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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 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: October 20, 2016
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)

August 18, 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 – September 27, 2016 and October 11, 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)**

None

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **November 17, 2016 - (Conference Room 1) 4:30 p.m. – Regular Meeting**

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

1. Personnel Matter: Evaluation of Director, Classified Human Resources – 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.

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

September 15, 2016

Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. September 15, 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>	Kathy Brown, Cynthia Carrillo
<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 August 18, 2016 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	No report given at this meeting.
2. Cynthia Carrillo	Cynthia provided an update of the Classified HR Department. She shared that there have been numerous technology problems in the computer lab that have impeded the testing process for recruitments. She shared information that was provided to certificated and classified management, such as the evaluation process, new employee orientation, and breaks and lunches for classified employees.
<u>Information Items</u>	<u>Classified Personnel Items</u> – September 13, 2016 <u>Status of Vacancies</u> – Reviewed by Cynthia Carrillo <u>Examination Schedule</u> – Reviewed by Cynthia Carrillo <u>Working Out of Class Report</u> – Reviewed by Cynthia Carrillo
<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) Accounting Technician (Merged List) – Established 8/25/16 – 2 Promotional/6 Open Administrative Assistant III – Established 8/24/16 – 5 Promotional/4 Open
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	Kathy Brown officially provided information about the problems we have had with testing in the computer lab. Cynthia Carrillo asked if the Personnel Commission would be meeting in closed session at the next meeting and the Personnel Commission said yes.
<u>Recess to Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Next Meeting Date</u>	October 20, 2016 (Board Room) 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
 September 27, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Anderson, April	IA-SPED	PROB	Range 26-2	09/19/16
Costa, Traci	Accounting Technician	PROB	Range 38-1	09/12/16
Gomez, Carly	Account Clerk I	PROB	Range 31-1	09/20/16
Gravitt, Madeline	IA-SPED	PROB	Range 26-2	09/06/16
Mendez, Christina	IA-SPED	PROB	Range 26-2	09/06/16
Yepez, Sonia	HSCL-Bilingual	PROB	Range 29-2	09/19/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Evangelista, Monica	NDA	SUB	FR	09/02/16
Gonzalez-Limon, Gonzalo	IA-SPED	SUB	Range 26-1	08/29/16
Zandonatti, Julie	CNW I	SUB	Range 21-1	09/06/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Acosta, Teresa	Admin Asst II 8.0 hrs/day, Ed. Svc.	Admin Asst II 8.0 hrs/day, Central Svcs.	09/19/16
Angulo, Gloria	IA-SPED 3.0 hrs/day, MHS	IA-SPED 6.0 hrs/day, MHS	09/15/16
Bedolla, Rosana	IA-SPED 6.0 hrs/day, LH	IA-SPED 6.0 hrs/day, LH & HSCL-Bilingual 2.0 hrs/day, LH	08/15/16
Dixon, Trisha	Staff Secretary 4.0 hrs/day, LVMS	Staff Secretary 6.0 hrs/day, LVMS	08/11/16
Hastings, Shawn	Office Assistant 8.0 hrs/day, CR Range 29-4	Sr. Office Assistant 8.0 hrs/day, LHS Range 31-4	09/12/16
Navarro, Aracely	IA-SPED 6.0 hrs/day, HAP	IA-SPED 6.0 hrs/day, LVMS	08/15/16
Yeaw, Sara	IA-SPED 6.0 hrs/day, FIL	IA-SPED 6.0 hrs/day, LHS	09/06/16

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	<u>Termination Date</u>
Hoops, Lewis	Classified Substitute	09/02/16

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>
Davis, Eliot	IA-SPED	Resignation	09/16/16
Holmes, Wikanda	IA-SPED	Resignation	09/06/16

PERSONNEL ITEMS

ACTION ITEMS

October 11, 2016

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Gomez, Carly	Account Clerk I	PROB	Range 31-1	09/20/16
Hernandez, Julissa	IA-Bilingual	PROB	Range 25-1	09/15/16

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Hernandez, Joshua	Admin Asst I	SUB	Range 35-1	09/30/16
Holmes, Wikanda	IA-SPED	SUB	Range 24-1	09/28/16
Kammermeier, Erik	Custodian	SUB	Range 29-1	09/28/16
Matousek, Brittany	Staff Secretary	SUB	Range 33-1	09/30/16
Schwenk, Sarah	NDA	SUB	FR	09/19/16
Tyler, Walter	Custodian	SUB	Range 29-1	09/30/16

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Lindsey, Deborah	IA-SPED 6.0 hrs/day, CV Range 26-5	Office Assistant 8.0 hrs/day, RUTH Range 29-5	09/26/16
Vetch, Candra	CNW I 5.0 hrs/day, CK Range 21-5	Accounting Tech 4.0 hrs/day, Payroll Range 38-1	09/19/16

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>
Castro, Frankie	Child Nutrition Worker I	Resignation	09/19/16

Status of Classified Vacancies
Prepared October 14, 2016
For Personnel Commission Meeting October 20, 2016

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Administrative Assistant III	8.0	Vacant due to separation	260	General	Romero	SPED Ed Ctr		
2	Asst Superintendent Business Svc	8.0	Vacant due to resignation	260	General	S. Smith	Ed Ctr		RECRUITING
3	IA-SPED RS	6.0	Vacant due to promotion	196	SPEC	Lindsey	CV		INTERVIEWS
4	IA-SPED SH-1	6.0	Vacant due to transfer	196	SPEC	Vargas	FIL		INTERVIEWS
5	IA-SPED LH-1 (1:1)	6.0	Vacant due to transfer	196	SPEC	Navarro	HAP		INTERVIEWS
6	IA-SPED LH-1 (1:1)	6.0	NEW	196	SPEC		HAP		INTERVIEWS
7	IA-SPED LH-2 (1:1)	6.0	NEW	196	SPEC		HAP		INTERVIEWS
8	IA-SPED SH-1	6.0	NEW	196	SPEC		HAP		INTERVIEWS
9	IA-SPED LH-2 1:1	6.0	NEW	196	SPED	NEW	LB	17117CL09 06/01/16	INTERVIEWS
10	IA-SPED SH (1:1) Male Preferred	6.0	Vacant due to separation	196	SPED	Stewart	LHSS		
11	IA-SPED LH-3	6.0	Vacant due to Leave	196	SPED	Duckett	LVMS	17132CL14 07/07/16	INTERVIEWS
12	IA-SPED SH	6.0	Vacant due to Leave	196	SPED	Gonzalez	LVMS		INTERVIEWS
13	IA-SPED CTE	6.0	Vacant due to transfer	196	SPEC	Williams	VMS		INTERVIEWS
14	Staff Secretary	4.0	NEW	238	CAT		PUP SUP SVC	17PUPSUP11CL 08/09/16	INTERVIEWS
15	Staff Secretary	8.0	Vacant due to promotion	233	GEN	Vang	VMS		INTERVIEWS

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: October 14, 2016

For October 20, 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
Admin Assistant I	35	09/23/16	12	09/29/16	9
Admin Assistant II	21	09/23/16	12	09/29/16	7
CNW I	62	09/14/16	53	09/21/16	18
Instructional Assistant Special Education	38	09/30/16	30	10/13/16	14
Print Shop Assistant	97	09/13/16	23	09/20/16	12
Staff Secretary	60	09/15/16	18	09/22/16	13
Transportation Attendant	11	09/15/16	6	TBD	4

Working Out of Class Report
Prepared: October 14, 2016
For Personnel Commission Meeting October 20, 2016

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
	Lizarraga, Gayle	Office Assistant / La Canada	Admin. Asst. I / La Canada	9/6/16	TBD	Medical Leave
	Meeker, Lee Ann	Account Clerk I / La Honda	Admin. Asst. II / Special Education	9/19/16	10/21/16	Vacancy

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: October 14, 2016

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission October 20, 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
<i>Print Shop Assistant</i>	09/20/16	3	3	5	6
<i>Staff Secretary</i>	09/22/16	1	1	9	12
<i>Child Nutrition Worker I</i>	09/21/16			9	17
<i>Admin Assistant I</i>	09/29/13	2	3	4	5
<i>Admin Assistant II</i>	09/29/13	4	4	5	3
<i>Instructional Assistant Special Education</i>	10/13/16	1	1	8	12

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission