CV Range 29-2	Lead Custodian I 8.0 hrs/day, CV Range 31-3	04/27/15
Combs, Martha	Bus Driver I 25 hrs/wk	Bus Driver I 28 hrs/wk	04/20/15
Diaz-Stearns, Debra	Transportation Attend. 30.5 hrs/wk	Transportation Attend. 36 hrs/wk	04/20/15
Funk, David	IA-Computer Lab 6.0 hrs/day, LHS Range 27-5	Computer Network Tech 8.0 hrs/day, ITS Range 44-1	04/20/15
Guzman, Ramona	Transportation Attend. 23.8 hours/wk	Transportation Attend. 26.8 hrs/wk	04/20/15
Irwin, Timothy	Custodian 8.0 hrs/day, Hapgood	Custodian 8.0 hrs/day, LHS	04/20/15

Meeker, Lee Ann	CNW I 4.5 hrs/day, CK Range 21-5	Account Clerk I 6.0 hrs/day, LH Range 31-1	04/13/15
Newby, Cristina	Transportation Attend. 28.8 hrs/wk	Transportation Attend. 31 hrs/wk	04/20/15
Osua, Aurora	Bus Driver II 32 hrs/wk	Bus Driver II 37.3 hrs/wk	04/20/15
Rainwater, Donna	Bus Driver II 30 hrs/wk	Bus Driver II 32.3 hrs/wk	04/20/15
Ranard, Shirley	Budget Analyst 8.0 hrs/day, Acctg Range 42-5	Manager, Accounting 8.0 hrs/day, Acctg Level III-2	04/20/15
Razo, Samuel	Lead Custodian I 8.0 hrs/day, CV	Lead Custodian I 8.0 hrs/day, Hapgood	04/27/15
Rosales, Edwin	Bus Driver I 25 hrs/wk	Bus Driver I 29 hrs/wk	04/20/15
Terrones, Ruben	St. Safety/Comm. Liaison 7.0 hrs/day	St. Safety/Comm. Liaison 7.5 hrs/day	03/20/15
Vetch, Candra	CNW I 3.5 hrs/day, CK	CNW I 4.0 hrs/day, CK	04/20/15

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	<u>Termination Date</u>
Brunner, Steven	Classified Substitute	04/30/15

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>
Baker, Leslie	Lead Custodian I	39 mnth Reemployment	04/11/15
Blout, Mary	CNW I	Resignation	04/16/15
Cook, Cynthia	IA-Computer Lab	Resignation	03/27/15
Engstrum, Loretta	CNW I	Resignation	04/30/15
Gonzales, Rebecca	Classified Substitute	Resignation	04/10/15
Haug, Michelle	NDA	Resignation	06/15/14
Mitchell, Sandra	Classified Substitute	Resignation	04/15/15
Pangilinan, Zarah	Classified Substitute	Resignation	04/17/15
Pogue, Sharon	Classified Substitute	Resignation	04/09/15
Rowell, Mary	Classified Substitute	Resignation	04/08/15
Waters, Toni	Classified Substitute	Resignation	04/15/15

PERSONNEL ITEMS

ACTION ITEMS

May 12, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Misner, Adam	Grd. Maintenance Wrkr I	Probation	Range 31-1	05/05/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Height, Tara	Classified Sub	SUB	Range Various-1	04/23/15
Kerby, Mary	NDA	SUB	FR	04/22/15
Rawlings, Stacey	IA-Computer Lab	Temp	Range 27-1	04/20/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Fabela, Susan	Std Safety/Comm Liaison 7.0 hrs/day, LHS	Std Safety/Comm Liaison 7.5 hrs/day, LHS	04/20/15
Slaight, Elizabeth	Custodian 8.0 hrs/day, LHS Range 29-5	Ld Custodian I 8.0 hrs/day, BV Range 31-5	04/27/15
Soria, Angelo	CNW I 3.0 hrs/day, LHS	CNW I 2.0 hrs/day, LHS & 4.0 hrs/day, CK	04/30/15
Torres De Reyes, Silvia	CNW I 2.0/day, Fillmore	CNW I 3.25 hrs/day, VMS	05/04/15
Vetch, Candra	CNW I 4.0 hrs/day, CK	CNW I 4.0 hrs/day, CK & 2.50 hrs/day, BV	04/30/15
Vogler, Muserref	CNW I 2.5 Hrs/day, CHS Range 21-2	Custodian 8.0 hrs/day, CV Range 29-1	05/13/15

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Simmons, Melissa	NDA Sub	NDA, La Honda	04/13/15

## 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>
Miller, Nadine	NDA Sub	Resignation	04/27/15
Ruby, Julieta	NDA Sub	Resignation	04/28/15
Trautfield, Martina	39 Month Re-Employment List	Deceased	04/22/15

Status of Classified Vacancies  
Prepared: May 14, 2015  
For Personnel Commission Meeting May 21, 2015

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Administrative Asst I	8.0	Vacant due to transfer	228	General	D. Charbonneau	C. Ruth	WAITING	POSTING
2	Administrative Asst II	8.0	Vacant due to Separation	260	General	N. Smith	Adult Education	15AE43 05/08/15	INTERVIEW
3	Budget Analyst	8.0	Vacant due to promotion	260	General	S. Ranard	ACCTG	WAITING	INTERVIEW
4	Budget Analyst	8.0	NEW (reinstating position held by C. Rowe)	260	General		ACCTG	WAITING	INTERVIEW
5	CNW I	11.5 Per wk	Vacant due to transfer	196	FD SVC	F. Castro	C. Ruth	14CK048	POSTING
6	CNW I	2.0	Vacant due to transfer	196	FD SVC	S. Torres	FIL	14CK045 05/07/15	TESTING
7	Custodian	8.0	Vacant due to transfer of hours	260	General	G. Garnsey	LHS		POSTING
8	IA-Bilingual	1.25	NEW	196	Categorical		FIL	15FILL13 05/13/15	POSTING
9	IA-Computer Lab	6.0	Vacant due to resignation	196	General	C. Cook	CR	WATING	Holding for new school year
10	IA-Computer Lab	6.0	Vacant due to promotion	196	General	D. Funk	LHS	15152142 04/24/15	IN PROCESS
11	IA-Special Ed	6.0	Vacant due to Separation	196	Special Ed	J. Bluemel	LHS	15152147 05/13/15	INTERVIEW
12	IA-Special Ed	6.0	Vacant due to Resignation	196	Special Ed	H. Eden	BV	15111CL39 03/13/15	INTERVIEW
13	IA-Special Ed	6.0	Vacant due to Resignation	196	Special Ed	D. Duffy	HAP	15114CL40 03/13/15	INTERVIEW
14	IA-Special Ed	3.5	Vacant due to transfer	196	Special Ed	J. Larson	LH	14LAH21 01/09/15	INTERVIEW



15	IA-Special Ed	4.0	New	196	Special Ed		ASES	15Lah 02/111/15	INTERVIEW
16	IA-Special Ed	8.0	New	196 + up to 17 days for credit recovery prog.	General		Commu nity Day School	WAITING	POSTING
17	Office Assistant	8.0	Vacant due to retirement 15-16 SY	233	General	K. Gore	CHS	15CHS21 04/24/15	INTERVIEW
18	Print Shop Asst	8.0	NEW	260	General		Print Shop	WAITING	POSTING
19	Staff Secretary	4.0	NEW	228	General		LVMS	15LVMS013 01/31/15	INTERVIEW
20	Transportation Attendant	24.75/ wk	Vacant due to transfer	196	General	C. Newby	TRANS	15TRANSP 04/24/15	INTERVIEW
21	<b>Bus Driver</b>	<b>22/wk</b>	<b>Vacant</b>	<b>196</b>	<b>General</b>	<b>P. Blight</b>	<b>Trans</b>	<b>WAITING</b>	<b>HOLDING</b>
22	<b>Manager, Purchasing &amp; Stores</b>	<b>8.0</b>	<b>Vacant due to retirement</b>	<b>260</b>	<b>General</b>	<b>J. Reizer</b>	<b>Purch.</b>	<b>15BS46 12/22/14</b>	<b>HOLDING</b>
23	<b>IA</b>	<b>8.0 hrs/wk</b>	<b>Vacant due to resignation</b>	<b>196</b>	<b>General</b>	<b>N. Kramer</b>	<b>CV</b>	<b>15CV14 12/18/14</b>	<b>HOLDING</b>

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

**EXAMINATION SCHEDULE**

Prepared: May 14, 2015

For May 21, 2015 Personnel Commission Meeting

<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>
IA – Special Education	19	04/07/15	7	04/17/15	6
Office Assistant	21	04/10/15	19	04/29/15	13
Senior Office Assistant	20	04/10/15	17	04/29/15	14
Staff Secretary	11	04/10/15	10	04/30/15	6
Budget Analyst	6	04/23/15	6	05/07/15	4
Administrative Assistant II	17	04/16/15	7	04/30/15	6
Computer Network Technician	2	WAIVED	1	NA	NA
Transportation Attendant	9	04/22/15	6	WAIVED	NA
Offset Press Operator (RE-OPENED)	PULLED DUE TO RE-ORGANIZATION OF DEPARTMENT				

Working Out of Class Report  
 Prepared: May 15, 2015  
 For Personnel Commission Meeting May 21, 2015

	<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>
1.	Smith, Lisa	HR Assistant Classified HR	Admin. Asst. III Classified HR	11/01/14	TBD	Due to dept. need
2.	Wilson, Anita	Custodian I VMS	Lead Custodian I LC	01/12/15	TBD	Due to absence
3.	Fort, Bonita	Accounting Technician Accounting	Budget Analyst Accounting	03/09/15	TBD	Due to Vacancy
4.	Diggs, Erika	Administrative Asst. I Los Berros	Accounting Technician Accounting	04/01/15	TBD	Due to WOC
5.	Bennett, Susan	Buyer Purchasing	Manager, Purchasing & Stores Purchasing	03/09/15	Until Filled	Due to Vacancy
6.	Abbott, Margaret	Purchasing Technician Purchasing	Buyer Purchasing	03/09/15	TBD	Due to WOC
7.	Meeker, Lee Ann	Child Nutrition Worker I	Purchasing Technician Purchasing (2 hrs/day)	03/25/15	TBD	Due to WOC
8.	Lever, Charlene	IA-Special Education LHS	Purchasing Technician Purchasing (6 hrs/day)	04/20/15	TBD	Due to WOC
9.	Araujo, Maria G.	Office Assistant LH	District/Community Liaison-Bilingual EC	05/04/15	TBD	Due to absence
10.	Donaghe, Daniel	Custodian Roving	Lead Custodian I MG	05/04/15	06/01/15	Due to absence

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared: May 14, 2015

**RATIFICATION OF ELIGIBILITY LISTS**  
For Personnel Commission May 21, 2015

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>Administrative Assistant II</i>	<i>05/01/15</i>	<i>4</i>	<i>4</i>	<i>2</i>	<i>2</i>
<i>Budget Analyst</i>	<i>05/07/15</i>	<i>4</i>	<i>4</i>	<i>0</i>	<i>0</i>
<i>Computer Network Tech</i>	<i>05/15/15</i>	<i>1</i>	<i>1</i>	<i>0</i>	<i>0</i>
<i>Instructional Asst-SPED</i>	<i>04/29/15</i>	<i>0</i>	<i>0</i>	<i>7</i>	<i>8</i>
<i>Office Assistant</i>	<i>05/01/15</i>	<i>4</i>	<i>6</i>	<i>12</i>	<i>16</i>
<i>Senior Office Assistant</i>	<i>05/01/15</i>	<i>5</i>	<i>6</i>	<i>4</i>	<i>8</i>
<i>Staff Secretary</i>	<i>05/01/15</i>	<i>3</i>	<i>3</i>	<i>3</i>	<i>3</i>
<i>Transportation Attendant</i>	<i>04/24/15</i>	<i>0</i>	<i>0</i>	<i>6</i>	<i>6</i>

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 21, 2015

**CLASSIFICATION STUDY - RECOMMENDATIONS**

The Director, Classified Human Resources will present classification study findings and recommendation to the Personnel Commission on the following positions:

- District Community Liaison (2 positions)
- Locksmith
- Human Resources Assistant
- Administrative Assistant II (Certificated Human Resources)
- District Receptionist - Bilingual

It is recommended that the Personnel Commission consider the findings presented and take action to approve proposed recommendations.

## 2015-2016 Personnel Commission Proposed Budget

OBJECT	DESCRIPTION	2015-2016 Proposed Budget	2014-2015 Working Budget
2310	Supervisors' and Administrators'	\$ 134,172.00	\$ 122,976.00
2410	Clerical and Office	\$ 114,295.00	\$ 102,893.00
2430	Substitute / Overtime	\$ 1,500.00	\$ 1,500.00
	Total Salaries Staff	\$ 249,967.00	\$ 227,369.00
3302-3802	Statutory Benefits	\$ 57,367.43	\$ 50,029.00
	Health/Welfare	\$ 27,837.00	\$ 24,801.00
<i>Note: 2015-2016 increases in salaries and benefits are due to step increases, 4.5% salary increase, and increases to statutory benefits and health and welfare.</i>			
	<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>\$ 335,171.43</b>	<b>\$ 302,199.00</b>
4350	Supplies	\$ 2,000.00	\$ 2,000.00
4400	Equipment Replacement (Time stamp)	\$ 800.00	\$ 1,400.00
5200	Travel/Conference Expense	\$ 3,700.00	\$ 3,500.00
5300	Dues/Memberships	\$ 2,650.00	\$ 2,650.00
5601	Repairs	\$	\$
5710	Transfers of Direct Costs	\$	\$
5811	Legal Advertising	\$ 1,000.00	\$ 2,000.00
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 1)	\$ 15,000.00	\$
5920	Postage	\$ 100.00	\$ 100.00
<i>Note: 2015-2016 increases in Supplies / Services is due to adding \$15,000 to pay for classification / compensation study Year 1 of 3</i>			
	<b>TOTAL SUPPLIES / SERVICES</b>	<b>\$ 30,750.00</b>	<b>\$ 17,150.00</b>
	<b>GRAND TOTAL SALARY/BENEFITS &amp; SUPPLIES/SERVICES</b>	<b>\$ 365,921.43</b>	<b>\$ 319,349.00</b>