



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: September 19, 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)

August 22, 2019 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. Lacy Gillespie, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items – September 10, 2019 (*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. 2nd Reading Personnel Commission Rules and Regulations Revisions –
(Discussion/Action) – **(Attachment 7)**

- a. Chapter 4 - Applications

Moved by: _____ Seconded by: _____ Vote: _____

3. Personnel Commissioner – Joint Appointee (Discussion)

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**

- **October 17, 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 – August 22, 2019

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. August 22, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Chris Rowe
<u>Members Absent</u>	Susie Morey
<u>Staff Present</u>	Lacy Gillespie, Carmen Jaramillo
<u>Guests Present</u>	Barbara Sandoval, Bree Valla
<u>Approval of Minutes</u>	<p>A motion was made by Chris Rowe, seconded by Gayle Higgason (2-0) and carried to approve the minutes of the June 20, 2019 special meeting. (2-0)</p> <p>A motion was made by Chris Rowe, seconded by Gayle Higgason and carried to approve the minutes of the June 28, 2019 regular meeting. (2-0)</p> <p>A motion was made by Chris Rowe, seconded by Gayle Higgason and carried to approve the minutes of the July 10, 2019 special meeting. (2-0)</p>
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	Barbara Sandoval indicated that they were off to good start, very few members asking for help or problems. She also felt that LUSD as a District had gotten off to a good start.
2. Lacy Gillespie	Lacy Gillespie thanked Carmen Jaramillo for her help with the HR department. HR is working hard on getting recruitments out. They are presently working on three times the normal recruitments. HR has had some extra help with Kathy Brown and Alyssa Berroteran. Chris Rowe asked how the testing was going at the new testing site? The travel is taking more time and HR is still working on the logistics of the rooms. HR may have to ask for more money to budget for the extra cost. The HR Technician position was opened up for recruitment again. This time it will be open and promotional.
<u>Information Items</u>	<p><u>Classified Personnel Items</u> – August 22, 2019 – Carmen Jaramillo</p> <p><u>Status of Vacancies</u> – Carmen Jaramillo</p> <p><u>Examination Schedule</u> – Carmen Jaramillo</p> <p><u>Working Out of Class Report</u> – Carmen Jaramillo</p>

<u>New Business – Action</u>	Action - Motion was made by Chris Rowe, seconded by Susie Morey and carried (2-0) to approve the ratification of the following eligibility lists:
1. Ratification of Eligibility List (Action)	<ul style="list-style-type: none"> • HR Analyst - Classified - Open/Promotional – established 7/3/19 – 5 Promotional Ranks / 0 Open Ranks • Executive Assistant to the Assistant Superintendent - Open/Promotional – established 7/2/19 – 8 Promotional Ranks / 2 Open Ranks • Administrative Assistant III - Open/Promotional – established 7/3/19 – 6 Promotional Ranks / 0 Open Ranks • Swimming Pool Operator - Open/Promotional – established 5/29/19 – 1 Promotional Ranks / 1 Open Ranks

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
September 10, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Pigeon, Jaclyn	Para-SpEd	LHS	27/1	8-13-19
Moegelin, Ryan	Custodian	LHS	29/1	8-12-19
Jamar, Amy	Sch. Bus Driver I	TRAN	33/1	8-13-19
Winters, Anthony	Sch. Bus Driver I	TRAN	33/1	8-13-19
McGovern, Shelly	Library Tech	CREL	33/1	8-13-19
Velasquez, Nancy	Para-SpEd	LHS	27/2	8-19-19
Dalope, Joanne	Stu. Sup Aide	CREL	21/1	8-14-19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Ramirez, Azucena	SUB – HSCL	SUB	29/1	8-13-19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Escarzega, Rudolph	Custodian	Custodian	7-1-19
	8.0 hrs /LHS (NIGHT) Range 29-3	8.0 hrs /LHS (Day) Range 29-3	
Salas, Trinidad	Admin Asst II	Admin Asst II	8-5-19
	6.0 hrs /ADED Range 38/4	6.0 hrs /BFCDS Range 38/4	
Cavazos, Veronica	Para-SpEd	Para-SpEd	8-13-19
	6.0 hrs /LHEL Range 27/3	6.0 hrs/VMS Range 27/3	
Blanco, Arthur	Para-SpEd	Para-SpEd	8-13-19
	6.0 hrs /LBEL Range 27/2	6.0 hrs /CHS Range 27/2	
Ybarra, Muserref	39 mon.rehire	CNW I	8-13-19
		1.6 hrs /HPEL Range 21-2	
Aguirre, Jessica	Para-SpEd	Para-SpEd	8-13-19
	3.0 hrs /LHEL	6.0 hrs /LHS	
	3.0 hrs /Ruth Range 27/2	Range 27/2	
Gray, Seth	Para-SpEd 6.0 hrs/ATP	Para-SpEd 7.0 hrs /LHS	8-13-19

	1.0 hrs/BFCDS Range 27/4	Range 27/4	
Henao, Sara	Home School Comm Liaison – BIL 3.0 hrs / MIG Range 29/5	Home School Comm Liaison – BIL 4.0 /MIG Range 29/5	8-13-19
Arias, Amanda	Para-SpEd 6.0 hrs /FMEL Range 27/1	Para-SpEd 6.0 hrs /LVMS Range 27/1	8-13-19
Becerra, Stephanie	Para-SpEd 6.0/LVMS Range 27/1	Para-SpEd 6.0 hrs /LHS Range 27/1	8-13-19
Diaz, Cinthia	Para-SpEd 6.0 hrs /ATP Range 27/1	Para-SpEd 7.0 hrs /LHS Range 27/1	8-13-19
Dugat, Chaela	Para-SpEd 6.0 hrs /FMEL Range 27/1	Para-SpEd 6.0 hrs /Ruth Range 27/1	8-13-19
Faulkner, Kerri	Para-SpEd 6.0 hrs /CREL Range 27/1	Para-SpEd 6.0 hrs /Ruth Range 27/1	8-13-19
Franco, Candace	Para-SpEd 6.0 hrs /CREL Range 27/1	Para-SpEd 6.0 hrs/BVEL Range 27/1	8-13-19
Chastain, Jeremy	CNS Delivery Driver 6.0 hrs/CKIT Range 31/5	CNS Delivery Driver 6.2 hrs /CKIT Range 31/5	8-13-19
Urdiano Garcia, Leydi	Para-SpEd 6.0 hrs /LVMS Range 27-5	Student Safety Asst Campus Liaison 8.0 hrs /LHS Range 28/5	8-13-19
Willis, Josiah	Para-SpEd 6.0 hrs /CREL Range 27/5	Para-SpEd 3.0 hrs/VMS 3.0 hrs/CHS Range 27/5	8-13-19
Ando, Aalayuh	39 mon	Para-SpEd 6.0 hrs /LHS Range 27/4	8-14-19
Martinez, Krystal	CNW I 2.0 hrs/FMEL Range 21/1	Custodian 8.0 hrs/FMEL Range 29/1	8-26-19
Rapoza, Rosanne	Sch/Com Lia. Bil 2.0 hrs/MGEL Range 29/5 School Acct Asst. I 5.0 hrs/MGEL Range 31/5	School Acct Asst. I 7.0 hrs/MGEL Range 31/5	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>
Clifford, Megan	SUB	Resigned	8-7-19
Martinez, Emely	Para-SpEd	Resigned	8-8-19
Bennett, Susan	SUB-Retired	Separation	7-31-19
Ramirez, Azucena	Sch/Com Lia. Bil	Resigned	8-09-19
Garcia, Gloria	Student Sup Aide	Resigned	8-13-19
Burke, Angela	SUB	Resigned	8-20-19
Ranard, Robert	SUB-Ret	Resigned	8-20-19
Saul, James	SUB-Ret	Resigned	8-20-19
Adair, Eddie	SUB	Inactive	8-22-19
Armijo, Ernest	SUB	Inactive	8-22-19
Mendez Barajas, Alma	SUB	Inactive	8-22-19
Presiado, Yoana	SUB	Inactive	8-22-19
Riniker, Kabrina	SUB	Inactive	8-22-19
Roby, Patricia	SUB	Inactive	8-22-19
Morales, Benito	SUB	Inactive	8-22-19
Perez Guerrero, Guadalupe	SUB	Inactive	8-22-19
Schentrup, Ruth	SUB	Resigned	8-26-19
Medina, Olivia D	Student Sup Aide	Resigned	8-28-19

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared September 12, 2019

STATUS OF CLASSIFIED VACANCIES
Information Items
For Personnel Commission Meeting September 19, 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	HPEL	TESTING
PARAEDUCATOR SPECIAL ED	8/13/2019	6.0	VACANT DUE TO TRANSFER	196	V. CAVAZOS	HPEL	TESTING
PARAEDUCATOR SPECIAL ED	8/13/2019	6.0	NEW	196	N/A	INTINERANT	TRANSFER
PARAEDUCATOR SPECIAL ED	8/13/2019	6.0	NEW	196	N/A	INTINERANT	TRANSFER
PARAEDUCATOR SPECIAL ED	8/13//2019	6.0	NEW	196	N/A	LVMS	TESTING
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	NEW	196	N/A	LVMS	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
Human Resources Tech	7/14/2019	8.0	VACANT DUE TO PROMOTION	260	C. JARAMILLO	Ed. Ctr	TESTING
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	TESTING

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
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	TESTING
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

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared September 12, 2019

EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting September 19, 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
Buyer	34	8/06/19	14	8/28/2019	7
HR Technician – Classified (repost)	26	TBD	19	TBD	TBD
Library Technician	22	9/03/2019	16	TBD	TBD
Administrative Assistant II	55	9/10/2019	31	TBD	TBD
Lead Language Assessment Tech (repost)	2	TBD	1	TBD	TBD
Maintenance Worker II	6	TBD	TBD	TBD	TBD
Staff Secretary	69	9/12/2019	35	TBD	TBD
Outreach Consultant	18	9/11/2019	10	TBD	TBD
Programmer Analyst	5	TBD	2	TBD	TBD
Home School Community Liaison-Bil	12	TBD	TBD	TBD	TBD
Supervisor, Transportation Services	4	TBD	TBD	TBD	TBD
Paraeducator (continuous recruitment)	47	TBD	TBD	TBD	TBD
Paraeducator Bilingual (continuous recruitment)	37	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	92	TBD	28	9/11/19	5
Student Supervision Aide (continuous recruitment)	46	8/22/2019	33	n/a	n/a

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared September 11, 2019

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting September 19, 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	7/30/2019	TBD	Leave	
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?	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	
Alyssa Berroteran	CNW I/LHS	Sr. Office Asst/HR-CL	9/10/2019	TBD	TEMP	
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	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared September 12, 2019
Action Item

RATIFICATION OF ELIGIBILITY LISTS

Action Item

For Personnel Commission Meeting September 19, 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
<i>Buyer</i>	8/29/2019	4	4	0	0
<i>Student Supervision Aide</i>	8/28/2019	0	0	9	29
<i>Paraeducator - SpEd</i>	9/11/2019	0	0	10	15

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

Respectfully Submitted,

Lacy Gillespie
Director, Human Resources-Classified
Personnel Commission

CHAPTER 40: APPLICATION AND EXAMINATION**CHAPTER 4 - APPLICATIONS****4.1 40.100 APPLICATION FOR EMPLOYMENT****4.1.1 40.100.1 FILING OF APPLICATION**

All applications for employment shall be made on official forms furnished by the Commission, filled out as directed, and filed in the Personnel Commission Office or postmarked on or before the date specified in the examination announcement.

All applications for employment shall be made on the official forms furnished by the Commission. Every item shall be filed in the Personnel Commission Office on or before the time and date specified in the employment opportunity bulletin.

- 1. Applicants taking more than one examination must file a separate and complete application for each examination-unless otherwise directed.**
- 2. For federal/state reporting purposes, questions regarding ethnicity, sex, age, and handicapping condition shall be placed on a separate form. Answers to such questions shall be voluntary, and no other information shall be requested relative to race, religious creed, color, national origin, ancestry, handicapping condition, medical condition, marital status, sex or age prior to employment.**
- 3. Applications and examination papers are confidential and become the property of the Personnel Commission, and shall not be returned to the applicant.**

REFERENCE: Education Code Sections 45260 and 45272

4.1.2 40.100.2 GENERAL QUALIFICATIONS OF APPLICANTS

Applicants must be citizens of the United States or have legal right to employment, except as otherwise provided in law, and possess all other requirements that may be specified in the minimum qualifications established for the class. Every applicant must be in all respects mentally and physically competent to perform the essential functions of the position for which he/she applies.

Applicants must be permanent residents of, or must otherwise prove their right to work in the United States and must possess all other requirements that are specified in the qualifications established for the class. Every applicant must be mentally and physically competent to perform the essential job functions of the position for which applying.

- 1. Every qualified applicant shall have an opportunity to seek, obtain, and hold permanent employment without discrimination because of race, religious creed, color, national origin, ancestry, handicapping condition, medical condition, marital status, sex, sexual orientation or age.**
- 2. Residency within the District shall not be a condition for filing applications or offering employment except in the case of restricted positions which require specific residency.**
- 3. No maximum age limit shall be set as a condition for initial or continued employment in the District.**

4. Disabled persons shall be given equal employment opportunity and reasonable accommodation for employment shall be made where possible.

REFERENCE: 1. Education Code Sections 45105, 45111, 45122, 45123, 45124, 45134, 45260, 45272 2. Labor Code Section 2805 3. Government Code Section 12921

4.1.3 EDUCATION SUBSTITUTION AND ACCEPTANCE

Where college training is required, credit will be given only for work completed in recognized colleges and universities.

1. Where graduation from a four (4) year college or university is required, a degree from a school which is less than a four-year school will not be accepted.
2. Credit will be given for work done with an accredited correspondence school, where such work is comparable to that offered by a four-year college or university. Completion of such a correspondence source of study will be considered equivalent to a degree from a regular four-year college or university, and partial completion of such a course of study will be prorated on the basis of percent completed.
3. Education beyond high school will be prorated with thirty (30) semester units or forty-five (45) quarter units considered equal to one (1) year of experience or one (1) year of school. Credits in excess of the equivalent of two (2) years, in order to be credited, must be in upper division work.
4. College training shall substitute for experience in those circumstances in which it is possible to establish a direct relationship between such training and duties of the class.
5. Specific course work and units within a class will not be eligible for substitution.

4.1.4 EXPERIENCE SUBSTITUTION AND ACCEPTANCE

Appropriate experience will substitute for formal college training in examinations in which it is possible to establish a direct relationship between such experience and the duties of the class.

1. Where journey level status is required, completion of apprenticeships, possession of a journey license, or salaries at a journey level will be acceptable evidence of such status if the applicant's work record indicates an appropriate number of year experience in the field.
2. In evaluating applications for examination, total qualifying experience will be rounded to the nearest full month.
3. In interpreting qualification of promotional candidates, time spent in military service (active) shall be evaluated either as experience in the class from which the candidate left to go into military service or as experience in the service classification, whichever shall be to the candidate's advantage.
4. Credit will not be given for experience obtained while working overtime, out-of-class (in a non-compensation status), in relief of a supervisor or while working on a part-time job in addition to a regular full-time job, which also provides qualifying experience.

5. When qualifying experience is only part of an applicant's total responsibility on a job, credit will be given only for such portion of time actually involved in the qualifying work.
6. Experience requirement shall normally be stated in terms of full-time work.
7. Unpaid volunteer experience may be accepted provided it is equivalent to the required experience and, upon request by the Personnel Commission staff, the applicant provides verification from the volunteer agency specifying the period of service, amount of time worked during this period and the duties and responsibilities performed by the volunteer.
8. Part-time volunteer or paid experience will be credited only in proportion to the hours worked as they equate to a normal full-time week.

40.100.3 DISQUALIFICATION OF UNFIT APPLICANTS, CANDIDATES, AND ELIGIBLES

An applicant or candidate may be refused examination, and an eligible may be refused certification or appointment, for any of the following reasons:

- A. Failure to meet the general qualifications of Rule 40.100.2
- B. Knowingly becoming or knowingly remaining a member of the Communist Party on or after September 9, 1953.
- C. Advocacy of overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
- D. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict to a charge of a sex or narcotics offense as defined in Education Code Sections 44010 or 44011.
- E. Conviction, either by a plea of guilty or nolo contendere, a court decision or a jury verdict of a felony of serious crime or a record of one or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the following basis: nature, seriousness and circumstances of the offense(s); age of the person at the time and recency of the offense; number of convictions; relationship of the offense to the position applied for; evidence of rehabilitation and maturing including the employment record with respect to job responsibility and duration; truthfulness in admitting to the offenses; person's attitude; and the duties of the class.
- F. A history of drug addiction without acceptable evidence of rehabilitation.
- G. Making a false statement or omitting a statement as to any material fact on the application form.
- H. Practicing any deception or fraud in connection with an examination or to secure employment.
- I. Dismissal from a previous employment for cause if the cause would have subjected the applicant to dismissal by the District.
- J. Previous dismissal from this District unless the District waives this subsection.
- K. A record of unsatisfactory service with this District even though separation has not occurred.

~~L. Unsatisfactory health conditions which would prevent the applicant or candidate from performing the essential functions of the job or would endanger his/her health and safety or the health and safety of others.~~

~~M. Dishonorable discharge from the Armed Forces of the United States.~~

~~N. Failure, after due notice, to report promptly for review of any of the above basis for disqualification.~~

~~O. Refusal to furnish testimony, at a hearing or investigation before the Personnel Commission or Board of Education.~~

~~P. Making contact with any member of the Board of Education or the Personnel Commission in an attempt to influence the recruitment, examination, and/or selection process. Exempted from this restriction would be any formal appeal of the recruitment/examination/selection process to the Personnel Commission through the established appeal processes (see Rules 40.100.4) — Q. Obtaining or attempting to obtain, either directly or indirectly, privileged information regarding test questions or examination content.~~

~~R. Failure to report for duty after an assignment has been offered and accepted.~~

40.100.4 DISQUALIFICATION AND APPEAL FROM DISQUALIFICATION

~~A. Applicants, candidates, and eligibles who are disqualified for any of the reasons enumerated in Rule 40.100.3 shall be notified in writing by the Personnel Director. The notification shall state:~~

~~1. The reason(s) for disqualification.~~

~~2. The length of time the individual shall be ineligible to be considered for examination or appointment to a position in the District.~~

~~3. That, within seven calendar days, the individual may appeal to the Personnel Director for the Personnel Commission for administrative review, and that failure to appeal for administrative review makes the disqualification final and conclusive.~~

~~B. If there has been an administrative review, as provided above, and the disqualification is sustained, the individual shall be:~~

~~1. Given a written notice outlining the reason(s) for sustaining the disqualification, and~~

~~2. Informed of his/her right to make a written appeal of the disqualification and/or the period of disqualification, within seven calendar days, to the Personnel Commission. The appeal may be based on any of the following reasons:~~

~~a. Discrimination because of affiliations, political or religious acts or opinions, race, color, sex, disabilities for which accommodations could be made, or marital status.~~

~~b. Abuse of discretion.~~

~~e. Inconsistency of the reasons given for the disqualification with the facts.~~

~~C. Upon receipt of an appeal, the Commission shall set a date for hearing, hear all of the evidence, and render a decision. Its decision shall be transmitted in writing to all concerned and shall be final.~~

40.100.5 ACTION WHEN DISQUALIFICATION IS NOT SUSTAINED

~~If a disqualification is not sustained by the Personnel Director for the Personnel Commission or the Personnel Commission, the Personnel Director for the Personnel Commission shall institute immediate action to insure the rights of the applicant, candidate or eligible as if the disqualification had not been made. However, appointments made in the interim shall not be disturbed unless they were made fraudulently.~~

4.2 DISQUALIFICATION OF APPLICANTS AND CANDIDATES

4.2.1 CAUSES FOR DISQUALIFICATION

An applicant may be refused initial admittance to an examination and a candidate may be disqualified from further competition for any of the following reasons:

1. 4.2.1.1 Failure to meet the general qualifications of Rule 4.1.2.
2. Advocacy of the overthrow of the Government of the United States or the State of California by force, violence, or other unlawful means.
3. Conviction, either by a plea of guilty or no lo contendre, a court decision or a jury verdict to a charge of a narcotics or controlled substance offense as defined in Education Code Section 44011, or a charge of moral turpitude, any sex offense as defined in section 44011, or mistreatment of children or a serious or violent felony as defined in section 45122.1.
4. A history of controlled substance abuse without acceptable evidence of rehabilitation.
5. Conviction, either by a plea of guilty or no lo contendre, a court decision or a jury verdict of a felony or serious crime or a record of one or more convictions which would indicate that the person is a poor employment risk. A conviction record will be evaluated on the following basis: nature, seriousness and circumstances of the offenses; age of the person at the time and recentness of the offense; number of convictions; relationship of the offense to the position applied for; evidence of rehabilitation and maturing including the employment record with respect to job responsibility and duration; truthfulness in admitting to the offense; the person's attitude; and the duties of the class.
6. Making a false statement or intentionally omitting a significant statement of a material fact requested on the application form.
7. Practicing any deception or fraud in connection with an examination or to secure employment.
8. Obtaining or attempting to obtain either directly or indirectly, privileged information regarding test questions or examination content.
9. Dismissal from previous employment for cause if the cause would have subjected the applicant to dismissal by the District under these rules.
10. A record of unsatisfactory service with a previous employer as evidenced by a reference check, verified by the Director, Classified Personnel Services. (Outside applicants only).
11. Previous dismissal from this District unless the District waives this subsection.

12. A record of unsatisfactory service with this District even though separation has not occurred.
13. Dishonorable discharge from the Armed Forces of the United States.
14. Refusal to furnish testimony, other than self-incriminating, at a hearing or investigation before the Personnel Commission or the Board of Trustees.
15. Unsatisfactory health conditions which clearly indicate that the applicant or candidate would be unable to perform the essential duties of his job with or without reasonable accommodation or would endanger his health and safety or the health and safety of others.
16. Attempting to or making contact with any member of the Board of Trustees or the Personnel Commission with the intent of attempting to favorably influence the recruitment, examination, and/or selection process in any way. Exempted from this restriction would be any formal appeal of the recruitment/examination/selection process to the Personnel Commission as a whole by any candidate through the established appeal process.
17. Failure, after due notice, to report for review of any of the above causes for disqualification.
18. Failure to report for duty after an assignment has been offered and accepted.

REFERENCE: Education Code Sections 45111, 45122, 45123, 45124, 45134, 45260, 45261, and 45303.

4.2.2 APPEAL FROM DISQUALIFICATION

Any applicant, candidate, and/or eligible disqualified based on Rule 4.2 shall be notified in writing, indicating the reasons for disqualification.

1. Anyone who has appealed a disqualification shall conditionally be permitted to take the examination pending final decision.
2. Upon receipt of an appeal, the Director of Classified Personnel Services shall conduct an investigation. If the decision is in favor of the applicant, he shall be notified and given rights as though the disqualification had not occurred. If the decision is to deny the appeal, the applicant may appeal to the Commission within five (5) working days after being notified.
3. Upon receipt of an appeal, the Commission shall conduct a hearing and shall receive evidence and render a decision within fourteen (14) calendar days. If the Commission's decision is in favor of the applicant, he shall be given rights as though the rejection had not occurred. The decision of the Personnel Commission is final and binding on all parties.
4. Appointments may be made from available eligibles pending final decision on the appeal (unless ordered otherwise by the Personnel Commission), and shall not be changed even though the outcome is in the appellant's favor, unless such appointments were fraudulently made.

REFERENCE: Education Code Sections 45111, 45122, 45123, 45124, 45134, 45260, 45261, and 45303

40.100.6 APPLICATIONS NOT TO BE RETURNED

All applications and examination papers are confidential records of the District and shall not be returned to the applicants.

40.100.7 APPLICANTS' NAMES NOT MADE PUBLIC

The names of the applicants or unsuccessful candidates in any examination shall not be made public.

40.100.8 VETERANS'S PREFERENCE

~~A. On all entrance examinations, veterans with 30 days or more of service who become eligible shall be allowed an additional 5 points and a disabled veteran shall be allowed an additional 10 points. These points shall be added to the final score attained in the examination.~~

~~B. Veterans as used in this section means any person who has served in the United States Armed Forces in the time of war, or national emergency declared by the President of the United States of America, and who has been discharged or released under conditions other than dishonorable, proof of which shall be submitted at the time of the examination.~~

~~Armed Forces means service in the United States Air Force, Army, Navy, Marine Corps, or Coast Guard between the dates listed:~~

~~World War II December 7, 1941 through December 31, 1946~~

~~— Korea June 27, 1950 through January 31, 1955~~

~~— Viet Nam August 4, 1964 through May 7, 1975~~

~~Gulf War August 1, 1990 through present time~~

~~C. Disabled veterans as used in this section means any veteran, as defined in EDUCATION CODE Section 45294, who is currently declared by the United States Veterans Administration to be 10% or more disabled as the result of service in the Armed Forces. Proof of disability shall be deemed conclusive if it is on record in the United States Veterans Administration.~~

~~D. In order to obtain credit, the applicant shall furnish satisfactory proof of qualifying military service prior to establishment of the eligibility list. No adjustment of the rank on the list shall be made when such proof is presented thereafter.~~

~~E. To receive Veteran's Credit(s), the applicant must provide satisfactory proof, such as a DD214, regarding the qualifying military service. Normally, such proof shall be submitted at the time of submitting the application, but must be submitted prior to the establishment of the eligibility list. No adjustment of rank on the list shall be made thereafter, even if such proof of eligibility is forthcoming.~~

4.2.3 SUBMITTING PROOF OF VETERAN'S PREFERENCE

Any applicant who claims veteran's preference must submit Form DD214 at the time the employment application is submitted. Failure to submit Form DD214 at the time of application shall result in no veteran's preference being considered or added to any passing score. Veteran's preference is applicable on Open Competitive examinations only.

REFERENCE: Education Code Sections 45260, 45261, 45294, 45295, and 45296

4.2.4 APPLICANT'S NAMES NOT TO BE MADE PUBLIC:

The names of applicants or unsuccessful candidates in any of the District's selection processes shall not be made public.

REFERENCE: Education Code Sections 45260 and 45261

Labor Code: 2805

Chapter 5 – Recruitment and Examinations

Chapter 5 of the Personnel Commission Rules and Regulations chapter should cover:

Recruitment Procedures Examination Procedures Examination Scoring

Procedures Examination Records Examination Appeals Procedures Violation of these

Examination Rules/Laws