



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: October 23, 2019
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)

September 19, 2019 Regular Meeting (*Attachment 1*)

Moved by: _____ Seconded by: _____ Vote: _____

September 27, 2019 Special Meeting (*Attachment 2*)

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. Lacy Gillespie, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items – September 24, 2019 & October 8, 2019 (**Attachment 3**)
2. Status of Vacancies (**Attachment 4**)
3. Examination Schedule (**Attachment 5**)
4. Working Out of Class Report (**Attachment 6**)

E. **New Business (Discussion/Action)**

1. Ratification of Eligibility Lists (Action) – (**Attachment 7**)

Moved by: _____ Seconded by: _____ Vote: _____

2. 1st Reading Student Safety Officer Job Description – (Discussion) – (**Attachment 8**)

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**

- **November 21, 2019** – Board Room, 4:30 p.m. – **Regular Meeting**

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

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

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

UNADOPTED MINUTES

Personnel Commission Meeting – September 19, 2019

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. September 19, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Chris Rowe, Susie Morey
<u>Members Absent</u>	None
<u>Staff Present</u>	Lacy Gillespie, Carmen Jaramillo
<u>Guests Present</u>	Barbara Sandoval, Bree Valla, Margarita Reyes, Katherine Brown
<u>Approval of Minutes</u>	A motion was made by Chris Rowe, seconded by Susie Morey and carried to approve the minutes of the August 22, 2019 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Lacy Gillespie	No report. Lacy continued to thank everyone in the HR Office for their hard work getting recruitments done. Also, thanked support staff of other departments. Reported that we will be partnering with Certificated HR to post recruitments on Craigslist.
<u>Information Items</u>	<u>Classified Personnel Items</u> – September 10, 2019 – Carmen Jaramillo <u>Status of Vacancies</u> – Carmen Jaramillo <u>Examination Schedule</u> – Carmen Jaramillo <u>Working Out of Class Report</u> – Carmen Jaramillo

<u>New Business – Action</u> 1. Ratification of Eligibility List (Action) 2. Second Reading Personnel Commission Rules and Regulations Revisions a. Chapter 4 – Applications 3. Personnel Commissioner – Joint Appointee (Discussion)	<i>Action</i> - Motion was made by Chris Rowe, seconded by Susie Morey and carried (3-0) to approve the ratification of the following eligibility lists: <ul style="list-style-type: none"> • <i>Buyer</i> - Open/Promotional – established 08/29/19 – 4 Promotional Ranks / 0 Open Ranks • <i>Student Supervision Aide</i> - Open/Promotional – established 08/28/19 – 0 Promotional Ranks / 9 Open Ranks • <i>Paraeducator Special Education</i> - Open/Promotional – established 09/11/19 – 0 Promotional Ranks / 10 Open Ranks <ul style="list-style-type: none"> • This is the second reading of the Personnel Commission Rules and Regulations Revisions – Chapter 4 – Applications. Motion was made by Chris Rowe, seconded by Susie Morey and carried (3-0) to approve. <p>Gayle Higgason is retiring on December 1, 2019, at noon. Lacy Gillespie informed the Commission that the replacement Joint Appointee must be announced by September 30, 2019, per the Merit Rule 20.100.2 and Education Code 45246, both were ready by Lacy Gillespie.</p> <p>Susie Morey indicated that she also may not be able to continue on the</p>
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	Personnel Commission due to caring for an ill person, the investigation into Classified HR practices, the displeasure of the community and rumors and complaints about the former HR Director of Classified HR. Susie Morey questioned Bree Valla, Assistant Superintendent of HR, regarding the relevancy of the ongoing investigation since the focus of the investigation is no longer employed by LUSD. Mrs. Valla, responded that the investigation is not about people but about practices of the Classified HR Department and is almost complete. Mrs. Valla reassured the PC that they will not be personally liable. Once concluded, findings will be given to the Personnel Commission in closed session. Susie also indicated that the only reason she has been staying on the PC was her trust in Gayle Higgason.
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<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>	None

<u>Recess to Closed Session</u>	5:01 p.m.
<u>Report out of Closed Session</u>	At 5:22 p.m. Mr. Gillespie reported that he let the Commission know that they need at least 2 candidates to make a selection. He provided the commissioners information for candidates.
<u>Next Meeting Date</u>	October 23, 2019 in the Board Room at 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion was made by Chris Rowe, seconded by Susie Morey and carried that the meeting be adjourned at 5:23 p.m. (3-0)

Lompoc Unified School District
Classified Human Resources
Personnel Commission

UNADOPTED MINUTES

Personnel Commission Meeting – September 27, 2019
SPECIAL MEETING

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:04 p.m. September 19, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Chris Rowe, Susie Morey
<u>Members Absent</u>	None
<u>Staff Present</u>	Lacy Gillespie, Carmen Jaramillo
<u>Guests Present</u>	Shirley Leonard

<u>New Business – Action</u>	
1. Personnel Commissioner – Joint Appointee (Discussion/Action)	<p>Chris Rowe reported that the CSEA Appointee and the District Appointee interviewed several people for the position of Personnel Commissioner Joint Appointee. It was decided that the two Appointees would appoint Shirley Leonard. A motion was made by Chris Rowe, seconded by Susie Morey and carried (3-0).</p> <p>Mrs. Leonard thanked the Commission for the opportunity to serve the District as she has a long history with Classified Employees.</p>

<u>Adjournment</u>	Motion was made by Chris Rowe, seconded by Susie Morey and carried that the meeting be adjourned at 4:05 p.m. (3-0)
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LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
September 24, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Rivas, Raquel	Para-SpEd	Ruth	27/1	9-16-19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Sharpe, Alyssa	AVID	Active	3/1	9-17-19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Becerra, Karina	Para-SpEd 6.5/LVMS Range 27/5	Para-SpEd 6.5/Itinerant Range 27/5	9-16-19
Jorgenson, Nilufer	Accounting Tech 8.0 hrs/Payroll Range 39/5	Buyer 8.0 hrs/PURC Range 41/5	9-1-19
Siben, Grainne	Staff Sec 8.0 hrs/SpEd Range 33/1	Buyer 8.0 hrs/PURC Range 41/1	9-1-19

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>
Lopez, Steven	Student Sup Aide	Resignation	9-6-19
Garcia, Maria	Student Sup Aide	Resignation	9-13-19
Bedoya, Rodolfo	SUB	Resignation	9-16-19

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 October 8, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Ruiz, Veronica	Para-SpEd	LVMS	27/1	9-30-19
Virgen, Veronica	LVN	SpEd	42/1	9-30-19
Vargas, Geraldine	Stu Sup Aide	LCEL	21/1	9-30-19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Riley, Jeremy	SUB Custodian	29/1	9-20-19
Benn, Megan	AVID	5/1	9-20-19
Sharpe, Alyssa	SUB Para-SpEd	27/1	9-17-19
Spencer, Taylor	AVID	5/1	9-24-19
Ybarra, David	SUB Custodian	29/1	9-27-19
Martinez, Michael	SUB Custodian	29/1	9-27-19

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Pierce, Aundrea	Para – SpEd	Other	9-3-19 to 12-20-19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Payne, Jessie	Stu Sup Aide 1.65 hrs/Hap Range 21/1	Para-SpEd 6.0 hrs/LVMS Range 27/1	10-4-2019
Leon, Josefina	Stu Sup Aide 3.15 hrs/FMEL Range 21/1	Stu Sup Aide 4.15 hrs/FMEL Range 21/1	8-15-19
Jamar, Amy	Bus Driver 6.6 hrs/Trans Range 33/1	Bus Driver 6.6 hrs/Trans Range 33/3	8-13-19

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>
Washington, Milton	Custodian	Separated	9-16-19
Ayers, Laura	Payroll Tech	Resigned	9-27-19
Childres, Antonio	Para-SpEd	Resigned	9-27-19
Uribe Colima, Adriana	SUB	Resigned	9-20-19

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared October 10, 2019

STATUS OF CLASSIFIED VACANCIES
Information Items
For Personnel Commission Meeting October 23, 2019

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
LIBRARY TECHNICIAN	6/8/2019	5.0	VACANT DUE TO RETIREMENT	197	S. BURDESS	HPPEL	INTERVIEW
PARAEDUCATOR SPECIAL ED	8/13/2019	6.0	VACANT DUE TO TRANSFER	196	V. CAVAZOS	HPPEL	TESTING
PARAEDUCATOR SPECIAL ED	09/27/2019	6.0	VACANT DUE TO RESIGNATION	196	A. CHILDRES	LOS BERROS	TRANSFER
PARAEDUCATOR SPECIAL ED	10/14/2019	6.0	VACANT DUE TO TRANSFER	196	J. COULTER	LOS BERROS	TRANSFER
PARAEDUCATOR SPECIAL ED	09/23/2019	6.0	NEW	196	N/A	LOS BERROS	TRANSFER
PARAEDUCATOR SPECIAL ED	10/11/2019	6.0	VACANT DUE TO TRANSFER	196	S. POWELL	LOS BERROS	TRANSFER
PARAEDUCATOR SPECIAL ED	10/03/2019	6.0	NEW	196	N/A	CRESTVIEW	TRANSFER
PARAEDUCATOR SPECIAL ED	09/23/2019	6.0	NEW	196	N/A	FILLMORE	TRANSFER
PARAEDUCATOR SPECIAL ED	10/10/2019	6.5	VACANT DUE TO TRANSFER	196	A. NAVARRO	LVMS	TRANSFER
PARAEDUCATOR SPECIAL ED	8/13//2019	6.0	NEW	196	N/A	LVMS	TESTING
PARAEDUCATOR SPECIAL ED	8/13/2019	3.0/3.0	NEW	196	N/A	LVMS/ INTINERANT	TESTING
PARAEDUCATOR SPECIAL ED	8/13/2019	6.0	VACANT DUE TO TRANSFER	196	L. URDIANO GARCIA	LVMS	TESTING
PARAEDUCATOR SPECIAL ED	8/13/2019	6.0	VACANT DUE TO RESIGNATION	196	E. MARTINEZ	LBEL	TRANSFER

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Human Resources Tech	7/14/2019	8.0	VACANT DUE TO PROMOTION	260	C. JARAMILLO	Ed. Ctr	INTERVIEW
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. ACOSTA	Ed. Ctr	TESTING
Administrative Assistant II	7/29/2019	8.0	VACANT DUE TO TRANSFER	260	T. SALAS	ADED	INTERVIEW
Maintenance Worker II	7/01/2019	8.0	NEW (Replaced Carpenter)	260	D. RAINWATER	M&O	TESTING
Outreach Consultant	7/31/2019	4.0	VACANT DUE INCREASE IN HOURS AT OTHER SITE	223	G. ANGULO	BFCDS	TESTING
Programmer Analyst	New Position	8.0	NEW	260	NEW	Ed. Ctr	TESTING
Staff Secretary	7/29/2019	8.0	VACANT DUE TO RESIGNATION	228	C. GUTIERREZ	LVMS	INTERVIEW
Home School Community Liaison-Bil	8/13/2019	3.0	VACANT DUE TO RESIGNATION	196	A. Ramirez	CHS	TESTING
Home School Community Liaison-Bil	8/13/2019	3.0	VACANT DUE TO RESIGNATION	196	A. Ramirez	CHS	TESTING
Supervisor, Transportation	08/12/2019	8.0	VACANT DUE TO PROMOTION	260	C. Madden	Transportation	TESTING
Staff Secretary	10/5/2019	4.0	VACANT DUE TO TRANSFER	260	M. Mercer	Ed. Ctr	INTERVIEW
Staff Secretary	10/5/2019	4.0	VACANT DUE TO TRANSFER	228	M. Mercer	Ed. Ctr	INTERVIEW
Custodian	10/10/2019	8.0	VACANT DUE TO SEPERATION	260	J. Pearson	LHEL	INTERVIEW
Custodian	10/9/2019	8.0	VACANT DUE TO SEPERATION	260	R. Moeglin	LHS	INTERVIEW

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared October 10, 2019
EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting October 23, 2019

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
Administrative Assistant II	55	9/10/2019	31	09/27/2019	12
Career Center Technician	10	TBD	TBD	TBD	TBD
Home School Community Liaison-Bil	12	10/02/2019	TBD	TBD	TBD
HR Technician – Classified (repost)	26	09/25/2019	19	09/30/2019	8
Lead Language Assessment Tech (repost)	2	09/20/2019	2	10/03/2019	1
Library Technician	22	9/03/2019	16	09/25/2019	9
Maintenance Worker II	6	09/26/2019	5	10/10/2019	5
Outreach Consultant	18	9/11/2019	10	10/08/2019	7
Paraeducator (continuous recruitment)	47	TBD	TBD	TBD	TBD
Paraeducator Bilingual (continuous recruitment)	37	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	92 + 7	09/27/2019 10/02/2019	28 + 7	09/11/2019 10/09/2019	5 + 14
Payroll Benefits Technician	15	TBD	TBD	TBD	TBD
Programmer Analyst	5	TBD	2	TBD	TBD
Registrar	5	TBD	TBD	TBD	TBD
Staff Secretary	69	9/12/2019	35	09/27/2019	12
Student Supervision Aide (continuous recruitment)	46	8/22/2019	33	n/a	n/a
Supervisor, Transportation Services	4	NA	NA	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared October 10, 2019

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting October 23, 2019

Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Reason	Comments
Dylan Miller	Grounds Maint Wkr I/ M&O	Lead Grounds Maint. Wkr./LHS	02/20/2019	TBD		
Scott Bauldry	Pest/Turf Tech/M&O	Maint Wkr II/M&O	9/03/2019	TBD	Vacancy	
Keith Huyck	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II/LHS	9/11/2019	TBD	WOC	
Opel Bauldry	Staff Sec/LHS	Admin II/Trans	8/7/2019	TBD	Leave	
Evelyn Castaneda	Home/School Liaison/LCEL	Lead Language Assessment Tech/Ed. Ctr	08/01/2019	TBD	Vacancy	
Maria Rodriguez	HSCL –Bil/ Adult Ed	Registrar/Adult Ed	8/26/2019	TBD	Vacancy	
Maria Rodriguez	HSCL –Bil/ Adult Ed	Sr. Office Asst/Adult Ed	8/13/2019	TBD	WOC	
Lorraine Villegas	Sr. Office Asst/Adult Ed	Admin Asst II/Adult Ed	7/30/2019	TBD	Vacancy	
Andrew Keim	Computer Network Tech/ITS	Programmer Analyst/ITS	7/29/2019	TBD	Vacancy	
Sam Carrillo	Site Tech Supp Asst/ HAP	Computer Network Tech/ITS	8/5/2019	TBD	WOC	
Michelle Pellegrin	Para-SpEd/LHS	Payroll Tech/ Payroll	9/03/2019	TBD	Vacancy	
Madalyn Gravitt	Para-SpEd/LHS	Lib.Tech/HPEL	08/13/2019	TBD	Vacancy	
Lisa Matzie	Custodian/Ed. Ctr	Staff Sec/LVMS	08/13/2019	TBD	Vacancy	
Hailey Holloway	Sr. Office Asst./LHS	Payroll Benefits Tech/Ed. Ctr	09/30/2019	TBD	Vacancy	
Ana Ruiz	Health Asst/SpEd	HSCL-Bil/CHS & BV	8/13/2019	TBD	Vacancy	
Liz Acker	Office Asst/ SpEd	Staff Sec/SpEd	9/03/2019	TBD	Vacancy	
John Metzger	GMW II/Grounds	Office Asst/SpEd	9/11/2019	TBD	WOC	

Karla Lara	Office Asst/LHS	Career Ctr Tech/LHS	09/03/2019	TBD	WOC	
Brittany Sorum	Sr. Office Asst./LHS	Staff Sec/LHS	09/30/2019	TBD	WOC	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Action Item

RATIFICATION OF ELIGIBILITY LISTS

Action Item

For Personnel Commission Meeting October 23, 2019

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
HR Technician – Classified (repost)	8/29/2019	4	4	0	0
Library Technician	8/28/2019	0	0	9	29
Administrative Assistant II	9/11/2019	0	0	10	15
Staff Secretary	09/30/2019	5	5	5	7
Outreach Consultant	10/08/2019	0	0	6	6
Paraeducator Special Education	10/10/2019	0	0	16	22

It is recommended that the Personnel Commission ratify the eligibility lists as shown above.

Respectfully Submitted,

Lacy Gillespie
Director, Human Resources-Classified
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT**STUDENT SAFETY OFFICER****Draft**

PURPOSE STATEMENT:

Under the direction of the site Principal, patrol and supervise campus activities to assure the well-being and safety of students, staff and visitors in non-classroom activities; assure student compliance with school and District rules and procedures; serve as campus liaison between the community, parents, school and staff.

ESSENTIAL FUNCTIONS:

Collaborates with community agencies (e.g. law enforcement, courts, mental health, etc.) for the purposes of addressing individual cases and/or taking action regarding criminal activities, vandalism, etc. for the safety and security of the school site.

Communicates safety and security policies and enforcement procedures to students, staff and visitors for the purpose of ensuring their understanding of such information and the potential consequences of violation.

Conducts and monitors fire drills, active shooter drills, and other emergency procedure drills for the purpose of complying with established guidelines.

Patrol and supervise assigned areas of campus, assuring students are safe, orderly, and within supervised areas; assure non-students on campus are authorized visitors; monitor lunch areas, walkways, bus stops, restrooms, parking lots and adjacent areas; monitor student behavior and activity during passing periods and lunchtime; promote positive behavior; assure students arrive to class in a timely manner; enforce school and District rules, regulations and procedures.

Provide traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lots.

Investigate and report unusual, suspicious or criminal activities; prevent or break up student conflicts and fights; investigate incidents and report instances of graffiti and vandalism; take photos of incidents as appropriate; serve as first responder to student incidents; maintain chain of custody for evidence; prepare students for transport to school nurses' office or ambulance as needed; refer incidents including personal injuries, altercations, suspicious activities, and rule violations to appropriate site personnel.

Search students and their belongings, lockers or vehicles for illegal or inappropriate materials; assist site administrators in conducting searches according to established District procedures; assist police investigators as necessary.

Escort and direct authorized visitors to desired destinations; provide general information, direction, and assistance; escort delinquent, injured, ill or disruptive students to and from administration offices for the purpose of ensuring safety and providing site security.

Refers incidents including personal injuries, altercations, suspicious activities, rule violations, etc. to appropriate site personnel and/or city police for the purpose of ensuring follow-up in accordance with administrative, site security and student safety guidelines.

Maintains a variety of files and records (e.g. schedules, incident reports, emergency drill records, etc.) for the purpose of ensuring the availability of information for future reference and or audit for compliance to established policies.

Participates in school meetings, in-service training, workshops, hearings, etc. (e.g. court hearings, explosion hearings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

Testifies in court proceedings for the purpose of providing information regarding alleged illegal activity.

Communicate with students, parents, administrators, faculty and staff concerning student behavior and assigned activities; report incidents involving students, personnel and the public to appropriate staff or administrator; provide information to and assist police in matters of illegal student activity; communicate with and mentor at-risk students.