



# ***PLEASE POST ON CLASSIFIED BULLETIN BOARD***

## **PERSONNEL COMMISSION MEETING**

### **PERSONNEL COMMISSION MEETING PROCEDURES**

This meeting will be conducted via Zoom. Meeting ID: **830 623 0212**. Attached at the end of the agenda you will find Zoom instructions. Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chairperson may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

**SMOKING IS NOT PERMITTED ON DISTRICT PREMISES**

**What:** Personnel Commission Meeting  
**When:** August 20<sup>th</sup>, 2020  
**Time:** 4:30 p.m.  
**Where:** Held via Zoom Meeting  
Meeting ID: 830 623 0212  
Password: HRCLPERS

## **AGENDA**

**Call to Order** – 4:30 p.m.

- A. **Approval of Minutes** (Action)  
**June 18, 2020** 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 June 23, 2020 (**Attachment 2**)
2. Classified Personnel Items August 11, 2020 (**Attachment 3**)
3. Status of Vacancies (**Attachment 4**)
4. Examination Schedule (**Attachment 5**)
5. Working Out of Class Report (**Attachment 6**)

**E. New Business (Discussion/Action)**

1. Ratification of Eligibility Lists (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**

**Next Meeting Date**

- **September 17, 2020** – Board Room, 4:30 p.m.

**J. Recess to Closed Session (Government Code 54957)**

**K. Report of Action Taken in Closed Session**

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

**L. 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, Lacy Gillespie, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220*

## Personnel Commission Meeting – June 18, 2020

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:30 p.m. on June 18 <sup>th</sup> 2020 online using the zoom meeting platform.
<b><u>Members Present</u></b>	Chris Rowe, Susie Morey, Shirley Leonard
<b><u>Members Absent</u></b>	None
<b><u>Staff Present</u></b>	Lacy Gillespie, Opal Bauldry, Carmen Jaramillo
<b><u>Guests Present</u></b>	Barbara Sandoval, Nancy Shuyler Jones, Zinnia Peterson
<b><u>Approval of Minutes</u></b>	A motion was made by Susie Morey seconded by Shirley Leonard and carried to approve the minutes of the May 2020 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b> 1. CSEA          2. Lacy Gillespie	Barbara mentioned CSEA has seen on the board agenda layoffs. CSEA is looking to negotiate the effects of those layoffs. CSEA understands there will be impacts to all employees due to Covid-19, they submitted a letter with several questions and items that need to be looked at. It is more so like a template of what to look at to provide services to our students. CSEA will be meeting with the district to discuss effects of layoffs as well as the existence of the letter and where we are going to go moving forward.  Lacy discussed the singleton position that was on the school board agenda. He understands there will be impacts and effects of layoffs. The decision as well as impacts of laying off the position are negotiable. Lacy also noted he was invited to the zoom meeting for reopening that will be taking place tomorrow (6.19.2020)
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – Presented by Carmen Jaramillo. <b><u>Status of Vacancies</u></b> –Presented by Carmen Jaramillo <b><u>Examination Schedule</u></b> –Presented by Carmen Jaramillo <b><u>Working Out of Class Report</u></b> – Presented by Opal Bauldry
<b><u>New Business – (Discussion/Action)</u></b>  1. Ratification of Eligibility Lists (Action)	Nothing to report.
<b><u>Unfinished Business</u></b>	None
<b><u>Items from the Floor</u></b>	None
<b><u>Items from Personnel Commissioners</u></b>	August meeting establishes future meetings. Chris asked about a special study closed session meeting and will reach out to Lacy to decide a date and time. Shirley requested information about vacations and if the HR business will be shutting down at any time during the summer.

<b><u>Items from PC Staff</u></b>	None
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<b><u>Recess to Closed Session</u></b>	
<b><u>Report out of Closed Session</u></b>	Nothing to report
<b><u>Next Meeting Date</u></b>	August 20 <sup>th</sup> 4:30, potentially on zoom meeting platform
<b><u>Adjournment</u></b>	Motion was made by Susie Morey, seconded by Shirley Leonard, and carried that the meeting be adjourned at 5:03p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
June 23, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Labato, Raul	Custodian	LHEL	29/1	7/1/20

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
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REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
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ASSIGNMENT CHANGE

<u>Name</u>	Previous <u>Assignment</u>	New <u>Assignment</u>	<u>Date</u>
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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>
Arnold, Joan	Bus Driver	Retirement	6/4/20
Cooke, Jeff	Custodian	Retirement	6/30/20

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
August 11, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Fortner, Christina	Custodian	CHS	29/1	8/4/20
Servin, Carlos	Para-SpEd	LHS	27/1	8/14/20
Garcia, Berenice	Para-SpEd	HPEL	27/1	8/14/20
Pagan, Timothy	Para-SpEd	LHS	27/1	8/14/20

EMPLOYMENT – OtherREQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
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ASSIGNMENT CHANGE

<u>Name</u>	<u>Assignment</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Chavez, Nicolas	Custodian 8.0 hrs CHS Range 29/1	Stu Sup Aide 1.0 hrs LHEL Range 21/2	6/24/20
Evangelista, Maricela	Stu Sup Aide 1.52 hrs LHEL Range 21/2	Stu Sup Aide 1.77 hrs LHEL Range 21/2	7/1/20
Ferreyra, Nettie	Stu Safety/Comm Lia 6.0 hrs BFCDS Range 28/3	Stu Safety/Comm Lia 7.0 hrs BFCDS Range 28/3	7/1/20
Kane, Ruth	Stu Sup Aide 1.50 hrs BVEL Range 21/2	Stu Sup Aide 2.70 hrs BVEL Range 21/2	7/1/20
Northrop, Tessia	Stu Sup Aide 1.0 hrs BVEL Range 21/2	Stu Sup Aide 1.75 hrs BVEL Range 21/2	7/1/20
Thompson, Becky	Stu Sup Aide 1.75 hrs BVEL Range 21/2	Stu Sup Aide 2.0 hrs BVEL Range 21/2	7/1/20
Washington, Ann	Stu Sup Aide 1.59 hrs LHEL Range 21/2	Stu Sup Aide 1.84 hrs LHEL Range 21/2	7/1/20
Garcia, Viridiana	Trans Attn 4.8 hrs Trans Range 26/3	Trans Attn 4.50 hrs Trans Range 26/3	7/14/20
Eldridge, Stephanie	Trans Attn 6.35 hrs Trans Range 26/5	Trans Attn 4.80 hrs Trans Range 26/5	7/14/20
Kertatos, John	Trans Attn 6.95 hrs Trans Range 26/5	Trans Attn 6.10 hrs Trans Range 26/5	7/14/20

Lopez, Sergio	Sch.Bus Dr I 5.05 hrs Trans Range 33/4	Sch Bus Dr I 4.80 hrs Trans Range 33/4	7/14/20
Rosales, Edwin	Sch.Bus Dr II 7.20 hrs Trans Range 35/5	Sch Bus Dr II 7.15 hrs Trans Range 35/5	7/14/20
Ward, Sherrie	Sch.Bus Dr I 5.55 hrs Trans Range 33/5	Sch Bus Dr I 5.45 hrs Trans Range 33/5	7/14/20
Winters, Anthony	Sch.Bus Dr I 5.85 hrs Trans Range 33/1	Sch Bus Dr I 5.05 hrs Trans Range 33/1	7/14/20
Fajardo, Stephanie	Staff Sec 8.0 hrs LHS Range 33/4	Admin Asst II 8.0 hrs VMS Range 38/2	7/27/20
Jacobs, Joelle	Office Asst 6.0 hrs LHS Range 29/1	Office Asst 8.0 LCEL Range 29/1	7/27/20
Matzie, Lisa	Staff Sec 8.0 hrs LVMS Range 33/2	Staff Sec 8.0 hrs LHS Range 33/2	7/27/20
Lopez, Eileen	Office Asst 4.0 hrs FMEL Range 29/5	Office Asst 6.0 hrs LHS Range 29/5	8/5/20
Nelson, Katelyn	Stu Safety Comm Liais .875 hrs LVMS Range 28/3	Library Tech 8.0 hrs VMS Range 33/2	8/5/20
Boneck, Amber	Stu Sup Aide 1.7 hrs LBEL Range 21/2	Para – SpEd 6.0 hrs LHEL Range 27/1	8/14/20
Carbajal, Yanet	Para-SpEd 6.0 hrs LHEL Range 27/1	Para-SpEd 6.0 hrs LVMS Range 27/1	8/14/20
Franco, Candace	Stu Safety Asst Comm Liaison 6.0 hrs LVMS Range 28/2	Stu Safety Asst Comm Liaison 6.5 hrs LVMS Range 28/2	8/14/20
Reinacher, Audrey	Para-SpEd 6.0 hrs CVEL Range 27/5	Para-SpEd 6.0 hrs VMS Range 27/5	8/14/20
Santana, Kenneth	Para-SpEd 6.0 hrs HPEL Range 27/5	Para-SpEd 6.0 hrs LVMS Range 27/5	8/14/20
Schutz, Alan	Stu Safety Asst Comm Liaison 6.5 hrs LVMS Range 28/3	Stu Safety Asst Comm Liaison 7.0 hrs LVMS Range 28/3	8/14/20
Willis, Josiah (JJ)	Para-SpEd 6.0 hrs CHS/VMS Range 27/5	Para-SpEd 6.0 hrs MHS Range 27/5	8/14/20
Roell, Heather	Library Tech (LOA) 2.2 hrs LHEL	Library Tech 5.0 hrs LHEL	8/14/20

Rodriguez, Margaret	Range 33/5 Sch Acct Asst I 4.0 hrs FMEL Range 31/5	Range 33/5 Sch Acct Asst I 2.0 FMEL Range 31/5 Sch Acct Asst I 2.0 RUTH Range 31/5	10/01/20
Abbott, Margaret	Sch Acct Asst I 8.0 hrs LCEL Range 31/5	Sch Acct Asst I 7.0 MGEL Range 31/5	10/12/20

### 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>
Eldridge, Stephanie	Trans Atten	Retirement	6/30/20
Raber, Delia	CNW I	Retirement	6/30/20
Forney, Eugene	GMW II	Retirement	7/11/20
Reep, Kristine	Para	Resigned	7/15/20
Roell, Heather	Lib Tech	Resigned	8/28/20
Rapoza, Rosanne	Sch Acct Asst I	39 Month	10/9/20



Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared August 17, 2020

**STATUS OF CLASSIFIED VACANCIES**  
Information Items  
For Personnel Commission Meeting August 20, 2020

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Administrative Asst. I	1/18/2020	8.0	VACANT DUE TO RESIGNATION	228	H. Robinson	FMEL	Recruit
Bus Driver I	12/11/2019	4.6	VACANT DUE TO RETIREMENT	196	K.Cornelia	Transportation	Recruit
Bus Driver II	6/4/2020	4.65	VACANT DUE TO RETIREMENT	196	J. Arnold	Transportation	Recruit
Bus Driver II	12/16/2019	7.150	VACANT DUE TO PROMOTION	196	A. Osua	Transportation	Recruit
Buyer	1/3/2020	8.0	VACANT DUE TO SEPERATION	260	G. Siben	Ed. Ctr.	Recruit
Child Nutrition Worker	1/06/2020	8 Hrs /week	VACANT DUE TO INCREASE IN HOURS	195	P. Hunt	Fillmore	Interview
Child Nutrition Worker	2/24/2020	10 hrs/ week	VACANT DUE TO INCREASE IN HOURS	195	C. Longoria	Fillmore	Interview
Child Nutrition Worker	3/20/20	2.0	VACANT DUE TO RESIGNATION	196	S. Huff	LHS	Transfer
Child Nutrition Worker	3/20/20	2.0	VACANT DUE TO RESIGNATION	196	P. Miller	RUTH	Transfer
Ground Maintenance Worker II	3/18/2020	8.0	VACANT DUE TO 39 Month Reemployment	260	J. Metzger	M & O	Recruit
Ground Maintenance Worker II	7/11/2020	8.0	VACANT DUE TO Retirement	260	E. Forney	M & O	Recruit
Health Clerk	7/28/2020	6.0	NEW	208	N/A	Health	Recruit
Health Clerk	7/28/2020	6.0	NEW	208	N/A	Health	Recruit

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Health Clerk	7/28/2020	6.0	NEW	208	N/A	Health	Recruit
Lead Custodian II	6/4/2020	8.0	VACANT DUE TO RETIREMENT	260	W. Troup	VMS	Recruit
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. Acosta	Ed. Ctr.	Recruit
Licensed Vocational Nurse	6/5/2020	6.0	VACANT DUE TO RESIGNATION	208	A. Madrid	Health	Recruit
Paraeducator	3/6/2020	4.0	VACANT DUE TO RESIGNATION	196	M. Quesada - Santana	Hapgood	Recruit
Paraeducator – Bilingual	06/04/2020	6.5	VACANT DUE TO RETIREMENT	196	R. Aldama-Lopez	LHS	Hiring
Paraeducator – Special Ed	10/10/2019	6.0	VACANT DUE TO TRANSFER	196	A. Navarro	LVMS	Interview
Paraeducator – Special Ed	10/23/2019	6.0	NEW	196	N/A	VMS	Interview
Paraeducator – Special Ed	11/18/2019	6.0	NEW	196	N/A	La Honda	Interview
Paraeducator – Special Ed	12/11/2019	6.0	NEW	196	N/A	La Canada	Recruit
Paraeducator – Special Ed	1/1/2020	6.0	VACANT DUE TO PROMOTION	196	M. Pellegrin	LHS	Testing
Paraeducator – Special Ed	1/6/2020	6.0	NEW	196	N/A	LVMS	Testing
Paraeducator – Special Ed	1/6/2020	6.0	VACANT DUE TO INCREASE IN HOURS	196	R. Bueno	LHS	Testing
Paraeducator – Special Ed	1/20/2020	6.0	VACANT DUE TO PROMOTION	196	K. Faulkner	Crestview	Testing
Printing Services Assistant	1/6/2020	8.0	VACANT DUE TO RESIGNATION	260	A. Lopez	Print Shop	Testing
Student Supervision Aide	1/6/2019	1.65	VACANT DUE TO PROMOTION	195	C. Simmons	HPEL	Hiring
Transportation Attendant	2/24/2020	5.35	VACANT DUE TO PROMOTION	196	C. Abayan	Transportation	Recruit

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared August 17, 2020

## EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting August 20, 2020

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
Administrative Assistant I	24	TBD	TBD	TBD	TBD
Buyer	10	TBD	TBD	TBD	TBD
Grounds Maintenance Worker II	5	TBD	3	TBD	TBD
Lead Custodian II	4	TBD	TBD	TBD	TBD
Lead Language Assessment Technician	2	TBD	TBD	TBD	TBD
Office Assistant	29	TBD	TBD	TBD	TBD
Paraeducator (continuous recruitment)	47	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	26	TBD	TBD	TBD	TBD
Printing Services Assistant	42	TBD	TBD	TBD	TBD
School Accounting Assistant	26	TBD	TBD	TBD	TBD
School Bus Driver I (continuous recruitment)	2	TBD	TBD	TBD	TBD
School Bus Driver II	2	TBD	TBD	TBD	TBD
Student Safety Officer	21	TBD	TBD	TBD	TBD
Transportation Attendant	1	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared August 17, 2020

**WORKING OUT OF CLASS REPORT**  
Information Item  
For Personnel Commission Meeting August 20, 2020

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	
Jeremy Chastain	Driver / CNS	Grounds Maint. Worker I/ M & O	10/28/2019	TBD	WOC for Dylan Miller
Michelle Tognazzini	Delivery Driver / Warehouse	Print Shop Assistant / Printing	1/27/2020	Until Filled	Vacancy
Kevin Robbie	CNW I / Clarence Ruth	Delivery Driver – Warehouse	2/5/2020	TBD	WOC for Michelle Tognazzini
Keith Huyck	Grounds Maint Wkr I / M&O	Grounds Maint Wkr II/LHS	9/11/2019	TBD	Leave
Randy Reeves	Instructional Assistant / Spec Ed	Grounds Maint. Wrkr / M&O	9/24/2019	TBD	WOC for Keith Huyck
Marco Vargas	Home/School Liaison/LCEL	Lead Language Assessment Tech/Ed. Ctr	02/11/2020	Until Filled	Vacancy
Christina Taulbee	Student Supervision Aide/Los Berros	Paraeducator-SpEd/Los Berros	11/4/2019	TBD	Leave
Candra Vetch	Payroll/Benefits Technician / District	Budget Analyst / District	7/1/2019	TBD	
Zinnia Petersen	Office Assistant / Fillmore	Admin Assistant I / Fillmore	1/28/2020	Until filled	Vacancy
Kristin Forshey	Para educator SpEd. / Fillmore	Office Assistant / Fillmore	2/3/2020	TBD	WOC for Zinnia Peterson
Claudia Tovar	CNW I / Central Kitchen	Sr. Office Assist/ HR Cert.	8/3/2020	TBD	Leave
Ricardo Salas	Accounting Tech / Accounting	Buyer / Purchasing	2/12/2020	Until filled	Vacancy
Ana Pantena de Wilson	CNW I / VMS	Accounting Tech/ Accounting	12/9/2020	Until filled	WOC for Ricardo Salas
Makayla Carrillo	Para educator / La Honda	Custodian / Clarence Ruth	8/3/2020	TBD	Leave
Brian Donaghe	Custodian / VMS	Lead Custodian II / VMS	5/22/2020	Until filled	Vacancy
Michael Carrillo	Grounds Worker I / M&O	Grounds Worker II / CHS	8/11/2020	Until filled	Vacancy
Manuel Carrillo	Custodian / Clarence Ruth	Lead Custodian I / Clarence Ruth	7/27/2020	8/26/2020	Leave

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Action Item

**RATIFICATION OF ELIGIBILITY LISTS**

Action Item

For Personnel Commission Meeting August 20, 2020

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

Recruitment Type/Position	Established	Number of <i>Ranks</i> on Promotional	Number of <i>Candidates</i> on Promotional	Number Of <i>Ranks</i> on Open	Number of <i>Candidates</i> on Open

Respectfully Submitted,

Lacy Gillespie  
Director, Human Resources-Classified  
Personnel Commission

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The notification will include a link to “**Join via computer**” as well as phone numbers for a conference call option.

It will also include the 9-digit (usually) Meeting ID and password.

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On your phone, dial the teleconferencing number: + 1-669-900-6833

Enter the **Meeting ID number** (provided in your invitation) when prompted using your touch-tone keypad.

If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer. (Participant ID will be displayed in meeting)

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