



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: November 15, 2018
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)

October 25, 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 – October 23, 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. Personnel Commission Rules and Regulations Revisions – 2nd Reading (Action) – **(Attachment 7)**

- a. Chapter 12 – Personnel Files (New)
- b. Chapter 16 – Holidays (Revised)
- c. Chapter 21 - Separation From Service (New)

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

- **January 18, 2019** – Board Room, 4:30 p.m. – **Regular Meeting**

K. Recess to Closed Session (Government Code 54957)

1. Personnel Matter

L. Report of Action Taken in Closed Session

1. Public report of any action taken in Closed Session which must be reported out

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
Prepared October 30, 2018

UNADAPTED MINUTES

Personnel Commission Meeting - October 25, 2018
(Page 1)

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. September 20, 2018 at the Education Center – Board Room, 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, Ryan Johnson, Judi Salas, Barbara Sandoval
<u>Guests Present</u>	None
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the September 20, 2018 regular meeting. (3-0)
<u>Input from the Public</u>	Judi Salas made a comment regarding the process for the appointment of Personnel Commissioners.
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	Barbara Sandoval shared that the Board accepted all of the changes to the classified CBA at the last Board meeting. This next year, the whole contract is up again. Cynthia Carrillo provided a monthly Classified HR update and handout. She stated that there have been: 11 regular new hires, 21 substitute new hires, 5 promotions, 16 assignment changes, and 5 separations since the last Personnel Commission Meeting.
<u>Information Items</u>	<u>Classified Personnel Items</u> – September 25, 2018 & October 9, 2018 <u>Status of Vacancies</u> – Cynthia Carrillo <u>Examination Schedule</u> – Cynthia Carrillo <u>Working Out of Class Report</u> – Cynthia Carrillo

<u>New Business</u> 1. Ratification of Eligibility List (Action) 2. Rules and Regulations 2 nd Reading – Chapter 13, Chapter 15, Chapter 20 (Action)	<u>Action</u> - Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists: Administrative Assistant 10/11/18 – 3 promotional ranks/6 open ranks Career Center Technician 10/3/18 – 5 open ranks Child Nutrition Worker (Merged) 10/10/18 – 9 open ranks Cook 9/14/18 – 1 promotional rank/2 open ranks Lead Custodian I 10/15/18 – 10 promotional ranks Lead Custodian II 9/14/18 – 7 promotional ranks Paraeducator (Merged) 10/9/18 – 13 open ranks Paraeducator/Bilingual (Merged) 10/18/18 – 7 open ranks Paraeducator/Special Ed (Merged) 10/5/18 – 7 open ranks Student Safety Assistant Campus Liaison (Merged) 1 promotional rank/8 open ranks <u>Action</u> - Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve Chapters 13, 15, and 20 revisions of the Merit Rules and Regulations
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Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared October 30, 2018

UNADAPTED MINUTES

Personnel Commission Meeting - October 25, 2018
(Page 2)

3.1 st Reading of Merit Rules and Regulations (Discussion)	<p>Discussion – Merit Rules and Regulations Revisions – 1st Reading Chapter 12 – Personnel Files (New) Chapter 16 – Holidays (Revised) Chapter 21 - Separation from Service (New)</p> <p>Second reading and approval will be presented at the November 15, 2018 Personnel Commission Meeting.</p>
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<u>Unfinished Business</u> 1. None	None
<u>Items from the Floor</u>	Ryan Johnson thanked the Personnel Commission for allowing him to attend the meeting. The Personnel Commission was pleased to have him attend the meeting.
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	None

<u>Recess to Closed Session</u>	The Personnel Commission recessed to closed session at 4:48 pm, for the performance appraisal of the director and returned to open session at 4:59 pm.
<u>Next Meeting Date</u>	November 15, 2018 in the Board Room at 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 5:00 p.m. (3-0)

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared November 7, 2018

CLASSIFIED PERSONNEL ITEMS

Information Item

For Personnel Commission Meeting November 15, 2018

LOMPOC UNIFIED SCHOOL DISTRICT CLASSIFIED HUMAN RESOURCES PERSONNEL ACTION ITEMS

October 23, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Carlos, Arthur	Transportation Attend	TRAN	26-2	10/11/18
Coulter, Jamie	Paraeducator – SPED	LBEL	27-1	10/15/18
Holloway, Haley	Sr. Office Assistant	LHS	31-1	10/08/18
Laramée, Joseph	Electrician	MAIN	47-1	10/15/18
Lopez, Calah	Admin II	SPED	38-1	10/22/18
Low, Daniel	Cook	CNS	24-1	10/15/18
Rivas, Yasmin	Paraeducator – SPED	LVMS	27-1	10/15/18
Ruetzel, Lisa	Career Center Tech	ADED	34-1	10/15/18

EMPLOYMENT - Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Brown, Katherine	Clerical	SUB	29-1	10/10/18
Diaz, Cinthia	Paraeducator	SUB	24-1	10/08/18
Durrett, Eric	Custodian	SUB	29-1	10/01/18
Faulkner, Kerri	Clerical	SUB	29-1	10/15/18
Lally, Karin	Paraeducator	SUB	24-1	10/04/18
Martin, Joseph	Custodian	SUB	29-1	10/02/18
Moeglin, Ryan	Custodian	SUB	29-1	10/03/18
Pierce, Alexandra	AVID Tutor	REG	24-1	10/02/18
Pierce, Aundrea	Paraeducator	SUB	24-1	10/03/18
Saul, James	Transportation Attend	SUB	26-1	10/10/18
Treme, Wyatt	Paraeducator	SUB	24-1	10/15/18
Washington, Milton	Custodian	SUB	29-1	10/01/18

ASSIGNMENT CHANGE

<u>Name</u>	Previous <u>Assignment</u>	New <u>Assignment</u>	<u>Date</u>
Abayan, Carol	Transportation Attendant 4.25 hrs/day, TRAN Range 26-5	Transportation Attendant 4.60 hrs/day, TRAN Range 26-5	09/12/18

Ayers, Laura	School Acct. Assist/ Payroll Technician 2.0/4.0 hrs ADED/PAYR Range 31-5/39-2	Payroll Technician 8.0 hrs/day, PAYR Range 39-2	10/01/18
Cain, Denise	Lead Custodian I 8.0 hrs/day, CREL Range 31-5	Lead Custodian I 8.0 hrs/day, BVEL Range 31-5	10/17/18
Clark, Deborah	School Bus Driver I 5.0 hrs/day, TRAN Range 33-5	School Bus Driver I 5.25 hrs/day, TRAN Range 33-5	09/12/18
Coombs, Martha	School Bus Driver I 5.8 hrs/day, TRAN Range 33-5	School Bus Driver I 5.85 hrs/day, TRAN Range 33-5	09/12/18
Cruz, Alfredo	School Bus Driver I 6.10 hrs/day, TRAN Range 33-5	School Bus Driver I 6.60 hrs/day, TRAN Range 33-5	09/12/18
Clifford, Megan	CNW I 3.0 hrs/day, LBEL Range 21-1	CNW I 3.25 hrs/day, LBEL Range 21-1	10/01/18
Galvan, Francisco	School Bus Driver I 4.60 hrs/day, TRAN Range 33-5	School Bus Driver I 4.85 hrs/day, TRAN Range 33-5	09/12/18
Gomez, Armando	School Bus Driver I 4.60 hrs/day, TRAN Range 33-5	School Bus Driver I 4.85 hrs/day, TRAN Range 33-5	09/12/18
Kelly, Catherine	CNW II 5.75 hrs/day, LBEL Range 24-5	CNW II 6.0 hrs/day, LBEL Range 24-5	10/01/18
Lopez Perez, Sergio	School Bus Driver I 4.40 hrs/day, TRAN Range 33-3	School Bus Driver I 4.60 hrs/day, TRAN Range 33-3	09/12/18
Murphy, Kelly	School Bus Driver I 4.50 hrs/day, TRAN Range 33-4	School Bus Driver I 4.80 hrs/day, TRAN Range 33-4	09/12/18
Reyna, Rachel	Language Assmt. Tech 8.0 hrs/day, CCID Range 29-5	Staff Secretary 8.0 hrs/day, LVMS Range 33-4	09/18/18

Taylor, Alan	School Bus Driver I 4.40 hrs/day, TRAN Range 33-5	School Bus Driver I 4.60 hrs/day, TRAN Range 33-5	09/12/18
Torres de Reyes, Silvia	CNW I 5.25 hrs/day, LHEL Range 21-5	CNW I 5.75 hrs/day, LHEL Range 21-5	10/01/18
Ward, Sherrie	School Bus Driver I 5.45 hrs/day, TRAN Range 33-5	School Bus Driver I 5.55 hrs/day, TRAN Range 33-5	09/12/18

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>
LeCavalier, Justin	Transportation Attendant	Resignation	10/02/18
McGrath, Susan	SUB Bus Driver	Resignation	10/10/18

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared November 7, 2018

STATUS OF CLASSIFIED VACANCIES
Information Item
For Personnel Commission Meeting November 15, 2018

POSITION	HOURS	REASON	WORK YEAR	FUNDING SOURCE	REPLACING	SITE	STATUS
CHILD NUTRITION WORKER I	1.75	NEW	196	CHILD NUTRITION	N/A	LVMS	TRANSFER
CUSTODIAN	8.0	VACANT DUE TO RETIREMENT	260	MAINTENANCE	H. PEREZ	FIL	ON HOLD PER MANAGER
CUSTODIAN	8.0	VACANT DUE TO PROMOTION	260	MAINTENANCE	D. FABELA	LA CANADA	INTERVIEWS
CUSTODIAN	8.0	VACANT DUE TO RELEASE FROM PROBATION	260	MAINTENANCE	K. SALUTAN	LVMS	INTERVIEWS
PARAEDUCATOR - BILINGUAL	6.0	NEW	196	SUP CON / TITLE I	N/A	LVMS	INTERVIEWS
PARAEDUCATOR - SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	SARAH JACKSON	CRESTVIEW	TESTING
PARAEDUCATOR - SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	CRESTVIEW	TESTING
PARAEDUCATOR - SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	CRESTVIEW	TESTING
PARAEDUCATOR - SPECIAL ED	7.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	LHS	TRANSFER
PARAEDUCATOR - SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	LOS BERROS	TESTING
SCHOOL ACCOUNTING ASSISTANT I	2.0	VACANT DUE TO PROMOTIONAL	228	ADULT ED	L. AYERS	ADULT ED	TESTING
SITE TECHNOLOGY ASSISTANT	6 HRS DAY/4 DAY/WK	NEW	196	ADULT ED	N/A	ADULT ED	TESTING

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared November 7, 2018

EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting November 15, 2018

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
Child Nutrition Worker I (continuous recruitment)	TBD	TBD	TBD	TBD	TBD
Language Assessment Technician	TBD	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	TBD	TBD	TBD	TBD	TBD
School Accounting Assistant I	TBD	TBD	TBD	TBD	TBD
School Accounting Assistant II	TBD	TBD	TBD	TBD	TBD
School Accounting Assistant III	TBD	TBD	TBD	TBD	TBD
Site Technology Assistant	TBD	TBD	TBD	TBD	TBD
Speech/Language Pathology Assistant	TBD	TBD	TBD	TBD	TBD
Transportation Attendant (continuous recruitment)	TBD	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared November 7, 2018

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting November 15, 2018

Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Reason	Comments
Paul Ortega	Bus Driver II / Transportation Dept.	Bus Driver / Service Mechanic / Transportation Dept.	3/13/2018	TBD		
Eugene Forney	Grounds Maint Wkr II/ M&O	Lead Grounds Maint. Wkr.	5/16/2018	TBD		
Dylan Miller	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II	5/16/2018	TBD		
Elizabeth Acker	Office Asst./SpEd	Admin. Asst. II	7/27/2018	10/19/2018	Vacancy	
Erik Diggs	IA-SpEd/La Canada	IA-Computer Lab/LHS	8/13/2018	TBD	Leave	
Aracely Navarro	IA-SpEd/LVMS	Language Assessment Tech	10/11/2018	TBD	Vacancy	
Janina Hererra	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	8/24/2018	TBD	Leave	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared November 7, 2018

RATIFICATION OF ELIGIBILITY LISTS

Action Item

For Personnel Commission Meeting November 15, 2018

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

Recruitment Type/Position	Established	Number of <i>Ranks</i> on Promotional	Number of <i>Candidates</i> on Promotional	Number Of <i>Ranks</i> on Open	Number of <i>Candidates</i> on Open
<i>Paraeducator *merged list exp. 6/19/19</i>	11/062018	0	0	10	13
<i>Site Technology Assistant</i>	11/02/2018	1	1	1	1

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
Prepared: October 29, 2018

**PERSONNEL COMMISSION RULES AND REGULATIONS REVISIONS – 2ND
READING**

Action Item

For Personnel Commission Meeting November 15, 2018

The Personnel Commission will consider the following revisions to its Rules & Regulations:

Chapter 12 – Personnel Files (New)
Chapter 16 – Holidays (Revised)
Chapter 21 - Separation from Service (New)

This is in accordance with current Merit Rules and Regulations Chapter 10.200.1 (a), which states:

“The Commission shall prescribe and amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall be binding upon the governing board...”

Chapter 13, 15, and 20 revisions were submitted as a first reading at the September 20th Personnel Commission meeting.

It is recommended that the Personnel Commission approve Chapters 12, 16, and 21 revisions of the Merit Rules and Regulations.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission