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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: September 20, 2018
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 16, 2018 Regular Meeting (*Attachment 1*)

Moved by: _____ Seconded by: _____ Vote: _____

B. **Input from the Public**

The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. Unless otherwise determined by the Commission, each person is limited to 5 minutes. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)

C. **Reports**

1. Barbara Sandoval, CSEA Representative – Monthly Report
2. Cynthia Carrillo, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items – September 11, 2018 (*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. Personnel Commission Rules and Regulations Revisions – 2nd Reading (Action) – **(Attachment 7)**

Moved by: _____ Seconded by: _____ Vote: _____

3. Ewing Consulting Year 3 Job Descriptions – 2nd Reading (Action) – **(Attachment 8)**

Moved by: _____ Seconded by: _____ Vote: _____

4. Personnel Commission Rules and Regulations Revisions – 1st Reading (Discussion Only) – **(Attachment 9)**

- a. Chapter 13 – Performance Evaluations (Classified Management/Confidential Only)
- b. Chapter 15 – Leaves of Absence
- c. Chapter 20 – Layoffs (Classified Management/Confidential Only)
- d.

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 18, 2018** – Board Room, 4:30 p.m. – **Regular Meeting**

K. Recess to Closed Session (Government Code 54957)

1. Personnel Matter

L. Report of Action Taken in Closed Session

1. Public report of any action taken in Closed Session which must be reported out

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

Personnel Commission Meeting

August 16, 2018

Unadopted Minutes (Page 1)

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. August 16, 2018 at the Education Center – Board Room, 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, Erika Diggs
<u>Guests Present</u>	None
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the June 21, 2018 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u>	
1. CSEA	No Report
2. Cynthia Carrillo	Cynthia Carrillo provided a handout titled Classified Human Resources Update – Summer 2018, outlining some of the accomplishments during the summer.
<u>Information Items</u>	<p><u>Classified Personnel Items</u> – June 26 and August 13, 2018 (agenda was updated to include the August 13, 201 Personnel Transitions (Cynthia Carrillo)</p> <p><u>Status of Vacancies</u> – Erika Diggs</p> <p><u>Examination Schedule</u> – Erika Diggs</p> <p><u>Working Out of Class Report</u> – Erika Diggs</p>

<u>New Business</u>	
1. Ratification of Eligibility List (Action)	<p>Action - Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists:</p> <p>Administrative Assistant II – Established 7/24/18 – 3 promotional ranks Child Nutrition Worker II – Established 5/23/18 – 6 promotional ranks District Translator - Established 7/18/18 – 3 promotional ranks/2 open ranks Lead Language Assessment Technician – Established 7/18/18 – 2 promotional ranks Paraeducator – Established 6/19/18 – 1 promotional rank/10 open ranks Pest Control/Turf Technician – Established 6/19/18 – 3 promotional ranks/1 open rank</p>
2. New Job Description – Speech Language Pathology Assistant (Action)	<p>Action - Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the new job description of Speech Language Pathology Assistant.</p>
3. 2nd Reading of Ewing Year 2 Job Descriptions (Action)	<p>Action - Motion was made by Chris Rowe, seconded by Hector Samaniego and carried (3-0) to approve the Ewing Year 2 Job Descriptions in the following job families:</p> <p>Child Nutrition Services Delivery Services Fiscal Instructional Grounds Maintenance Transportation</p>

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting
August 16, 2018
Unadopted Minutes (Page 2)

<p>4. 1st Reading of Ewing Year 3 Job Descriptions (Information)</p>	<p>Discussion – Ewing Year 3 Job Descriptions of the following Job Families: Attendance Health Human Resources Information Technology Printing Classified Confidential Classified Management Second reading and approval will be presented at the September 20, 2018 Personnel Commission Meeting.</p>
<p>5. 1st Reading of Merit Rules and Regulations (Information)</p>	<p>Discussion – Merit Rules and Regulations Revisions – 1st Reading Chapter 1 – Definitions Chapter 2 – Rule Making Authority Chapter 19 – Discipline Second reading and approval will be presented at the September 20, 2018 Personnel Commission Meeting.</p>

<p><u>Unfinished Business</u> 1. None</p>	None
<p><u>Items from the Floor</u></p>	None
<p><u>Items from Personnel Commissioners</u></p>	None
<p><u>Items from PC Staff</u></p>	Erika Diggs welcomed back the Personnel Commissioners.

<p><u>Recess to Closed Session</u></p>	The Personnel Commission did not recess to closed session.
<p><u>Next Meeting Date</u></p>	September 20, 2018 in the Board Room at 4:30 p.m. – Regular Meeting
<p><u>Adjournment</u></p>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 5:01 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 September 11, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Belnavis, Maria	CNW I	La Honda	Range 21-1	08/20/18
Coggin, Sharon	Paraeducator	Fillmore	Range 24-1	08/20/18
Gomez, Lucia	Paraeducator	Miguelito	Range 24-1	08/07/18
Jackson, Sarah	IA – Special Ed.	Crestview	Range 27-1	08/08/18
Jaimes, Ilan	BIL Paraeducator	Ruth	Range 25-1	08/08/18
Rios, Morris	IA – Computer Lab	Crestview	Range 31-1	08/08/18
Velasquez, Corina	Paraeducator	La Canada	Range 24-1	08/13/18

EMPLOYMENT - Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Chavez, Stephanie	AVID Tutor	REG	24-1	08/14/18
Corona, Alejandra	Noon Aide	REG	FR	08/17/18
Hale, John	Custodian	SUB	29-1	08/16/18
Larson, Jillian	AVID Tutor	REG	24-1	08/27/18
McMillan, Joy	IA – SPED	SUB	27-1	08/24/18
Wolf, Stacy	IA – SPED	SUB	27-1	08/14/18
Morales, Eduardo	IA – SPED	SUB	27-1	08/14/18
Ruiz, Melissa	BIL Paraeducator	SUB	25-1	08/14/18
Velasquez, Nancy	BIL Paraeducator	SUB	25-1	08/08/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Anderson, April	Paraeducator - SPED 6.0 hrs/day, FILL Range 27-4	Custodian 8.0 hrs/day, LCEL Range 29-4	08/13/18
Baldwin, Linda	CNW I 5.5 hrs/day, CKIT Range 21-5	CNW I 6.0 hrs/day, CKIT Range 21-5	08/14/18
Croker, Patty	CNW I 3.0 hrs/day, CHS Range 21-5	CNW I 4.0 hrs/day, CHS Range 21-5	08/24/18
Gustaves, Selmer	Paraeducator 4.0 hrs/day, LCEL Range 24-5	Paraeducator 4.0 hrs/day HPEL Range 24-5	08/14/18
Jenkins, Laura	Paraeducator - SPED 6.0 hrs/day, LBEL Range 27-5	Paraeducator - SPED 6.0 hrs/day, CREL Range 27-5	08/14/18

Kelly, Catherine	CNW I 5.0 hrs/day, LBEL Range 21-5	CNW II 5.75 hrs/day, LBEL Range 24-5	08/08/18
Lopez, Edtna	Staff Secretary 8.0 hrs/day, STSV Range 33-2	Admin II 8.0 hrs/day, TRAN Range 38-1	08/15/18
McPeek, Randy	Paraeducator - SPED 6.0 hrs/day, LHEL Range 27-5	Paraeducator - SPED 6.0 hrs/day, LHS Range 27-5	08/14/18
Nelson, Katelyn	Student Safety 3.0 hrs/day, LVMS Range 28-1	Student Safety 7.0 hrs/day, LVMS Range 28-1	08/23/18
Rosales, Samuel	Student Safety 7.0 hrs/day, LVMS Range 28-4	Custodian 8.0 hrs/day, MGEL Range 29-5	08/07/18
Schmeiser, Anne	Library Technician 5.0 hrs/day, BVEL Range 33-5	Library Technician 6.0 hrs/day, BVEL Range 33-5	08/14/18
Sunthimer, Kevin	39 Month Reinstatement	Paraeducator - SPED 6.0 hrs/day, LCEL Range 27-5	08/27/18
Terrones, Tracy	CNW I 2.0 hrs/day, LHS Range 21-3	CNW I 3.75 hrs/day, LHS Range 21-3	08/24/18
Tovar, Claudia	CNW I 4.0 hrs/day, CKIT Range 21-5	CNW I 5.0 hrs/day, CKIT Range 21-5	08/14/18
Townsend, Heidi	CNW I 3.75 hrs/day, LHS Range 21-5	CNW II 6.5 hrs/day, LHS Range 24-5	08/07/18
Wilkie, Teri	CNW I 4.0 hrs/day, CHS Range 21-5	CNW II 6.0 hrs/day, CHS Range 24-5	08/07/18

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>
Ranard, Robert	Electrician	Retirement – 30 years	08/16/18
Ruiz, Melissa	BIL Paraeducator	Resignation	08/09/18
Sanchez, Jesus	IA – SPED	Resignation	08/14/18
Schmidt, Kathleen	Sub Clerical	Resignation	08/20/18

Scroggins, Jonathan	IA – SPED	Resignation	09/12/18
Taylor, Patti	CNW I	Retirement – 28 years	08/06/18
Velasquez, Jissel	NDA	Resignation	08/29/18
Vergara, Cesar	IA – SPED	Resignation	08/12/18
Wutzke, Alice	Cook	Resignation	08/13/18

**Status of Classified Vacancies
Prepared September 13, 2018**

For Personnel Commission Meeting September 20, 2018

POSITION	HOURS	REASON	WORK YEAR	FUNDING SOURCE	REPLACING	SITE	STATUS
ACCOUNTING TECHNICIAN	8.0	VACANT DUE TO TRANSFER	260	UNRESTRICTED	N. JORGENSEN	ACCT	INTERVIEWS
ADMIN II	8.0	VACANT DUE TO TRANSFER	260	UNRESTRICTED / SPED IDEA	A. GUERRERO	DO	TESTING
BUS DRIVER	TBD	VACANT DUE TO RESIGNATION	196	TRANSPORTATION	P. BRAVO	TRANS	RECRUITING
CAREER CENTER TECHNICIAN	16 HR/WK	NEW	196	ADULT ED	N/A	ADED	RECRUITING
CHILD NUTRITION WORKER I	12.5 HR/WK	NEW	196	CHILD NUTRITION	N/A	LVMS	ON HOLD PER MANAGER
CUSTODIAN	8.0	VACANT DUE TO RETIREMENT	260	MAINTENANCE	H. PEREZ	FIL	ON HOLD PER MANAGER
IA COMPUTER LAB	6 HRS DAY/4 DAY/WK	NEW	196	ADULT ED	N/A	ADULT ED	ON HOLD PER MANAGER
PARAEDUCATOR	4.0	VACANT DUE TO RETIREMENT	196	SUP CON	S. GUSTAVES	HAPGOOD	TESTING
PARAEDUCATOR	4.0	VACANT DUE TO PROMOTION	196	SUP CON	M. SALUTAN	LA HONDA	TESTING
PARAEDUCATOR - BILINGUAL	5.2	VACANT DUE TO RETIREMENT	196	SUP CON / TITLE I	G. OBERMIERE	HAPGOOD	ON HOLD PER MANAGER
PARAEDUCATOR - SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	LOS BERROS	TESTING
STAFF SECRETARY	8.0	VACANT DUE TO PROMOTION	233	CTE GRANT	R. RAZO	CHS/ LHS	INTERVIEWS
STAFF SECRETARY	8.0	VACANT DUE TO PROMOTION	233	UNRESTRICTED	E. LOPEZ	CHS	INTERVIEWS
STUDENT SAFETY LIAISON	6.0	VACANT DUE TO PROMOTION	196	SUP CON	K. NELSON	LVMS	INTERVIEWS

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared September 13, 2018

EXAMINATION SCHEDULE
For Personnel Commission Meeting August 16, 2018

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
Accounting Technician	16	9/5/2018	11	9/12/18	7
Administrative Assistant II	46	9/6/2018	22	9/13/2018	9
Bus Driver I (continuous recruitment)	6	NA	NA	NA	NA
Career Center Technician	17	9/27/2018	TBD	10/3/2018	TBD
Child Nutrition Worker I (continuous recruitment)	19	9/27/2018	TBD	10/10/2018	TBD
Cook	7	9/5/2018	4	9/14/2018	3
Electrician	10	NA	NA	9/28/18	7
Instructional Assistant Computer Lab	4	9/26/18	3	10/9/2018	TBD
Lead Custodian III	10	9/7/2018	7	9/14/2018	7
Locksmith	4	NA	NA	TBD	TBD
Paraeducator	18	9/26/18	TBD	10/11/2018	TBD
Paraeducator BIL	4	9/5/2018	4	TBD	TBD
Paraeducator Special Education (continuous recruitment)	12	9/25/2018	TBD	10/5/2018	TBD
Speech/Language Pathology Assistant	TBD	TBD	TBD	TBD	TBD
Transportation Attendant (continuous recruitment)	6	9/26/18	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared September 13, 2018

WORKING OUT OF CLASS REPORT
For Personnel Commission Meeting September 20, 2018

	Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Reason	Comments
	Paul Ortega	Bus Driver II / Transportation Dept.	Bus Driver / Service Mechanic / Transportation Dept.	3/13/2018	TBD		
	Eugene Forney	Grounds Maint Wkr II/ M&O	Lead Grounds Maint. Wkr.	5/16/2018	TBD		
	Dylan Miller	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II	5/16/2018	TBD		
	Scott Bauldry	Turf/Pest Control Specialist/M&O	Irrigation Mechanic	6/19/2018	TBD		
	Maria Reyna	Sr. Custodian/LHS	Lead Custodian III	7/24/2018	TBD	Vacancy	
	Elizabeth Acker	Office Asst./SpEd	Admin. Asst. II	7/27/2018	TBD	Vacancy	
	Erik Diggs	IA-SpEd/La Canada	IA-Computer Lab/LHS	7/13/2018	TBD		
	Marco Vargas	IA-SpEd/LHS	Language Assessment Tech	8/13/2018	9/30/2018	TEMP	
	Manuel Carrillo	Custodian/BuenaVista	Language Assessment Tech	8/13/2018	9/30/2018	TEMP	
	Aracely Navarro	IA-SpEd/LVMS	Language Assessment Tech	8/13/2018	9/30/2018	TEMP	
	Janina Hererra	Home School Liaison/Ruth	Account Clerk	8/15/2018	TBD		
	Rosa Fletes	Paraeducator/Ruth	Account Clerk	8/15/2018	TBD		
	Janeth Villareal	Staff Secretary/LVMS	Accounting Tech	9/10/2018	TBD	Vacancy	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared September 13, 2018

RATIFICATION OF ELIGIBILITY LISTS
For Personnel Commission Meeting September 20, 2018

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>Accounting Technician</i>	9/12/2018	1	1	3	3
<i>Administrative Assistant II (merged list)</i>	9/13/2018	5	8	2	2
<i>Staff Secretary (merged list)</i>	09/11/2018	3	3	7	7

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

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: August 20, 2018

EWING CONSULTING YEAR 3 JOB DESCRIPTIONS – 2nd READING

Action Item
September 20, 2018

Ewing Consulting has completed Year 3 of the Classification Study job description recommendations. These job descriptions were presented to the Personnel Commission as a first reading at its September 16th meeting.

The job descriptions being presented include the following:

ATTENDANCE

1. District Attendance Technician

HEALTH

1. Licensed Vocational Nurse (LVN)
2. Health Clerk – New Recommended Job Title: Health Services Assistant

HUMAN RESOURCES

1. Human Resources Technician – Certificated (new: formerly HR Technician)
2. Human Resources Technician – Classified (new: formerly HR Technician)
3. HR Analyst-Certificated

INFORMATION TECHNOLOGY

1. Web Developer
2. Computer Network Technician
3. Student Information Database Administrator
4. District Information Specialist – New Recommended Job Title: Student Information Specialist
5. Help Desk Technician
6. IA/Computer Lab (Instructional Services) – New Recommended Job Title/Job Family: Site Technology Support Assistant (Information Technology)
7. Lead Computer Network Technician (new)
8. Lead Network Engineer (new)

PRINTING

1. Printshop Assistant – New Recommended Job Title: Printing Services Assistant
2. Lead Offset Press Operator – New Recommended Job Title: Printing Services Specialist

CLASSIFIED CONFIDENTIAL

1. HR Analyst-Classified
2. Executive Assistant II – New Recommended Job Title: Executive Assistant to the Assistant Superintendent
3. Senior Executive Assistant – New Recommended Job Title: Executive Assistant to the Superintendent

EWING CONSULTING YEAR 3 JOB DESCRIPTIONS – 2nd READING - continued

CLASSIFIED MANAGEMENT

1. Manager, Child Nutrition Services – New Recommended Job Title: Director, Child Nutrition Services
2. Supervisor, Child Nutrition Services
3. Director, Fiscal Services
4. Manager, Payroll & Benefits
5. Director, Classified Human Resources – New Recommended Job Title: Director, Human Resources-Classified
6. Manager, Maintenance & Operations – New Recommended Job Title: Director, Maintenance & Operations
7. Custodian Supervisor – New Recommended Job Title: Supervisor, Maintenance & Operations
8. Manager, Purchasing and Stores – New Recommended Job Title: Manager, Purchasing Services
9. Manager, Transportation – New Recommended Job Title: Manager, Transportation Services
10. Supervisor, Transportation – New Recommended Job Title: Supervisor, Transportation Services

A total of 29 job descriptions were studied and revised in Year 3 of the Ewing Classification Study.

All of the 29 draft job descriptions will be made available for review on the LUSD website:

www.lusd.org – Classified Human Resources – Classification / Compensation Study.

It is recommended that the Personnel Commission approve the Ewing Year 3 job descriptions and new job titles as shown above.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: August 20, 2018

PERSONNEL COMMISSION RULES AND REGULATIONS REVISIONS – 1st READING

Action Item
September 20, 2018

The Personnel Commission will consider the following revisions to its Rules & Regulations:

- Chapter 1 – Definitions
- Chapter 2- Rule Making Authority
- Chapter 19 – Discipline

This is in accordance with current Merit Rules and Regulations Chapter 10.200.1 (a), which states:

“The Commission shall prescribe and amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall be binding upon the governing board...”

Chapter 1, 2, and 19 revisions were submitted as a first reading at the September 20th Personnel Commission meeting.

It is recommended that the Personnel Commission approve Chapters 1, 2, and 19 revisions of the Merit Rules and Regulations.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: August 20, 2018

PERSONNEL COMMISSION RULES AND REGULATIONS REVISIONS – 1st READING

Discussion Item
September 20, 2018

The Personnel Commission will consider the following revisions to its Rules & Regulations:

Chapter 13 – Performance Evaluations (Classified Management and Confidential Only)

Chapter 15- Leaves of Absence

Chapter 20 – Layoffs (Classified Management and Confidential Only)

This is in accordance with current Merit Rules and Regulations Chapter 10.200.1 (a), which states:

“The Commission shall prescribe and amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall be binding upon the governing board...”

Chapter 13, 15, and 20 revisions are being submitted as a first reading at the September 20th Personnel Commission meeting and will be presented to the Personnel Commission for a 2nd reading and approval at its October 18th meeting.

Respectfully Submitted,

Cynthia Carrillo
Director, Classified Human Resources
Personnel Commission