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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: October 16, 2014
Time: 5:00 p.m.
Where: Lompoc Unified School District
Education Center – Board Room
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 5:00 p.m.

- A. **Approval of Minutes** (Action)
September 18, 2014 Regular Meeting and September 23, 2014 Special 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 – Classification Study Update
- D. **Information Items**
1. Classified Personnel Items –September 23, 2014 (***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 List – Action (**Attachment 6**)

Moved by: _____ Seconded by: _____ Vote: _____

1. Extension of Eligibility List/Administrative Assistant II – Action (**Attachment 7**)

Moved by: _____ Seconded by: _____ Vote: _____

1. Extension of Eligibility List/Administrative Assistant III – Action (**Attachment 8**)

Moved by: _____ Seconded by: _____ Vote: _____

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

- **November 20, 2014** (Board Room) 5:00 p.m. – **Regular Meeting**

K. Recess to Closed Session (Government Code 54957)

1. Personnel Matter – Government Code Section 54957

Personnel Commission recessed to Closed Session at _____ p.m.

L. Report of Action Taken in Closed Session

1. Public report of any action taken in closed session which must be reported out.

Personnel Commission resumed to Open Session at _____ p.m.

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

**Personnel Commission Meeting
September 18, 2014
Unadopted Minutes**

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on September 18, 2014, in the Education Center, Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Joyce Gehlhaar, Gayle Higgason, Hector Samaniego
<u>Members Absent</u>	None
<u>Staff Present</u>	Kathy Brown, Cynthia Carrillo, Barbara Sandoval
<u>Approval of Minutes</u>	A motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the minutes of the August 21, 2014 regular meeting (3-0).
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	Barbara Sandoval reported that things were still moving fast as the school year has started. She indicated that negotiations has not yet started. Cynthia Carrillo, Director of Classified HR provided an update of HR activities.
<u>Information Items</u>	<i><u>Classified Personnel Items –September 9, 2014 - (Attachment 2)</u></i> <i><u>Status of Vacancies – (Attachment 3)</u></i> <i><u>Examination Schedule – (Attachment 4)</u></i> <i><u>Working Out of Class Report – (Attachment 5)</u></i>
<u>New Business</u> 1. Ratification of Eligibility Lists	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the ratification of the following eligibility lists (3-0): Director, Fiscal Services – Established 9/3/14 – 5 Dual Certification
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Personnel Commissioner’s Items</u>	None
<u>Items from Personnel Commission Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission recessed to closed session at 5:18p.m.
<u>Reconvene to Open Session</u>	The Personnel Commission reconvened to Open Session at 5:37 p.m. and had no items to report out.
<u>Next Meeting Date</u>	October 16, 2014 (Board Room) – Regular Meeting
<u>Adjournment</u>	Motion by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 5:38 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT

**Personnel Commission - SPECIAL MEETING
September 23, 2014
Unadopted Minutes**

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on September 23, 2014, in the Education Center, Conference Room 1, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Joyce Gehlhaar, Hector Samaniego
<u>Members Absent</u>	Gayle Higgason
<u>Staff Present</u>	Cynthia Carrillo, Terri Moore
<u>Input from the Public</u>	Terri Moore stated that CSEA has been asking the District for a Compensation Study for some time and is requesting the Personnel Commission follow up on this concern. Cynthia Carrillo stated that this topic would be discussed at the next Regular Personnel Commission Meeting.
<u>New Business - Action</u>	A motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried to approve the advanced salary placement for the Director, Fiscal Services. (2-0-1)
<u>Adjournment</u>	Motion was made by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 5:09 p.m. (2-0-1)

PERSONNEL ITEMS
ACTION ITEMS
 September 23, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Reyes, Margarita	Director, Fiscal Services	Probation	Level VII-V	10/06/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Cardoza, Ashlee	Noon Duty Aide	SUB	FR	08/28/14
Evangelista, Veronica	Noon Duty Aide	SUB	FR	09/02/14
Forney, Eugene	Custodian/Grounds	SUB	Range 29-1/31-1	08/29/14
Taylor, Alan	Bus Driver	SUB	Range 33-1	09/06/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Carpio, Lucas	IA-Special Ed 6.0 hr/day, LHS	IA-Special Ed 6.0 hr/day, Ruth	09/15/14
Villegas, Lorraine	Sr. Office Asst 4.0 hr/day, LHS	Sr. Office Asst 4.0 hr/day, MHS	09/03/14

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Diaz, Magdalena	Noon Duty Aide Sub	Noon Duty Aide, Crestview	08/19/14

RESIGNATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Resignation</u>	<u>Date</u>
Champion, Melissa	Noon Duty Aide	Resignation	06/30/14
Nguyen, Tuan	Manager, M & O	Resignation	09/29/14

Status of Classified Vacancies
Prepared: October 10, 2014
For Personnel Commission Meeting October 16, 2014

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clerk II	4.0	Vacant due to resignation & restructure	233	General	New	LVMS		TESTING
2	Account Clerk II	4.0	Vacant due to promotion	233	General	N. Leviner	VMS		TESTING
3	Child Nutrition Worker I	2.25	Vacant due to resignation	196	Fd Svc	S. Morton	VMS	14CK002 08/13/14	TESTING
4	Child Nutrition Worker I	4.25	Vacant due to Transfer	196	Fd Svc	M. Vargas	CK	WAITING	TESTING
5	Help Desk Technician	8.0	Vacant due to retirement (10/1/14)	260	General	A. Hernandez	Ed Center	15ITS01 9/30/14	TESTING
6	IA-Bilingual	4.25	Vacant due to resignation	196	General	R. Bedolla	Hapgood	WAITING	POSTING
17	IA-Computer Lab	6.0	Vacant due to transfer	196	General	G. Geer-Olsen	LB	151173 08/14/14	HOLDING
18	IA-Computer Lab (3)	6.0	NEW	196	General		LH, RUTH, VMS	15ITS013 06/27/14	HOLDING
7	IA-Special Ed	6.0	Vacant due to transfer	196	General	A. Reinacher	CV	15CV10 pending	POSTING
8	IA-Special Ed (Male Preferred)	6.0	Vacant due to transfer	196	General	D. Ingraham	CHS	15CHS9 pending	POSTING
9	IA-Special Ed	6.0	Vacant due to transfer	196	General	A. Dubuc	La Honda	WAITING	POSTING
10	Language Census Tech	8.0	Vacant due to promotion	197	General	F. Schacht	Ed Center	15SpPro2 07/02/14	TESTING
11	Library Tech	5.0	Vacant due to promotion	197	General	C. Quinlan	Los Berros	151174 08/20/14	INTERVIEW
12	Accounting Manager	8.0	NEW	260	General		Ed Center	1400002 02/27/14	HOLDING
13	Admin Assist II	8.0	Vacant due to retirement 09/13/14	233	General	G. Smith	VMS	15VMS1 06/27/14	HOLDING
14	Bus Driver	22/wk	Vacant	196	General	P. Blight	Trans	WAITING	HOLDING
15	Child Nutrition Worker I	2.0	Vacant due to transfer	196	Food Svc	M. Bretado	CV	WAITING	HOLDING
19	Sr. Office Assistant	8.0	Vacant due to retirement (09/1/14)	260	General	D. Blanton	Ed Center	WAITING	HOLDING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: October 10, 2014

For October 16, 2014 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS TAKING WRITTEN	ORAL & PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS TAKING ORAL & PERFORMANCE
Grounds Maintenance Worker I	46	NA	27 Performance 9/30/14		19 Oral Date TBD
Language Census Technician	5	09/18/14	5	10/08/14	5
Help Desk Technician	TBD	10/28/2014 Thru 11/6/2014	TBD	11/12/14 Thru 11/19/14	TBD
Account Clerk II	TBD	10/28/2014 Thru 11/6/2014	TBD	11/12/14 Thru 11/19/14	TBD
Child Nutrition Worker I	TBD	10/28/2014 Thru 11/6/2014	TBD	11/12/14 Thru 11/19/14	TBD
IT Engineer	TBD	10/28/2014 Thru 11/6/2014	TBD	11/12/14 Thru 11/19/14	TBD

Working Out of Class Report

Prepared: October 10, 2014

For Personnel Commission Meeting October 16, 2014

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Campbell, Sean	Data/Telecom Specialist Ed Center	IT Engineer (LT)	04/10/14	6 mos. MAX	Due to absence
2	Stoddard, Ronald	Computer Net. Tech IT	IT Engineer (LT) IT	04/28/14	6 mos. MAX	Due to dept. need
3	Castañeda, Evelyn	Inst. Asst – Bilingual Fill	Lang. Census Tech. Ed Center	07/21/14	Until filled	Due to vacancy
4	Sorum, Doug	Supervisor, Energy, Safety, Operations	Manager, Maintenance & Ops.	10/01/14	Until Filled	Due to vacancy
5	Blanton, Samuel	Lead Custodian I CV	Supervisor, Energy, Safety & Ops.	10/02/14	TBD	Due to WOC
6	Razo, Samuel	Custodian MAN & CV	Lead Custodian I CV	10/02/14	TBD	Due to WOC
7	Kramer, Nancy	IA-Computer Lab Crestview	Help Desk Technician	10/07/14	Until filled	Due to vacancy

Prov – Provisional Assignment**LT** – Limited Term Assignment

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Prepared: October 10, 2014

October 16, 2014

RATIFICATION OF ELIGIBILITY LISTS

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

Recruitment Type/Position	Established	Number on Promotional	Number on Open
<i>Bus Driver I</i>	09/15/14	0	3
<i>Instructional Assistant</i>	09/14/14	0	14
<i>Instructional Assistant-Computer Lab</i>	09/25/14	1	8
<i>Instructional Assistant-Special Ed.</i> <i>*Merged List – previous eligibles to expire: 2/14/15</i>	09/24/14	1	19
<i>Lead Grounds Maintenance Wkr.</i>	09/29/14	3	0
<i>Library Technician</i>	09/26/14	1	6

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

October 16, 2014

EXTENSION OF ELIGIBILITY LISTS FOR ADMINISTRATIVE ASSISTANT II

The current Eligibility List for Administrative Assistant II expires November 5, 2014. The list includes five promotional candidates, none of which have yet promoted to the position of Administrative Assistant II. There is currently one vacant position that I am recommending be filled utilizing this list.

The Personnel Commission has authority to extend a list, not to exceed two years.

The Personnel Commission Rules and Regulation Chapter 50.100.3 states the following:
“An eligibility list is automatically terminated one year from the date of its approval unless previously extended by the Personnel Director for the Personnel Commission and reported to the Personnel Commission at its next meeting.”

It is recommended that the Personnel Commission approve the extension of the eligibility list for the position of Administrative Assistant II and have it expire on March 5, 2015 in order to utilize the list for current vacancies.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

October 16, 2014

EXTENSION OF ELIGIBILITY LISTS FOR ADMINISTRATIVE ASSISTANT III

The current Eligibility List for Administrative Assistant III expires November 5, 2014. The list includes 8 promotional candidates, one of which has promoted to the position of Administrative Assistant III. There is currently one vacant position that I am recommending be filled utilizing this list.

The Personnel Commission has authority to extend a list, not to exceed two years.

The Personnel Commission Rules and Regulation Chapter 50.100.3 states the following:
“An eligibility list is automatically terminated one year from the date of its approval unless previously extended by the Personnel Director for the Personnel Commission and reported to the Personnel Commission at its next meeting.”

It is recommended that the Personnel Commission approve the extension of the eligibility list for the position of Administrative Assistant II and have it expire on December 31, 2014 in order to utilize the list for current vacancies.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission