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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: January 15, 2015
Time: 5:00 p.m.
Where: Lompoc Unified School District
Education Center – Conference Room 1
1301 North A Street, Lompoc, California 93436

AGENDA

Call to Order – 5:00 p.m.

A. **Approval of Minutes** (Action)

November 20, 2014 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 – December 9, 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 Lists – Action (***Attachment 6***)

Moved by: _____ Seconded by: _____ Vote: _____

2. New Position District Translator – Action (***Attachment 7***)

Moved by: _____ Seconded by: _____ Vote: _____

3. Professional Expert Assignment – Amy Mitchell – Action (***Attachment 8***)

Moved by: _____ Seconded by: _____ Vote: _____

4. Designation of Date, Time, and Location of Personnel Commission Meetings (***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**

- **February 19, 2015** (Conference Room 1) 5:00 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 November 20, 2014 Unadopted Minutes

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 5:00 p.m. on November 20, 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, Chris Rowe, Barbara Sandoval, Jerry White
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Gayle Higgason, and carried to approve the minutes of the October 16, 2014 regular meeting (2-0-1). A motion was made by Hector Samaniego, seconded by Gayle Higgason, and carried to approve the minutes of the September 23, 2014 special meeting (2-0-1).
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	Barbara Sandoval shared that CSEA is looking forward to beginning negotiations with the District. The first session will be December 16, 2014. Barbara also thanked Joyce Gehlhaar for all that she has done as a Personnel Commissioner. Cynthia Carrillo, Director of Classified HR provided a brief update of the current recruitments and other activities happening in the Classified HR department.
<u>Information Items</u>	<i><u>Classified Personnel Items – October 14, October 28, & November 18, 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): Manager, M&O – Established 11/10/14 – 4 – Dual Certification Language Census Technician – Established 10/14/14 – 5 Promotional / 0 Open Grounds Maintenance Worker – Established 10/22/14 – 3 Promotional / 12 Open
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Personnel Commissioner's Items</u>	Joyce Gelhaar shared that it has been a pleasure to work with the Personnel Commission and the Personnel Commission staff.
<u>Items from Personnel Commission Staff</u>	None
<u>Closed Session</u>	The Personnel Commission did not recess to closed session.
<u>Open Session</u>	The Personnel Commission had no items to report out.
<u>Next Meeting Date</u>	December 18, 2014 will be cancelled – the next meeting will be January 15, 2015.
<u>Adjournment</u>	Motion by Joyce Gehlhaar seconded by Hector Samaniego and carried that the meeting be adjourned at 5:25 p.m. (3-0)

PERSONNEL ITEMS
ACTION ITEMS
 December 9, 2014

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Ayers, Allan	IA-Computer Lab	Probation	Range 27-1	11/17/14
Gonzalez, Oswaldo	IA-Computer Lab	Probation	Range 27-1	11/12/14
Powell, Stacie	IA-Special Ed	Probation	Range 26-2	11/17/14

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Carrillo, Arlet	Noon Duty Aide	SUB	FR	11/17/14
Roby, Patricia	Crossing Guard/NDA	SUB	FR	11/07/14
Ruiz, Juan	Noon Duty Aide	SUB	FR	11/07/14
Stewart, Katherine	Classified Substitute	SUB	Various	11/20/14
Ziegelbein, Christa	Noon Duty Aide	SUB	FR	10/28/14

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Cruz, Alfredo	Bus Driver I 35.5 hrs/wk	Bus Driver I 35.8 hrs/wk	10/29/14
Ortega, Paul	Bus Driver I 24.3 hrs/wk	Bus Driver I 26.0 hrs/wk	10/29/14
Osua, Fernando	Bus Driver I 22.0 hrs/wk	Bus Driver I 23.0 hrs/wk	10/29/14
Woyak, Kellie	Bus Driver I 30.8 hrs/wk	Bus Driver I 31.5 hrs/wk	10/29/14
Kertatos, John	Transportation Attendant 32.8 hrs/wk	Transportation Attendant 34.5 hrs/wk	10/29/14
Koehl, Susan	Transportation Attendant 25.9 hrs/wk	Transportation Attendant 30.8 hrs/wk	10/29/14
Mohler, Susan	Transportation Attendant 23.0 hrs/wk	Transportation Attendant 30.5 hrs/wk	10/29/14
Sorum, Douglas	Supervisor, E/S/Ops 8 hrs/day	Manager, Maint. & Ops. 8 hrs/day	12/10/14

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>
Brooks, Marianne	Instructional Assistant	Resignation	11/24/14
Dove, Ammatine	Crossing Guard	Resignation	11/13/14
Phebus, Robert	Grounds Maintenance Wkr II	39 mo Reemployment (Medical)	11/20/14
Rodriguez, Sandra	Custodian SUB	Resignation	11/03/14
Weigel, Michael	Classified SUB	Separation	11/06/14

Status of Classified Vacancies
Prepared: January 8, 2015
For Personnel Commission Meeting January 15, 2015

Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
Accounting Technician	8.0	Vacant due to resignation	260	General	T. Janecek	Payroll	15BS48 12/22/14	POSTING
Admin Assist III	8.0	Vacant due to transfer	260	General	G. Grijalva	Pupil Support Svc.	15STUSVC05 01/07/15	TESTING
Admin Assist II	8.0	Vacant due to retirement 09/13/14	233	General	G. Smith	VMS	15VMS1 06/27/14	Holding for Layoffs
CNW I	13.5/ wk	NEW	196	Food Svc		CV	14CK024 12/11/14	POSTING
CNW I	10/wk	Vacant due to transfer	196	Food Svc	A. Brown	CV	14CK023 12/11/14	POSTING
CNW I	3.75	NEW	196	Food Svc		HAP	14CK025 12/11/14	POSTING
Cook	8.0	NEW	200	Food Svc		Central Kitchen	14CK015 09/22/14	TESTING
Grounds Maintenance Worker II	8.0	Vacant due to promotion	260	General	R. Stearns	Grnds	15CS009 11/06/14	TESTING
Inst. Asst.	3.0	Vacant due to promotion	196	General	M. Brooks	BV	14BV47 12/18/14	INTERVIEW
Inst. Asst.	8.0 hrs/wk	Vacant due to resignation	196	General	N. Kramer	CV	15CV14 12/18/14	POSTING
IA-Computer Lab	6.0	Vacant due to promotion	196	General	N. Kramer	CV	15CV13 12/18/14	TESTING
IA-Special Ed	3.5	Vacant due to transfer	196	Special Ed	J. Larson	LH	WAITING	POSTING
IT Engineer	8.0	Vacant	260	General	R. Bruins-Slot	ITS	WAITING	TESTING
Library Technician	5.0	Vacant due to transfer	197	General	S. Dunlop	LC	WAITING	POSTING

Manager, Purchasing & Stores	8.0	Vacant due to retirement	260	General	Jim Reizer	Purchasing	15BS46 12/22/14	POSTING
Offset Press Operator	8.0	Vacant due to retirement	260	General	Art Binninger	Printing	15printing5 12/11/14	POSTING
Supervisor, Energy Safety & Ops.	8.0	Vacant due to promotion	260	General	Doug Sorum	M&O	15BS50 12/22/14	POSTING
Warehouse Delivery Driver	8.0	Vacant	260	General	D. Seipel	Ed Center	15WHSE01 11/18/14	TESTING
Bus Driver	22/wk	Vacant	196	General	P. Blight	Trans	WAITING	HOLDING
Accounting Manager	8.0	NEW	260	General		Ed Center	1400002 02/27/14	HOLDING

Lompoc Unified School District
Classified Human Resources
Personnel Commission

EXAMINATION SCHEDULE

Prepared: January 8, 2015

For January 15, 2015 Personnel Commission Meeting

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL & PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Accounting Technician	25	1/14/15	TBD	1/16/15	TBD
Admin Assistant I	TBD	02/04/15	TBD	02/12/15	TBD
Admin Assistant III	TBD	02/04/15	TBD	02/11/15	TBD
Cook	26	12/22/14	13	01/14/15	6
Grounds Maintenance Worker II	35	01/13/15	25	TBD	TBD
IA-Comp Lab	TBD	02/03/15	TBD	02/10/15	TBD
IT Engineer (RE-OPENED)	5	12/11/14	3	TBD	3
Mgr. Purchasing & Stores	TBD	TBD	TBD	TBD	TBD
Warehouse/Delivery Driver	11	12/22/14	11	01/14/15	10

Working Out of Class Report
 Prepared: January 8, 2015
 For Personnel Commission Meeting January 15, 2015

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Comments
1	Campbell, Sean	Data/Telecom Specialist ITS	IT Engineer (LT)	04/10/14	Until filled	Due to vacancy
2	Stoddard, Ronald	Computer Net. Tech ITS	IT Engineer (LT) ITS	04/28/14	TBD	Due to dept. need
3	Blanton, Samuel	Lead Custodian I CV	Supervisor, Energy, Safety & Ops.	10/02/14	TBD	Due to vacancy
4	Funk, David	IA-Computer Lab LHS	Computer Net. Tech ITS	09/16/14	6 mos. MAX	Due to WOC
5	Smith, Lisa	HR Assistant Classified HR	Admin. Asst. III Classified HR	11/01/14	TBD	Due to dept. need
6	Zarate, Rocio	Inst. Asst. – Bilingual Buena Vista	Inst. Asst. BV	12/01/14	Until filled	Due to vacancy
7	Slaight, Liz	Custodian LHS	Lead Custodian I BV	12/01/14	TBD	Due to absence
8	Troup, Craig	Custodian VMS	Lead Custodian I CV	12/16/14	TBD	Due to WOC
9	Forney, Eugene	Grounds Maintenance Worker I	Warehouse Worker/Delivery Driver	01/02/15	TBD	Due to vacancy
10	Gilstrap, Eric	Custodian I LHS	Grounds Maint. I Grounds	01/13/15	TBD	Due to WOC
11	Warrenburg, Janet	Custodian I RUTH	Lead Custodian I LC	01/12/15	TBD	Due to absence

Prov – Provisional Assignment

LT – Limited Term Assignment

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Prepared: January 8, 2015

January 15, 2015

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>Account Clerk II</i>	11/20/14	1	4
<i>Child Nutrition Delivery Driver</i>	01/06/15	0	9
<i>Child Nutrition Worker I</i>	12/01/14	0	13
<i>Help Desk Technician</i>	12/04/14	6	0

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

January 15, 2015

**New Job Description -
District Translator**

(Action Item)

On November 18, 2014 the Board of Education approved the establishment of a proposed new classified position of District Translator.

The attached job description is being recommended to be a part of the “Special Programs” job family.

The salary recommendation for the position is Range 40 (currently \$19.39 - \$23.59 per hour) on the Classified Bargaining Unit Schedule. This recommendation is based on a review of the salary of like positions at both comparable and local school districts.

The Personnel Commission has the responsibility, in accordance with Merit Rules & Regulations 30.200.8, to recommend the following:

- A. Classify the position and determine whether the position should be allocated to an existing class or to a new class.
- B. Recommend the proper salary placement of a new class.
- C. Notify the Board of its action.

It is recommended that the Personnel Commission approve the new job description/classification of District Translator that will be added to the “Special Programs” job family and placed at Range 40 of the Classified Salary Schedule.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

District Translator

Purpose Statement

The job of District Translator was established for the purpose of providing complex, correct and responsible technical and non-technical oral interpretations and written translation work from source language into target language or vice-versa (e.g., Spanish to English) with speed, accuracy and correct pronunciation for various meetings, documents and activities; providing specialized assistance and information to callers, visitors and staff; and serving as a resource to other District personnel requiring assistance with non-English speaking persons.

Essential Functions

- Answers questions and interprets and/or translates appropriately and with correct pronunciation from source language to target language (e.g., English to Spanish) with speed and accuracy for both internal and external parties such as staff, parents, students, and/or public agencies for the purpose of providing information and/or routing inquiries.
- Administers and grades tests for bilingual preferred/designated positions for the purpose of complying with District eligibility requirements.
- Attends a wide variety of meetings, community meetings, hearings, and/or interviews for the purpose of serving as an interpreter of conversations (e.g., Spanish to English).
- Converts a variety of written materials from one language to another with speed and accuracy for the purpose of providing documents from/to second language for use in the classroom and/or for communication with student family members and the non-English speaking community members.
- Interprets and translates simultaneously or consecutively during various meetings (e.g., with parents, expulsion hearings, ELAC meetings, counselor intakes, SST, psychological testing, School Attendance Review Board (SARB) hearings, Individual Education Plan (IEP), parent complaints.)
- Participates in workshops, conferences and/or meetings for the purpose of providing training for professional growth and/or conveying information.
- Prepares a wide variety of documents (e.g., forms, handbooks, testing materials, eligibility reports, psychological reports, calendars, and manifestation hearing reports) for the purpose of providing/translating materials.
- Reads a variety of materials (e.g., letters, instructional materials, brochures, articles, handbooks, bulletins, Individualized Education Plans (IEP's), medical and psychological reports) for the purpose of translating materials.
- Translates a wide variety of documents verbatim and idiomatic materials and conversations from the source language to the target language (e.g., special education IEP meetings and resulting correspondence and reports, forms, handbooks, curriculum and testing materials, legal and medical documents, department forms, email, literary books, state reports, newsletters, flyers, notices, minutes) for the purpose of ensuring accuracy of information.
- Verifies translations made by others for the purpose of reviewing and editing materials for accuracy, context, readability, grammar, and style.

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, Knowledge and Abilities

SKILLS are required to perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: mastery of required source language to targeted second language to that of native speaker; correct language usage and pronunciation, grammar, spelling, punctuation and vocabulary; accurate translation of written documents; strong interpersonal and language skills; data collection, operation of standard office equipment; usage of pertinent software applications; and preparation and maintenance of accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read, write, interpret and translate technical information, legally mandated educational requirements, and special education terminology, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: mastery of language usage; vocabulary, spelling, grammar and punctuation; special education behavioral learning and coaching strategies, and cultural references including colloquialisms, slang and other expressions that do not translate literally. Must understand multi-cultural concepts and be sensitive to diversity.

ABILITY is required to schedule activities; collate data; and use job related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, 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 limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: simultaneous and consecutive interpretation between the source language and the target language (e.g., English to Spanish) on the spur of the moment between two or more parties; communicating with individuals of diverse cultural backgrounds; maintaining confidentiality; establishing effective working relationships; working independently under time constraints; and adapting to changing work priorities. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision and the ability to adjust focus. Positions in this class generally require the ability to stand, reach, stoop, bend, and input data using a variety of equipment and software related to the position. The ability to hear and understand speech at normal room levels and on the telephone is essential.

Responsibilities include:

Working under limited supervision and independently, using standardized routines; providing information and/or advising others; 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: some lifting, carrying, pushing and or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. Lifting objects normally does not exceed 25 pounds. This job is performed in a generally clean and healthy environment.

Experience: At least two years of recent paid job related experience performing interpreting and translating functions with increasing levels of responsibility. Experience working in schools is preferred.

Education: High School diploma or equivalent supplemented by training or course work in interpretation and translation technology.

Required Testing: Job Related Proficiency Test

Certificates: Certificate in translation and interpretation is desirable. Must possess a valid Class C driver license and evidence of insurability.

Continuing Education/Training: Training necessary to maintain and/or update skills related to this position.

Clearances: Criminal Justice Fingerprint/Background Clearance, Tuberculosis Clearance; Pre-placement Physical

FLSA Status: Non-exempt

Salary Grade: Range 40 (recommended for PC approval)

Established by the Board of Education: 11/18/14

Personnel Commission: 1/15/15 (recommended for PC approval)

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Attachment 8

January 15, 2015

Professional Expert Assignment

The Director for the Personnel Commission is submitting a request to appoint a professional expert (in accordance with Merit Rules and Regulations Chapter 30.100.5) to work directly with Cynthia Carrillo to provide services related to classification reviews that have been submitted by Personnel Commission staff.

This professional expert, Ms. Amy Mitchell is a former Director of Classified Personnel in a Merit System and has the experience and skills to provide an objective analysis and recommendation. She has over seven years of HR experience in the public sector, including public education. She holds a BA degree and a PHR certification. The recommended professional expert, Ms. Amy Mitchell, will provide no more than 12 hours of services and will be paid a flat rate of \$50.00 per hour for a total not to exceed \$600.00.

The Merit Rules and Regulations, Chapter 30.100.5 allow for the following:

“...In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his/her own profession. Evidence of professional qualifications must be presented to the Commission at the time the written request for temporary appointment is made. Authorization for service as a professional expert shall not exceed six months. Additional required service shall be submitted to the Commission for approval.”

It is recommended that the Personnel Commission approve the appointment of Amy Mitchell, PHR, as a professional expert with the specific assignment of assisting the current director with several outstanding classification reviews.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

January 15, 2015

DESIGNATION OF DATE, TIME, AND LOCATION OF PERSONNEL COMMISSION MEETINGS

In accordance with Merit System Rules, a yearly meeting schedule shall be approved by the Personnel Commission. Subject to cancellation or proper change the Personnel Commission shall meet monthly on the third Thursday of each month at 5:00 p.m., in the Education Center, located at 1301 North A Street, Lompoc, California.

DATE	LOCATION
Thursday, January 15, 2015	Conference Room 1
Thursday, February 19, 2015	Conference Room 1
Thursday, March 19, 2015	Conference Room 1
Thursday, April 16, 2015	Conference Room 1
Thursday, May 21, 2015	Conference Room 1
Thursday, June 18, 2015	Conference Room 1
Thursday, July 16, 2015	Conference Room 1
Thursday, August 20, 2015	TBD
Thursday, September 17, 2015	TBD
Thursday, October 15, 2015	TBD
Thursday, November 19, 2015	TBD
Thursday, December 17, 2015 (if needed)	TBD

It is recommended that the Personnel Commission adopt its meeting calendar for 2015.

Moved by: _____ Seconded by: _____ Vote: _____

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission