



# ***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 21, 2017**  
**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)

August 17, 2017 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 – August 14, 2017, September 12, 2017 (*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. Continuous Examinations (Action) – **(Attachment 7)**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

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 19, 2017 - (TBD) 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**

N. **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 17, 2017

### Unadopted Minutes (Page 1)

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:31 p.m. August 17, 2017 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<b><u>Members Present</u></b>	Hector Samaniego, Chris Rowe
<b><u>Members Absent</u></b>	Gayle Higgason
<b><u>Staff Present</u></b>	Kathy Brown, Cynthia Carrillo, Barbara Sandoval
<b><u>Guests Present</u></b>	None
<b><u>Approval of Minutes</u></b>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the June 15, 2017 regular meeting. (2-0, 1 Absent)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b> 1. CSEA 2. Cynthia Carrillo	Barbara Sandoval reported that LUSD employees have been trying to get the year started. All employees have been busy and there have been lots of changes in both staffing and procedures. There have also been lots of questions.  Cynthia Carrillo shared that the department had been very busy. They recently began testing for 6 recruitments and will have 7 more recruitments closing. Aesop continues to take up a lot of time, although it is getting better. She appreciates the hard work of the Classified HR Staff.
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – June 13, 2017 & June 27, 2017 <b><u>Status of Vacancies</u></b> – Reviewed by Kathy Brown <b><u>Examination Schedule</u></b> – Reviewed by Kathy Brown <b><u>Working Out of Class Report</u></b> – Reviewed by Cynthia Carrillo
<b><u>New Business</u></b>  1. Ratification of Eligibility Lists (Action)  2. New Job Description – Noon Duty Aide – 2 <sup>nd</sup> Reading (Action)	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (2-0, 1 Absent) to approve the ratification of the following eligibility lists:  <b>Custodian</b> (Promotional) – 6/14/17 – 1 promotional rank/13 open ranks (25 candidates) <b>Administrative Assistant II</b> (Merged List) – 6/20/17 – 7 promotional ranks/5 open ranks (17 candidates) <b>CNW1</b> – (Open/Promotional) – 7/6/17 – 8 open ranks (9 candidates) <b>District Attendance Technician</b> (Promotional) – 7/19/17 – 6 promotional ranks (8 candidates)  Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (2-0, 1 Absent) to approve the new job description of Noon Duty Aide.
<b><u>Unfinished Business</u></b> 1. None	None
<b><u>Items from the Floor</u></b>	Barbara Sandoval stated that there have been concerns from employees about the computer lab used for classified testing. She indicated that test takers have said that the laptops are difficult to use. Cynthia Carrillo stated that they would be working on getting better equipment for the lab.
<b><u>Items from Personnel Commissioners</u></b>	None
<b><u>Items from PC Staff</u></b>	None

**LOMPOC UNIFIED SCHOOL DISTRICT**

**Personnel Commission Meeting  
August 17, 2017**

**Unadopted Minutes (Page 2)**

<b><u>Recess to Closed Session</u></b>	The Personnel Commission did not recess to closed session.
<b><u>Next Meeting Date</u></b>	September 21, 2017 (Location: TBD) 4:30 p.m. – <b>Regular Meeting</b>
<b><u>Adjournment</u></b>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 5:05 p.m. (2-0, 1 Absent)

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
August 14, 2017

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Cass, Thomas	Custodian	PROB	Range 29-2	08/01/17
Escarzega, Rudolph	Custodian	PROB	Range 29-2	08/01/17
Kammermeier, Erik	Custodian	PROB	Range 29-2	08/01/17

EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Acosta, Evelyn	Transportation Attend.	SUB	Range 26-1	06/02/17
Blow, Marcell	IA-SPED	SUB	Range 26-1	06/15/17
Bressemer, Mark	Bus Driver I	SUB	Range 33-1	08/02/17
Cass, Thomas	Custodian	SUB	Range 29-1	05/24/17
Griggs, Azhane	AVID Tutor	REG	Range 24-1	06/07/17
Rodriguez, Hector	District Translator	SUB	Range 40-1	08/03/17

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Bednarczyk, Edwin	Custodian 8.0 hrs/day, HAP Range 29-3	Lead Custodian I 8.0 hrs/day, LC Range 31-4	07/01/17
Camacho, Robert	Std. Safety/Comm. Lia. 3.85 hrs/day, LHS & Bus Driver I 4.10 hrs/day, TRANS	Std. Safety/Comm. Lia. 7.5 hrs/day, LHS	08/14/17
Cass, Michelle	Senior Office Assist 8.0 hrs/day, CHS Range 31-5	Staff Secretary 8.0 hrs/day, CHS Range 33-5	07/25/17
Charbonneau, Delia	39 Month Reinstatement	Administrative Assistant 8.0 hrs/day, BV Range 35-5	07/25/17
Clark, Jeffrey	IA-Computer Lab 6.0 hrs/day, VMS	IA-Computer Lab 6.0 hrs/day, FIL	08/14/17

Flores, Norma	Hm/Schl/Comm Lia-Bil. 4.0 hrs/day, FIL 4.0 hrs/day, VMS	Hm/Schl/Comm Lia-Bil. 8.0 hrs/day, FIL	08/14/17
Griggs, Patricia	District Attendance Tech 8.0 hrs/day, FISCAL Range 40-5	Manager, Payroll & Emp. Ben. 8.0 hrs/day, PAYROLL Level III-1	07/01/17
Gustaves, Selmer	IA 4.0 hrs/day, RUTH	IA 5.0 hrs/day, ADED	08/14/17
Judy, Gregory	Maintenance Worker I 8.0 hrs/day, M&O Range 29-5	Electrician 8.0 hrs/day, M&O Range 44-4	08/01/17
Latimer, Jeffrey	IA-Computer Lab 6.0 hrs/day, FIL	IA-Computer Lab 6.0 hrs/day, VMS	08/14/17
Magana, Maria	Administrative Asst I 8.0 hrs/day, FIL	Administrative Asst I 8.0 hrs/day, CV	07/25/17
Misner, Adam	Grounds Maintenance I 8.0 hrs/day, M&O Range 31-3	Maintenance Worker I 8.0 hrs/day, M&O Range 39-1	08/01/17
Nelson, Cheryse	Staff Secretary 4.0 hrs/day, CHS & Senior Office Assist 4.0 hrs/day, CHS	Staff Secretaray 6.0 hrs/day, CHS	07/25/17
Razo, Rebekah	Sr. Office Asst. 6.0 hrs/day, CLHR	Sr. Office Asst. 4.0 hrs/day, MHS 3.5 hrs/day, BFCDS	07/25/17
Reyes, Elizabeth	IA-Bilingual 6.0 hrs/day, LH	IA-Bilingual 5.0 hrs/day, LH & Hm/Schl/Comm Lia-Bil. 1.0 hr/day, LH	08/14/17
Reynolds, Beatrice	Library Tech 6.0 hrs/day, CV	Library Tech 8.0 hrs/day, LHS	07/25/17
Salas, Trinidad	Staff Secretary 8.0 hrs/day, SPED Range 33-2	Administrative Assist II 8.0 hrs/day, ADED Range 36-2	07/31/17
Serna, Christine	Bus Driver Supervisor 11 months	Bus Driver Supervisor 12 months	07/01/17

Valentine, Jennifer	IA 5.0 hrs/day, ADED	IA 6.0 hrs/day, ADED	08/15/17
Warfield, Trish	Administrative Asst II 8.0 hrs/day, CNS Range 36-1	Dist. Attendance Tech 8.0 hrs/day, FISCAL Range 40-1	08/09/17
Yanez, Morgane	Custodian 8.0 hrs/day, CV/MN	Custodian 8.0 hrs/day, LB	

### 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>
Garcia, Tommy	Grounds Maintenance I	Resignation	08/02/17
Hastings, Shawn	Sr. Office Assistant	Resignation	08/11/17
Kee, Belinda	Transportation Attendant	Resignation	07/31/17
Morlatt, Retha	IA-Computer Lab	Resignation	07/25/17
Neal, Melissa	Accounting Technician	Resignation	07/31/17
Rhoades, Diane	IA-Special Ed	Resignation	08/14/17

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
September 12, 2017

### EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Abrigo, Casey	IA-SPED	PROB	Range 26-2	08/14/17
Beaton, Catherine	Transportation Attendant	PROB	Range 26-2	08/14/17
Bravo, Pedro	Bus Driver I	PROB	Range 33-2	08/14/17
Campbell, Santina	Custodian	PROB	Range 29-1	08/07/17
Lopez, Alberto	Print Shop Assistant	PROB	Range 29-2	08/21/17
Lopez Perez, Sergio	Bus Driver I	PROB	Range 33-2	08/15/17
Mireles, Jarery	IA-Bilingual	PROB	Range 25-2	08/14/17
Montoya, Brianna	IA-SPED	PROB	Range 26-2	08/14/17
Nuno, Tamara	IA-SPED	PROB	Range 26-2	08/14/17
Ramirez, Micaela	IA-SPED	PROB	Range 26-2	08/14/17
Reyes, Andria	IA-SPED	PROB	Range 26-2	08/14/17
Rosenblum, Marsha	IA-SPED	PROB	Range 26-2	08/14/17
Salas, Ricardo	Accounting Technician	PROB	Range 38-1	08/28/17
Salutan, Kashawne	IA-SPED	PROB	Range 26-2	08/14/17
Starbuck, Sarah	Staff Secretary	PROB	Range 33-1	08/14/17
Terrones, Tracy	CNW I	PROB	Range 21-2	08/14/17

### EMPLOYMENT - Exempt

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Callan, Caitlynn	AVID Tutor	REG	FR	08/22/17
Cortez, Lizandra	AVID Tutor	REG	FR	08/30/17
Stoodley, Hannah	AVID Tutor	REG	FR	08/28/17

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Savella, Marion	Instructional Assistant	Personal	08/14/17-02/14/18

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Myers, Charles	Custodian	Range 29-2	08/07/17

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Araujo, Jose	Custodian 8.0 hrs/day, COP	Custodian 8.0 hrs/day, HAP	08/01/17
Becerra, Stephanie	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.0 hrs/day, LH	08/14/17
Camacho, Robert	Bus Driver I 4.1 hrs/day, TRANS & Std/Safety/Comm. Lia. 3.85 hrs/day, LHS	Std/Safety/Co98mm, Lia. 7.5 hrs/day, LHS	08/14/17
Cass, Michelle	Sr. Office Assistant 8.0 hrs/day, CHS Range 31-5	Staff Secretary 8.0 hrs/day, CHS Range 33-5	07/25/17
Charbonneau, Delia	39 Month Rehire	Admin. Assistant I 8.0 hrs/day, BV Range 35-5	07/25/17
Dorado, Maria	CNW I 5.75 hrs/day LVMS	CNW I 2.0 hrs/day, LC	08/14/17
Garcia, Brandy	CNW I 5.0 hrs/day, LVMS	CNW I 5.75 hrs/day, LVMS	08/14/17
Garcia, Cenaida	Admin. Assistant I 8.0 hrs/day, CV Range 35-5	Admin. Assistant II 8.0 hrs/day, M&O Range 36-5	07/25/17
Garcia, Martha	CNW I 3.0 hrs/day, LHS Range 21-3	IA-SPED 6.0 hrs/day, LC Range 26-4	08/14/17
Gray, Seth	IA-SPED 6.0 hrs/day, CHS	IA-SPED 6.0 hrs/day, LHS	08/14/17
Groves, Shaylyn	IA-SPED 6.0 hrs/day, BV	IA-SPED 6.0 hrs/day, VMS	08/14/17



Hernandez, Judy	CNW I 2.0 hrs/day, CHS	CNW I 5.0 hrs/day, LVMS	08/14/17
McPeek, Randy	LOA	IA-SPED 6.0 hrs/day, LH	08/14/17
Miller, Patrick	CNW I 2.0 hrs/day, LC	CNW I 2.5 hrs/day, RUTH	08/14/17
Nelson, Cheryse	Sr. Office Assistant 4.0 hrs/day, CHS & Staff Secretary 4.0 hrs/day, CHS	Staff Secretary 6.0 hrs/day, CHS	08/31/17
Ross, Melissa	IA-SPED 4.0 hrs/day, VMS	IA-SPED 4.0 hrs/day, CHS	08/14/17
Serna, Christina	Bus Driver Supervisor 11 months	Bus Driver Supervisor 12 months	07/01/17
Shroll, Rick	Custodian 8.0 hrs/day, LC	Custodian 8.0 hrs/day, LB/LH	08/21/17
Snyder, Tempe	IA-SPED 6.0 hrs/day, HAP/BV	IA-SPED 6.0 hrs/day, LHS	08/14/17
Stout, Heather	Sr. Office Assistant 4.0 hrs/day, LHS Range 31-3	Admin. Assistant II 8.0 hours/day, CK Range 36-2	08/24/17
Street, JoAnn	IA-SPED 6.0 hrs/day, LH	IA-SPED 6.0 hrs/day, CHS	08/14/17
Torres-Adams, Fatima	CNW I 2.75 hrs/day, LHS	CNW I 3.0 hrs/day, LHS	08/22/17
Urdiano Garcia, Leydi	IA-SPED 6.0 hrs/day, LVMS	IA-SPED 6.0 hrs/day, LHS	08/14/17
Vandiver, Yvonne	IA-SPED 6.0 hrs/day, LC	IA-SPED 6.0 hrs/day, HAP	08/14/17
Villarreal, Janeth	Staff Secretary 8.0 hrs/day, LVMS Range 33-4	Admin. Assistant I 8.0 hrs/day, FIL Range 35-4	08/24/17
Willis, Josiah	IA-SPED 6.0 hrs/day, CHS	IA-SPED 6.0 hrs/day, LC	08/14/17
Wolf, Staci	IA-SPED 6.0 hrs/day, VMS	IA-SPED 6.0 hrs/day CHS	08/14/17

Yanez, Morgane	Custodian 8.0 hrs/day, MN/CV	Custodian 8.0 hrs/day, LB	08/01/17
Yepez, Sonia	Hm/Schl/Comm. Lia.-Bil 7.0 hrs/day, HAP	Hm/Schl/Comm. Lia.-Bil. 4.0 hrs/day, PSS & Hm/Schl/Comm. Lia.-Bil 4.0 hrs/day, VMS	08/14/17  08/22/17

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>
Bobo, Kym	Administrative Assistant II	Retirement – <b>19.5 YRS</b>	08/11/17
Bonham, Jessica	NDA	Resignation	08/08/17
Harleman, Korey	LVN	Resignation	08/13/17
Martin, Julie	IA-SPED	Resignation	08/13/17

Status of Classified Vacancies  
Prepared September 12, 2017  
For Personnel Commission Meeting September 21, 2017

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
1	Account Clk I	5.0	Vacant due to promotion	228	General	Y. Monreal	Ruth	18RTH003 07/05/17	INTERVIEWS
2	Account Clk I	10 hr/wk	NEW	228	CAT		ADED	18ADED16 08/17/17	INTERVIEWS
3	Career Center Technician	20 hr/wk	NEW	196	General		ADED	18AE7 05/17/17	TESTING
4	CNW I	2.0	Vacant due to promotion	196	Food Svc.	M. Garcia	LHS	18CK089 08/25/17	POSTING
5	Grounds Maintenance Wrk I	8.0	Vacant due to resignation	8.0	General	T. Garcia	M&O	18CSvcs4 08/09/17	TESTING
6	Grounds Maintenance Wrk I	8.0	Vacant due to promotion	8.0	General	A. Misner	M&O	18CSvcs5 08/09/17g	TESTING
7	Home/School/Community Liaison-Bil	3.0	Vacant due to resignation	196	General	K. Solomon	CHS	18CHS1 08/17/17	TESTING
8	Home/School/Community Liaison-Bil	4.0	NEW	196	CAT		BV	18BVEL10 08/17/17	TESTING
9	Home/School/Community Liaison-Bil	5.0	NEW	196	CAT		MHS	18MHS0 09/05/17	TESTING
10	Home/School/Community Liaison-Bil	7.0	Vacant due to transfer	196	CAT	S. Yopez	HAP		TESTING
11	HR Analyst, Certificated HR	8.0	Vacant due to retirement	260	General	M. Ludvigson	HRCE	17HRCE10 08/25/17	TESTING
12	IA-SPED MILD/MOD	6.0	Vacant due to resignation	196	SPED	T. Trujillo	CV	Pending	TESTING
13	IA-SPED SDC MOD/SEV	6.0	Vacant due to transfer	196	SPED	R. McPeek	FL	Pending	TESTING
14	IA-SPED SDC MOD/SEV 1:1	6.0	NEW	196	SPED		FL	Pending	TESTING
15	IA-SPED SDC MOD/SEV	6.0	Vacant due to Resignation	196	SPED	W. Holmes	HAP	Pending	TESTING
16	IA-SPED SDC MOD/SEV 1:1	6.0	Vacant due to transfer	196	SPED	T. Trujillo	LC	Pending	TESTING

	Position	Hours	Reason	Work Year	Funding Source	Replacing	Site	PCA No. & Date App'd	Status
17	IA-SPED SDC MOD/SEV 1:1	6.0	NEW	196	SPED		LC	Pending	TESTING
18	IA-SPED MILD/MOD 1:1	6.0	NEW	196	SPED		LVMS	Pending	TESTING
19	IA-SPED MILD/MOD	6.0	Vacant due to transfer	196	SPED	M. Gravitt	VMS	Pending	TESTING
20	IA-SPED SDC MOD/SEV	6.0	NEW	196	SPED		LHS	Pending	TESTING
21	Library Tech	5.5	Vacant due to transfer	197	General	B. Reynolds	CV	18CREL02 07/05/17	INTERVIEWS
22	LVN (2)	6.0	Vacant due to resignation	205	General	D. Martin K. Harleman	SPED	17SpEdCL78 06/08/17	INTERVIEWS
23	Senior Office Assist	4.0	Vacant due to transfer	233	General	H. Stout	LHS	18LHS31 08/17/17	TESTING
24	Senior Office Assist	8.0	Vacant due to Resignation	233	General	S. Hastings	LHS	18LHS32 08/17/17	TESTING
25	Senior Office Assist	20 hr/wk	NEW	228	General		ADED	18ADED11 07/12/17	TESTING
26	Staff Secretary	8.0	NEW	233	CTE		LHS/CHS	18STSVCL05 08/11/17	TESTING
27	Staff Secretary	8.0	Vacant due to promotion	228	General	J. Villarreal	LVMS	18LVMS015 08/25/17	TESTING
28	Std. Safety Comm. Liaison	3.0	NEW	196			LVMS	17LVMS081 02/21/17	INTERVIEWS
29	Transportation Attendant	TBD	Vacant due to retirement	196	General	B. Kee	TRANS		IN PROCESS

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

**EXAMINATION SCHEDULE**

Prepared: September 12, 2017

For Personnel Commission Meeting September 21, 2017

<b>CLASSIFICATION</b>	<b>TOTAL NUMBER OF APPLICANTS</b>	<b>WRITTEN EXAM DATE</b>	<b>NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN &amp; PERFORMANCE EXAM</b>	<b>ORAL EXAM DATE</b>	<b>NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL</b>
Account Clerk I	42	08/04/17	33	08/29/17	15
Career Center Technician	27	08/14/17	21	09/06/17	8
Grounds Maintenance Worker I	28	09/14/17	22	TBD	TBD
Home/School/Community Liaison-Bilingual	27	09/13/17	16	TBD	TBD
Instructional Assistant Computer Lab	28	09/14/17	21	TBD	TBD
Instructional Assistant Special Education	47	09/13/17	38	TBD	TBD
Library Technician	31	08/14/17	8	Three Candidates: Orals waived per C. Carrillo.	
Senior Office Assistant	35	08/15/17	27	09/07/17	13
Staff Secretary	63	09/15/17	35	TBD	TBD
Transportation Attendant	26	09/14/17	6	TBD	TBD

Working Out of Class Report  
 Prepared: June 9, 2017  
 For Personnel Commission Meeting June 15, 2017

	<b>Employee Name</b>	<b>Current Job Title/Location</b>	<b>WOC Assignment</b>	<b>Beginning Date of WOC</b>	<b>End Date of WOC</b>	<b>Comments</b>
	Boltz, Diana	IA SpEd / Hapgood	Language Census Tech	8/7/17	9/29/17	ELPAC Testing
	Cavazos, Annalilia	IA SpEd / Hapgood	Language Census Tech	8/7/17	9/29/17	CELDT Testing
	Janeck, Lauren	Sr. Office Assistant/VMS	Staff Secretary	8/21/17	9/29/17	
	Razo, Rebekah	Sr. Office Assistant/MHS	Certificated HR Analyst	9/5/17	TBD	
	Rodriguez, Sara	IA Bilingual / Ruth	Language Census Tech	8/7/17	9/29/17	CELDT Testing
	Vega, Leticia	IA Bilingual / Ruth	Language Census Tech	8/7/17	9/29/17	CELDT Testing
	Villegas Trejo, Rosalia	IA Bilingual / Hapgood	Language Census Tech	8/7/17	9/29/17	ELPAC Testing

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared: September 12, 2017

**RATIFICATION OF ELIGIBILITY LISTS**  
For Personnel Commission September 21, 2017

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

<b>Recruitment Type/Position</b>	<b>Established</b>	<b>Number of Ranks on Promotional</b>	<b>Number of Candidates on Promotional</b>	<b>Number Of Ranks on Open</b>	<b>Number of Candidates on Open</b>
<i>Library Technician</i>	<b>08/23/17</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>
<i>Administrative Assistant I</i>	<b>08/10/17</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>10</b>
<i>Career Center Technician</i>	<b>09/06/17</b>			<b>5</b>	<b>6</b>
<i>Senior Office Assistant</i>	<b>09/07/17</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>10</b>
<i>Account Clerk I</i>	<b>09/08/17</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>11</b>

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

September 21, 2017

**CONTINUOUS EXAMINATIONS**

In accordance with Merit System Rule & Regulation 40.200.4 (D), the Commission may designate certain classes of positions for continuous examination. When so designated, applications will be accepted on every working day, and examinations held periodically throughout the year, based upon need and the availability of applicants.

Continuous examination for classes which cannot be practically filled by promotional examination only may be held without further action by the Personnel Commission.

Due to the continuously high volume of recruitments occurring during the 2017-2018 school year, it is recommended that the Personnel Commission designate the following classes of positions for continuous examination effective September 21, 2017 through October 1, 2018.

- LVN
- Home School Community Liaison Bilingual
- Instructional Assistant/Bilingual
- Bus Driver I

Respectfully Submitted,

Cynthia Carrillo  
Director, Classified Human Resources  
Personnel Commission