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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: August 20, 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)

June 18, 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 – June 23, 2015 & August 17, 2015 (*Attachment 2*)
2. Status of Vacancies (*Attachment 3*)
3. Examination Schedule (*Attachment 4*)
4. Working Out Of Class Report (*Attachment 5*)

D. Information Items (continued)

5. New Position Classification – First reading - Mental Health Therapist (**Attachment 6**)
6. Proposed Revision to PC Merit Rule 60.100.2 (A) & (C) – First reading (**Attachment 7**)

E. New Business (Discussion/Action)

1. Ratification of Eligibility Lists – Action (**Attachment 8**)

Moved by: _____ Seconded by: _____ Vote: _____

2. Approval of Revised Job Description – Supervisor, Child Nutrition Services (second reading) - Action (**Attachment 9**)

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

- **September 17, 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

**Personnel Commission Meeting
June 18, 2015
Unadopted Minutes**

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. on June 18, 2015 in 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>	Cynthia Carrillo, Katherine Brown, Lisa Smith, Kathy Bertelsen, Judi Salas
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the minutes of the May 21, 2015 regular meeting (3-0).
<u>Input from the Public</u>	Judi Salas commented on changes to the distribution of the Personnel Commission Agenda. This month the attachments were not included. Lisa Smith responded by saying the complete agenda with attachments is available on the website. Gayle responded with a suggestion of putting "See all information/complete packet on-line". Judi brought forward the perception of some site employees that re-classification is only for Education Center Staff.
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	None Cynthia Carrillo gave an update to the commission about events since the last meeting; district-wide employee appreciation day, May 29, 2015; Disaster Preparedness Drill, June 1, 2015; employee recognition event at Babcock Winery, June 5, 2015. She is continuing with 7-Habits and had attended 3 graduations, Maple, LHS, and CHS. The Board approved the addition of 11 Custodians, 4 Grounds Maintenance Workers, 1 Tree Trimmer, and increased the base hours for Library Technicians at the elementary schools from 20 hours/week to 25 hours/week. There are three employees that will incur a layoff of hours this year; IA-Bilingual, School/Community Liaison, and one LVN. HR staff continues with the Escape transition. Cynthia also stated that she and her staff will be meeting to set goals for the new year.
<u>Information Items</u>	<i>Classified Personnel Items – May 26 & June 9, 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>
<u>New Business</u> 1. Ratification of Eligibility Lists 2. Approval of Revised Job Descriptions	Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the following eligibility lists (3-0): Child Nutrition Worker I – Established 05/29/15– 0 Promotional / 21 Open Licensed Vocational Nurse – Established 6/10/15 – 0 Promotional / 4 Open Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the following job descriptions (3-0): District Translator Locksmith Human Resources Technician District Receptionist-Bilingual / Substitute Caller Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the <u>Title, Minimum Qualifications, SKA's, and Experience and Equivalency</u> as amended for the following job description (3-0): Supervisor, Child Nutrition Services

<p>3. Approval of Proposed 2015-2016 Personnel Commission Annual Budget</p>	<p>After a Public Hearing, a motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the proposed 2015-2016 Personnel Commission Budget (3-0).</p>
<p>4. Cancellation of July 16, 2015 Personnel Commission Meeting</p>	<p>Motion was made by Hector Samaniego, seconded by Chris Rowe, and carried to approve the cancellation of the July 16, 2015 Personnel Commission Meeting (3-0).</p>

<p><u>Unfinished Business</u></p>	<p>None</p>
<p><u>Items from the Floor</u></p>	<p>None</p>
<p><u>Items from Personnel Commissioners</u></p>	<p>None</p>
<p><u>Items from Personnel Commission Staff</u></p>	<p>None</p>
<p><u>Closed Session</u></p>	<p>The Personnel Commission did not recess to closed session.</p>
<p><u>Next Meeting Date</u></p>	<p>Motion by Hector Samaniego, seconded by Chris Rowe to change the August meeting date from August 20, 2015 to August 13, 2015 (3-0). <i>Due to a scheduling conflict, the meeting date will be Thursday, August 20, 2015. The commissioners were notified via email and telephone of the change.</i> August 20, 2015 (Conference Room 1) 4:30 p.m. – Regular Meeting</p>
<p><u>Adjournment</u></p>	<p>Motion by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 5:10 p.m. (3-0)</p>

PERSONNEL ITEMS
ACTION ITEMS
 June 23, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Baca, James	Custodian	Probation	Range 29-1	06/15/15
Bartholemew, Edrea	IA-SPED	Probation	Range 26-2	06/01/15
Groves, Shaylyn	IA-SPED	Probation	Range 26-2	06/01/15
Masters, Lana	CNW I	Probation	Range 21-2	06/09/15
Taylor, Alan	Bus Driver I	Probation	Range 33-2	06/09/15
Tognazzini, Michele	CNW I	Probation	Range 21-2	06/10/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Culp, Deborah	CNW II 6.75 hrs/day, LVMS	CNW II 7.50 hrs/day, LVMS	06/01/15
Darcy, Jennifer	CNW I 2.5 hrs/day, LVMS	CNW I 5.25 hrs/day, LVMS	06/01/15
Diggs, Erika	Admin Asst I 8.0 hrs/day, LB Range 35-1	Budget Analyst 8.0 hrs/day, Accounting Range 42-1	06/15/15
Dorado, Maria	CNW I 2.0 hrs/day, LVMS	CNW I 2.5 hrs/day, LVMS	06/01/15
Grijalva, Gloria	Accounting Tech 8.0 hrs/day, Payroll Range 38-5	Budget Analyst 8.0 hrs/day, Accounting Range 42-4	06/09/15
Ward, Debra	Registrar 8.0 hrs/day, LHS Range 33-5	Admin Asst II 8.0 hrs/day, Adult Ed Range 36-5	06/15/15

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Callahan, Charlene	NDA, Miguelito	NDA, Sub	06/11/15
Hierl, Christine	NDA, Crestview	NDA, Sub	06/12/15
Schabron, Christina	NDA, Crestview	NDA, Sub	06/11/15

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>
MacKinnon, Michelle	Supervisor/Dietician, CNS	Resignation	06/12/15
Moore, Carol	Instructional Assistant	Retirement – 17.5 yrs	06/11/15

PERSONNEL ITEMS

ACTION ITEMS

August 17, 2015

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Aardweg, Nancy	IA-SPED	PROB	Range 26-1	08/17/15
Araujo, Jose	Custodian	PROB	Range 29-2	07/23/15
Hernandez Mendoza, Gerardo	Custodian	PROB	Range 29-1	08/03/15
Jacobs, Nicole	LVN	PROB	Range 42-3	07/31/15
Janos, Anthony	Custodian	PROB	Range 29-1	07/21/15
Miller, Dylan	Grounds Main. Wkr. I	PROB	Range 31-1	08/04/15
Plummer, Joseph	Grounds Main. Wkr. I	PROB	Range 31-1	07/14/15
Segura, Eugene	Custodian	PROB	Range 29-2	07/22/15
Warner, Royce	Print Shop Asst.	PROB	Range 29-1	07/20/15
Webster, Joseph	Custodian	PROB	Range 29-2	07/20/15
Vega, Richard	Grounds Main. Wkr. I	PROB	Range 31-1	08/04/15
Villarreal, Janeth	Staff Secretary	PROB	Range 33-2	08/04/15

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Calderon, Gustavo	Grounds Maintenance	SUB	Range 31-1	07/08/15
DeLeon, Mara	NDA	SUB	FR	08/06/15
Eldridge, Stephanie	Transportation Attend.	SUB	Range 26-1	07/08/15
Kelly, Jennifer	Crossing Guard	SUB	FR	08/01/15
Larson, Jason	NDA-LC	Regular	FR	08/18/15
Liles, James	Crossing Guard	Regular	FR	08/18/15
Lowthorp-Guillen, Kenneth	Custodian	SUB	Range 29-1	08/05/15
Reizer, James	Classified SUB	SUB	Various	07/14/15
Rojas, Armando	Noon Duty Aide	Regular	FR	08/18/15
Tovias-Fenstermaker, T.	Custodian	SUB	Range 29-1	07/14/15
Williams, Chelsea	IA/IA-SPED	SUB	Range 24/26-1	08/17/15
Ziegelbein, Christa	NDA	Regular	FR	07/31/15

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Lopez, Patricia	District Recep-Bil/Sub Finder	Personal	07/27/15-07/31/15

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Lopez, Patricia	District Recep-Bil/Sub Finder	Range 31-5	08/03/15

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Anderson, David	Library Tech 4.0 hrs/day, Ruth	Library Tech 5.0 hrs/day, Ruth	08/17/15

Bretado, Martin	Custodian 4.0 hrs/day, CV & 4.0 hrs/day, MN	Custodian 6.40 hrs/day, ROV & 1.60 hrs/day, MHS	08/03/15
Burdess, Susan	Library Tech 4.0 hrs/day, BV & IA 3.0 hrs/day, HAP	Library Tech 5.0 hrs/day, BV	08/17/15
Charbonneau, Delia	Admin Asst. I 8.0 hrs/day, RUTH	Admin Asst. I 8.0 hrs/day, LC	07/28/15
Deming, Karen	Office Assistant 6.50 hrs/day, CK	Office Assistant 8.0 hrs/day, CK	08/05/15
Donaghe, Daniel	Custodian 8.0 hrs/day, Roving/MHS	Custodian 8.0 hrs/day, RUTH	07/20/15
Fox, Robert	Custodian 8.0 hrs/day, Roving	Custodian 8.0 hrs/day, LB/LH	07/20/15
Greathouse, Cindy	CNW I 2.25 hrs/day, LC	CNW I 2.50 hrs/day, LC	08/17/18
Henao, Sara	IA-Bilingual 4.0 hrs/day, MIG	IA-Bilingual 5.0 hrs/day, MIG	08/17/15
Jerrel, Daniel	Print Shop Assistant 6.0 hrs/day, PS	Print Shop Assistant 8.0 hrs/day, PS	07/01/15
Klawiter, Gloria	IA-Special Education 3.0/3.0 hrs/day, MG/LC	IA-Special Education 6.0 hrs/day, MG	08/17/15
Kohler, Petra	Registrar/Sr. OA 4.0 hrs/day, MHS & 2.0 hrs/day, CHS	Registrar/Registrar 4.0 hrs/day, MHS & 2.5 hrs/day, BFCD	07/28/15
Leigh, Bobby	Custodian 8.0 hrs/day, Roving	Custodian 8.0 hrs/day, CV	07/20/15
Leonard, Lynda	Std Safety/Comm Lia 7.0 hrs/day, LVMS Range 28-5	IA-SPED 6.0 hrs/day, LC Range 26-5	08/03/14
Lopez, Patricia	District Receptionist 8.0 hrs/day, Ed CTR Range 29-5	Dist. Recep.-Bil/Sub Finder 8.0 hrs/day, ED CTR Range 31-5	07/01/15
Ludvigson, Mary	Administrative Asst. II 8.0 hrs/day, ED CTR Range 36-5	Human Resources Technician 8.0 hrs/day, ED CTR Range 39-5	07/01/15

Luna, Patricia	District Comm. Liaison 8.0 hrs/day, ED CTR Range 31-5	District Translator 8.0 hrs/day, ED CTR Range 40-5	07/01/15
Martinez, Elvira	District Comm. Liaison 8.0 hrs/day, ED CTR Range 31-5	District Comm. Liaison 8.0 hrs/day, ED CTR Range 35-5	07/01/15
Orr, Adeline	Library Tech 4.0 hrs/day, FIL	Library Tech 5.0 hrs/day, FIL	08/17/15
Reynolds, Beatrice	Library Tech 4.0 hrs/day, MIG	Library Tech 5.0 hrs/day, MIG	08/17/15
Roell, Heather	Library Tech 4.0 hrs/day, LH	Library Tech 5.0 hrs/day, LH	08/17/15
Sarot, Rachel	IA-Special Education 6.0 hrs/day, LB Range 26-5	Office Assistant 8.0 hrs/day, CHS Range 29-4	08/06/15
Schmeiser, Anne	Library Tech 4.0 hrs/day, BV	Library Tech 5.0 hrs/day, BV	08/17/15
Smith, Lisa	Human Resources Asst. 8.0 hrs/day, ED CTR Range 33-5	Human Resources Technician 8.0 hrs/day, ED CTR Range 39-5	07/01/15
Snyder, Tempe	IA-SPED 3.0 hrs/day, MAN & 3.0 hrs/day, MHS	IA-SPED 6.0 hrs/day, LVMS	08/17/18
Tovias, Lorrie	IA-Special Education 6 hrs/day, LHS	IA-Special Education 8.0 hrs/day, BFCD	08/17/15
Troup, William "Craig"	Custodian 8.0 hrs/day, VMS Range 29-5	Lead Custodian II 8.0 hrs/day, VMS Range 31-5	07/01/15
Villegas, Lorraine	Sr. OA 4.0 hrs/day, MHS	Sr. OA 4.0 hrs/day, MHS & 2.5 hrs/day, BFCD	07/28/15
Vogler, Muserref	Custodian 8.0 hrs/day, CV	Custodian 8.0 hrs/day, BV/MHS	07/20/15
Wilson, Anita	Custodian 8.0 hrs/day, VMS	Custodian 8.0 hrs/day, LC	07/20/15
Zebley, Melissa	Staff Secretary 8.0 hrs/day, LVMS Range 33-5	Admin Asst. I 8.0 hrs/day, LB Range 35-5	07/28/15

ASSIGNMENT CHANGE NOON DUTY AIDE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Arganda, Gloria	Crossing Guard	NDA – Mig	06/11/15
Cuevas, Marisela	NDA – LC	NDA Sub	06/11/15
Kelly, Jennifer	NDA – LC	NDA Sub	06/11/15
Kerby, Mary	NDA Sub	NDA – LC	06/16/15
Pagan, Kenneth	NDA – LVMS	NDA Sub	08/17/15

TERMINATION DUE TO INACTIVITY

<u>Name</u>	<u>Assignment</u>	<u>Termination Date</u>
Allen, Colene	Classified Substitute	06/30/15
Candia de Jimenez, Griselda	Classified Substitute	06/30/15
Cargill, Melissa	Classified Substitute	06/30/15
Cuzick, Cherie	Classified Substitute	06/30/15
Diaz, Magdalena	Classified Substitute	06/30/15
Espinoza, Margarita	Classified Substitute	06/30/15
Foster, Becky	Classified Substitute	06/30/15
Gaertig, Peggy Ann	Classified Substitute	06/30/15
Hernandez, Lorenza	Classified Substitute	06/30/15
McDermott, Susan	Classified Substitute	06/30/15
Martinez, Alma	Classified Substitute	06/30/15
McVicar, Sharon	Classified Substitute	06/30/15
Mendibles, Eileen	Classified Substitute	06/30/15
Morlan, Delia	Classified Substitute	06/30/15
Morris, Trudy	Classified Substitute	06/30/15
Morrow, Linda	Classified Substitute	06/30/15
Phelps, Ernest	Classified Substitute	06/30/15
Rivera, Yesenia	Classified Substitute	06/30/15
Strong, Patrick	Classified Substitute	06/30/15
Tack, Diana	Classified Substitute	06/30/15
Thornton, Robert	Classified Substitute	06/30/15
Triplett, Jackie	Classified Substitute	06/30/15
Wild Brown, Shelby	Classified Substitute	06/30/15

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>
Berroteran, Erik	Student Assistant	Graduation	07/01/15
Cortez, Heidi	Student Assistant	Graduation	07/01/15
Einolander, Emily	Accompanist	Inactivated	06/30/15
Eriksen, April	Child Nutrition Worker I	Resignation	07/23/15
Gore, Olivia	Student Assistant	Graduation	07/01/15
Hemphill, Kristy	NDA	Inactivated	06/11/15
Josephson, Ruth	NDA	Moved	07/31/15
Morales, Paola	Student Assistant	Graduation	07/01/15
Nelson, Jr., Robert	Grounds Maintenance Wkr. II	Resignation	07/24/15
Pentel, Dianne	NDA	Moved	07/31/15
Rodriguez, Carina	Student Assistant	Graduation	07/01/15
Schabron, Christina	NDA	Moved	07/31/15

Terrones, Veronica	Student Assistant	Graduation	07/01/15
Wallace, Shianne	Student Assistant	Graduation	07/01/15
Williams, Chelsea	Student Assistant	Graduation	07/01/15
Young, Tina	Student Assistant	Graduation	07/01/15

SUMMER EMPLOYMENT 2014 - Extended School Year – Special Education

Assignment = IA Special Education

Dates = June 19, 2015 to July 17, 2015

Elizabeth Acker	Bev Marozick
Jeff Almaguer	Aracely Navarro
Victoria Becerra	Shirley O'Neil
Katharine Black	James Pearson
Krista Campfield	Audrey Reinacher
Manuel Carrillo	Melissa Ross
Araba Dubuc	Brandi Ruestmann
Jessica Duckett	Ruth Salazar
Lori Fredrich	Shelby Sanchez
Magdalena Garica	Kristen Start
Leanne Garner	Kevin Sunthimer
Mary Gasca	Lorrie Tovas
Anthony Gomez	Melinda Walters
Barbara Gonzales	Cherrie Wise
Shaylyn Groves	Sara Yeaw
Daniel Ingraham	
Deborah Lindsey	

Assignment = Administrative Assistant

Dates = June 19, 2015 to July 17, 2015

Cenaida Garcia

Assignment = Child Nutrition Worker

Dates = June 19, 2015 to August 7, 2015

Debbie Frank
Cindy Greathouse
Namroong Valencia
Candra Vetch
Magdalena Zaragoza

Assignment = Child Nutrition Delivery Driver

Dates = June 19, 2015 to August 7, 2015

Jeremy Chastain
Patrick Molina

Assignment = Transportation

Dates = June 19, 2015 to July 17, 2015

Drivers

Robert Camacho

Attendants

Edrea Bartholomew

Martha Combs
Kim Cornelia
Alfredo Cruz
Armando Gomez
Kelly Murphy
Paul Ortega
Aurora Osua
Edwin Rosales
Katherine Stewart
Ben Valencia
Kathy Walton
Sherri Ward
Kellie Woyak

Teresa Brandt
Debra Diaz-Stearns
Ramona Guzman
Geo Hendrick
Kristi Jacobson
Belinda Kee
John Kertatos
Susan Koehl
Felicia Kotowski
Larry Kurz
Cristina Newby
Rachel Sarot

Status of Classified Vacancies
Prepared: August 14, 2015
For Personnel Commission Meeting August 20, 2015, 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	RUTH	15RTH001 05/29/15	TESTING
2	CNW II	6.5	NEW	196	Food Svc		RUTH	14CK054 05/29/15	TESTING
3	CNW II	6.5	NEW	196	Food Svc		FIL	14CK053 05/29/15	TESTING
4	Custodian	4.0/4.0	NEW	260	LCAP		CHS/LHS	15CServ69 07/10/15	TESTING
5	Grounds Maintenance Worker I	8.0	NEW	260	LCAP		GRNDS	15CServ61 07/10/15	TESTING
6	Grounds Maintenance Worker II	8.0	Vacant due to resignation	260	General	R. Nelson, Jr.	GRNDS	16CServ81 08/10/15	POSTING
7	IA	16.0hrs /wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	TESTING
8	IA	4.0	Vacant due to retirement	196	General	C. Moore	LC		TESTING
9	IA-Computer Lab	6.0	Vacant due to resignation	196	General	C. Cook	RUTH	15RTH002 05/29/15	INTERVIEW
10	IA-Computer Lab	6.0	Vacant due to promotion	196	General	D. Funk	LHS	15152142 04/24/15	TESTING
11	IA-Special Ed SH	6.0	NEW	196	General		LHS	16132CL05 06/03/15	TESTING
12	IA-Special Ed 1:1 (2)	6.0	NEW	196	General		LHS	16132CL04 06/03/15	TESTING
13	IA-Special Ed Resource	3.0	Vacant due to transfer	196	General	T. Snyder	MHS	16153CL10 07/10/15	TESTING
14	IA-Special Ed CH	6.0	Vacant due to promotion	196	General	R. Sarot	LB	16117CL09 06/23/15	TESTING

15	Manager, Purchasing & Stores	8.0	Vacant due to retirement	260	General	J. Reizer	Purch.	15BS46 12/22/14	RECRUITING
16	Office Assistant	4.0	NEW	260	General		HR	WAITING	HOLD
17	Registrar	8.0	Vacant due to promotion	260	General	D. Ward	LHS	15152152 06/11/15	TESTING
18	Sr. Office Assistant	2.0	Vacant due to transfer	233	General	P. Kohler	CHS	16CHS1 08/10/15	INTERVIEWS
19	Staff Secretary	4.0	Vacant due to transfer	228	General	J. Villarreal	LVMS	15LVMS013 01/31/15	INTERVIEWS
20	Student Safety Comm. Liaison	7.0	Vacant	196	General	L. Leonard	LVMS	16LVMS002 08/10/15	TESTING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: August 12, 2015

For August 20, 2015 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
Administrative Assistant I	25	08/25/15	TBD	TBD	TBD
IA-Special Education	24	08/27/15	TBD	TBD	TBD
Manager, Purchasing and Stores	TBD	TBD	TBD	TBD	TBD
Print Shop Assistant	32	06/16/15	23	06/24/15	7
Registrar	3	06/26/15	3	NONE	1
Registrar (re-open)	2	08/25/15	TBD	TBD	TBD
Supervisor, Child Nutrition Services	10	NA	NA	06/29/15	5 (2 wd/1ns)
Supervisor, Child Nutrition Services (re-open)	TBD	TBD	TBD	TBD	TBD

Working Out of Class Report
 Prepared: August 14, 2015
 For Personnel Commission Meeting August 20, 2015

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Bennett, Susan	Buyer Purchasing	Manager, Purchasing & Stores Purchasing	03/09/15	Until Filled	Due to Vacancy
2	Abbott, Margaret	Purchasing Technician Purchasing	Buyer Purchasing	03/09/15	TBD	Due to WOC
3	Lever, Charlene	IA-Special Education LHS	Purchasing Technician Purchasing	04/20/15	TBD	Due to WOC
4	Schupferling, Mark	Grounds Maint. Worker II Grounds	Tree Trimmer Grounds	06/23/15	TBD	Due to Vacancy
5	Forney, Gene	Grounds Maint. Worker I Grounds	Grounds Maint. Worker II	06/23/15	TBD	Due to WOC
6	Kramer, Nancy	Help Desk Technician IT	Administrative Asst. III IT	06/15/15	TBD	Due to absence
7	Schelvis, Joy	IA-Computer Lab LC	Help Desk Technician IT	06/15/15	TBD	Due to WOC
8	Kauppinen, Connie	Staff Secretary LHS	Registrar LHS	06/30/15	TBD	Due to Vacancy
9	Andreatta, Opal	Sr. Office Asst. LHS	Staff Secretary LHS	07/29/15	TBD	Due to WOC
10	Hastings, Shawn	Child Nutrition Worker I LHS	Sr. Office Asst. (2 hrs) & Stu. Safety (4 hrs) LHS	07/29/15 08/17/15	TBD	Due to WOC
11	Morgan, Jessie	Office Assistant RUTH	Administrative Asst. I RUTH	07/29/15	TBD	Due to Vacancy
12	Gonzalez, Janina	Home/School Lia. Bil. RUTH	Office Assistant RUTH	07/29/15	TBD	Due to WOC

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

August 20, 2015

**FIRST READING – NEW POSITION CLASSIFICATION
MENTAL HEALTH THERAPIST**

On Monday, August 17, 2015, the Board of Education will decide whether or not to approve a proposed new classified position of Mental Health Therapist. Should the Board choose to establish this new classification, the Personnel Commission is requested to review the job description of ***Mental Health Therapist*** in a first reading. Salary information and recommendation is still being compiled and will be presented at the Personnel Commission Meeting.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

Proposed Timeline for Draft Position

Proposed New Classification to Board of Education: 8/17/15

Personnel Commission-first reading: 8/20/15

Personnel Commission-Final reading: 9/17/15

Notify Board of Education of PC Action: 9/22/15

JOB DESCRIPTION
Lompoc Unified School District

MENTAL HEALTH THERAPIST
(DRAFT JOB DESCRIPTION 7/15/15)

Purpose Statement

The job of Mental Health Therapist was established to provide a full range of educationally related mental health services to students on an IEP in grades K-12, including assessment, development of individual treatment plans, individual and group counseling and consultation services to the school staff in support of the overall mental health goals of students with a mental health diagnosis on an IEP.

Essential Functions

- Provides direct mental health services including counseling (individual, group and family), consultation, treatment coordination and case management for the purpose of providing guidance in the development of skills and strategies and meeting IEP goals.
- Provides consultative/collaborative support as a subject expert to teachers, administrators, and parents regarding mental health or behavioral issues for the purpose of understanding cultures and substance abuse specific to socio-emotional health needs.
- Communicates and collaborates with other staff and family members as a means of effectively supporting students and strategies in home and school for the purpose of optimizing the overall program and progress of the student.
- Coordinates appropriate crisis support through behavioral interventions, assisting students to maintain/obtain/regain success in their academic and social environments for the purpose of coordinating required services or to resolve emergency problems in crisis situations.
- Participates in individual student Individualized Education Plan (IEP) meetings for the purpose of preparing and presenting appropriate IEP goals and objectives and making recommendations to district personnel for mental health services and placements.
- Prepares reports and various documents for the purpose of providing written documentation and maintaining data on the efficacy of services.
- Effectively collaborates with all segments of the education community, the general public, and diverse populations and individuals for the purpose of achieving district goals and ensuring all aspects of the students' program are addressed.
- Maintains confidentiality of student records and information for the purpose of ensuring confidentiality related to students' treatment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: providing psychological assessment counseling and crisis intervention

to IEP students and their families and conducting individual, group and family psychological counseling sessions; work effectively with education staff; facilitate positive change within a school environment; report writing methods and techniques; and effective communication skills with parents and staff concerning student needs.

KNOWLEDGE is required to utilize theoretical mathematical concepts; read technical information, compose a variety of documents and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Principles of mental health consultation, education, and prevention within the school and community; school policies, methods and practices generally used with students in a therapy setting; biological, behavioral, and environmental aspects of emotional disturbances, mental health disabilities, intellectual disabilities, and substance abuse; and knowledge of agencies and resources available to assist students.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data using a variety of complex processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: Ability to identify emotional needs of students and to develop and implement psychological counseling services; work as part of a multidisciplinary educational support team; develop and support student transitions into new educational environments; maintain confidentiality of student records and information; work effectively and cooperatively with students, parents, staff and community agencies; work independently under general supervision; provide in-service training; utilize technology effectively; complete assignments and reports, along with preparing presentations; work in and contribute to creating a performance culture and highly collaborative environment; and interpret, apply and explain rules, regulations, policies and procedures.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve District directives; using standardized practices and/or methods; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands:

- Occasional lifting, carrying, pushing, and/or pulling;
- Some stooping, kneeling, crouching, and/or crawling;
- Significant fine finger dexterity to operate a computer keyboard and calculator;
- Eyesight sufficient to read fine print;
- Generally the job requires 80% sitting, 10% walking, and 10% standing;
- Ability to lift up to 25 pounds;
- The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: At least one (1) year of full-time experience providing mental health therapy services to school-aged children in a California school district, county education office or county mental health authority.

Education: Master's degree in counseling/social work or related discipline from an accredited institution of higher education.

Equivalency: Master's degree in counseling/social work or related discipline from an accredited institution of higher education, valid Marriage and Family Therapy (MFT) or Clinical Social Work License (LCSW) and valid Pupil Personnel Services credential.

Pre-Employment Testing:

Bloodborne Pathogens
Child Abuse Reporting for Educators

Certificates & Licenses:

Valid Marriage and Family Therapy (MFT) or
Clinical Social Work (LCSW) License
Valid Driver License & Evidence of Insurability

Continuing Educ. / Training:

None Specified

Clearances:

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status:

Non Exempt

Approval Date:

TBD

Salary Grade:

TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

August 20, 2015

**FIRST READING – CHAPTER 60.100.2 (A) & (C) –
Rights of Probationary Employees**

Chapter 60.100.2 sections (A) and (C) are being presented to the Personnel Commission for a first reading. The purpose of updating this section of the Merit Rules and Regulations is to provide clarity to this section as it relates to the probationary status of an employee and to remove a reference to Chapter 60.800.3B, which does not exist in our Merit Rules and Regulations.

These two sections will be presented for a second reading and recommended for final approval at the September 17, 2015 Personnel Commission Meeting.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

PERSONNEL COMMISSION RULES AND REGULATIONS – CHAPTER 60

60.100.2 Rights of Probationary Employees

- A. A new employee who resigns in good standing during his/her initial probationary period shall, upon request, have his/her name restored in proper rank to the eligibility list from which he/she was appointed. Such action shall not extend the life of the eligibility list or the period of eligibility of the employee.

New employees in a probationary status shall be evaluated during the probationary period as required by the Personnel Commission. A probationary classified employee who is to be dismissed shall be given written notice of termination from probationary status prior to the date on which the probationary period ends without cause and without right of appeal.

- B. A new employee who is suspended or dismissed during his/her initial probationary period shall be notified in writing of the action taken and the reasons therefore. He/she shall not have the right of appeal.

- C. A permanent classified employee ~~An employee who has permanent status in the classified service, and who has been promoted to a higher class, shall be demoted during the probationary period to his/her former class. He/she shall be notified in writing of the action and the charges against him/her, but shall have the right of appeal provided in Rule 60.800.3B.~~ or laterally transferred to a related class shall serve a new probationary period in the classification before attaining permanency in the new classification. If the employee does not pass the probationary period, During such new probationary period, the employee shall be returned to a position in his/her former classification, which is equivalent to the one held prior to the change in classification. The permanent classified employee returned to their former classification shall be given written notice of the impending action.

New Disciplinary Action and Appeal Rule 60.800 approved by Personnel Commission 11/08/00

Revised Disciplinary Action and Appeal Rule 60.800 approved by Personnel Commission 06/14/01

Revised Disciplinary Action and Appeal Rule 60.100.2 (A) and (C) Rights of Probationary Employees: First Reading: 08/17/15

Revised Disciplinary Action and Appeal Rule 60.100.2 (A) and (C) Rights of Probationary Employees: Second Reading/Approved: TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: August 12, 2015

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission August 20, 2015

The following is the eligibility list that has 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>	<i>06/25/2015</i>	<i>1</i>	<i>1</i>	<i>5</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

Attachment 9

August 20, 2015

Approval of Revised Job Description

(Action Item)

The following job description has been reviewed by the Personnel Commission staff and is being presented for a second reading and final approval.

Job Title/Job Description	Job Family
<i>Supervisor, Child Nutrition Services</i>	Child Nutrition Services

It is recommended that the Personnel Commission approve the updated job description for the position listed above.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

SUPERVISOR, CHILD NUTRITION SERVICES

Purpose Statement

The job of Supervisor, Child Nutrition Services, was established for the purpose/s of assisting with the overall operation of the Child Nutrition Service Department including: supporting the District's scratch cooking program; staff development; staff supervision; developing marketing materials; assisting with special events; and collaborating with staff to develop recipes and menus that meet USDA guidelines.

Essential Functions

- Assists in the overall operation of the Child Nutrition Services department for the purpose of ensuring desired outcomes.
- Assists with recipe development and menu planning for the purpose of ensuring menus are prepared in accordance with established USDA nutritional requirements.
- Assists with personnel functions (interviewing, monitoring, evaluating, supervising, orienting, training, disciplining etc.) for the purpose of maintaining adequate staffing, providing appropriate training, and enhancing productivity of personnel.
- Attends various workshops and trainings for the purpose of ensuring compliance with minimum training/education standards.
- Collaborates and serves as a resource to District staff, community members, local agencies, etc. for the purpose of implementing activities and programs to promote health and fitness.
- Develops, implements, and evaluates nutritional education materials, activities and resources for the purpose of providing nutrition education in the District.
- Maintains current knowledge of: State and Federal regulations, USDA National School Meal requirements, food safety standards and other issues related to the Child Nutrition Services program for the purpose of compliance with administrative guidelines and/or regulatory requirements.
- Provides assistance preparing grants for the purpose of securing alternative funding for school nutrition programs.
- Prepares written materials for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Oversees the planning of catering events for the purpose of providing food for District meetings and events.
- Assists with marketing and developing marketing materials (menus, signs, presentations, etc.) of food programs for the purpose of increasing student participation in school meals.
- Evaluates costs of Food Service programs to ensure desirable budget outcomes.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: facilitating meetings; presenting before groups; good computer skills; creativity in writing and development of presentations and handouts; and working independently.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes~~/~~, laws~~/~~, rules~~/~~, regulations~~/~~, policies; **food science~~/~~and or dietetics; culinary arts**; food administration; and marketing and promotions.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of diverse backgrounds, knowledge, and skills; analyzing problems and developing sound solutions; reading and understanding legal codes, technical materials and administrative policies, reports and directives; and establishing and maintaining effective relationships.

Responsibility Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required. **School District experience preferred.**

Education: Bachelor's degree in job related area, such as nutrition, **food service management, or culinary arts.**

Equivalency: A bachelor's degree in nutrition, **food service management, culinary arts**, or closely related field. ~~registered dietitian (R.D.) or an R.D. candidate.~~

Required Testing

Pre-employment Physical Exam
Bloodborne Pathogens
Child Abuse Reporting for Educators

Certificates & Licenses:

ServSafe Certificate (required upon hire)
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background
Clearance
TB Clearance

FLSA Status

Non Exempt

Salary Grade

CM II

Approval Date

8/17/15 – Pending PC Approval