



# PLEASE POST ON CLASSIFIED BULLETIN BOARD

## PERSONNEL COMMISSION MEETING

### PERSONNEL COMMISSION MEETING PROCEDURES

This meeting will be conducted via Zoom. Meeting ID: **999 2900 8461**. 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:** September 17<sup>th</sup>, 2020  
**Time:** 4:30 p.m.  
**Where:** Held via Zoom Meeting  
Meeting ID: 999 2900 8461  
Password: CLHRPC

## AGENDA

**Call to Order** – 4:30 p.m.

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

**August 20, 2020** Regular Meeting (*Attachment 1*)

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

**September 3, 2020** Special Meeting (*Attachment 2*)

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 8, 2020 (*Attachment 3*)
2. Status of Vacancies (*Attachment 4*)
3. Examination Schedule (*Attachment 5*)
4. 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: \_\_\_\_\_

2. Job Description – (*Attachment 8*)
  - a. Executive Assistant to the Assistant Superintendent – 1<sup>st</sup> Reading
3. Personnel Commission Meeting Schedule – (*Attachment 9*)
- 3.

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

1. Personnel Item – Action

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

2. Personnel Item - Informational
3. Personnel Item - Informational

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

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

**L. Adjournment**

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

*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*

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

## UNADOPTED MINUTES

Personnel Commission Meeting – August 20, 2020

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 4:38p.m. on August 20 <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 Schuler-Jones,
<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 June 2020 regular meeting. (3-0)
<b><u>Input from the Public</u></b>	None
<b><u>Reports</u></b> 1. CSEA  2. Lacy Gillespie	<p>Barbara mentioned CSEA is answering questions as they come up on the opening of school. Trying to make sure everyone is on the same page. They are doing the best they can and are negotiating with the district on Monday. They will be looking at the COVID-19 MOU to update and address issues that have come up as the new year begins.</p> <p>Lacy asked Barbara if they were going to continue the negotiations Monday 8:30-3:30? Barbara then asked if Lacy would like to attend? She mentioned she would forward the password to him so that he may attend.</p> <p>Lacy discussed the new COVID leave chart that is being used. It does not include high risk or 65 or older as it was in March. There is still clarity needed about extending, and they are not going to be as lenient as they have been. So far two supervisors have "Ok" their staff to work from home as it does not cause an impact in services to parents or students. Each case will be looked at case by case basis. It may cause problems for some supervisors or managers if the previous MOU were to be extended. He is also seeking clarity as what we can do for those individuals who cannot telecommute and are 65 years or older or high risk. The hope is that with negotiations there will be a meeting of the minds and that there will be an agreement.</p> <p>Barbara added that the MOU could be extended for those employees currently under the MOU and may be covered through the end of September. Susie asked what a MOU was, and Barbara explained it is a memorandum of understanding and some MOU's actually become part of the contract while others just are there during a specific timeframe.</p> <p>Shirley asked what is in place for staff. Barbara mentioned that there is Plexiglas at some work stations, however some of them are only about 18 inches wide. Barbara explained that there are protocols in place that if you cannot maintain 6 feet all should be wearing masks. She mentioned that communication has varied between principals to pass on the information to all staff. Lacy mentioned that each site turned in a document about their office and site, and protocols that were put in place. Shirley asked about the public, and if there were notices out about wearing masks. Lacy confirmed there is signage at all the doors, and health attestation are being</p>

	<p>done. He stated that the public is not able to enter in freely without a mask. People that come to the office, have to have business set up and the person meets them at the door to allow them in. Lacy explained he has copies of the attestation for the District that he can forward on to the PC Commission. Testing is going on in the office with one person at a time currently. Shirley asked about virtual testing, and Lacy explained that Opal has done some research on it. He mentioned he would like to have a special meeting on the research that Opal has provided. He then explained some of the research that Opal has done. He ended his report on the childcare leaves that were coming in frequently.</p>
<b><u>Information Items</u></b>	<p><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</p>
<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>	None
<b><u>Items from PC Staff</u></b>	<p>Carmen mentioned that she has put in her hat for the Santa Barbara County of Education Office, Personnel Commission officer (joint appointee) and will know more soon. She mentioned there is a once a month meeting and it would not affect her position here at LUSD. It does not mean she is leaving the District. Opal mentioned that she was excited to be able to present the information she has researched about virtual testing and was looking forward to it.</p>
<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>	Chris asked for special meeting for discussion on virtual testing. It was set for September 3 <sup>rd</sup> at 3:30PM. Regular meeting is set for September 17 <sup>th</sup> at 4:30pm
<b><u>Adjournment</u></b>	Motion was made by Shirley Leonard, seconded by Susie, and carried that the meeting be adjourned at 6:15p.m. (3-0)

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission

## UNADOPTED SPECIAL MEETING MINUTES

Personnel Commission Meeting – September 3, 2020

<b><u>Call to Order</u></b>	The meeting of the Personnel Commission was called to order at 3:35p.m. on September 3 <sup>rd</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
<b><u>Guests Present</u></b>	Barbara Sandoval
<b><u>Information Items</u></b>	<p><b><u>INFORMATION</u></b> – Virtual Proctoring - Lacy discussed as children were back virtually at school the Classified Human Resources Department is expected to start to fill positions. Currently the department is working to start testing with Scantrons. The current plan is to test 9 candidates to 1 proctor for a total of 10 people inside the Boardroom. He then introduced Opal Bauldry who provided a PowerPoint presentation on research that she has done on various virtual testing platforms. A discussion took place about the concerns that the Commission had. Opal shared that our testing partner, CODESP and the virtual company (VIDCRUITER) that we were looking into had a meeting scheduled for the following day to discuss partnering and bringing mutual benefit to those districts that are wanting to utilize both companies, which would make for an easier transition into the virtual testing for Classified HR. The PC Commission asked for updates on their meeting so they could better understand if the companies were able to integrate and how that would look for our department. The Commission then referred to Lacy on what the expected process would be in order to move forward with virtual testing. Lacy explained the process and the potential to have another special meeting prior to the September PC meeting on the 17<sup>th</sup>. A request was made to have the Power Point Presentation sent to the PC Commissioners to look back on. The Commissioners agreed to continue to research on virtual testing and to be updated along the way so that an informed decision could be made.</p>
<b><u>Adjournment</u></b>	Motion was made by Susie Morey, seconded by Shirley Leonard, and carried that the meeting be adjourned at 4:35p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
September 8, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Morales, Laura	Para-SpEd	LHS	27/1	8/20/20

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Reyes, Pauline	SUB Lang Cen	29/1	8/17/20

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Kingsley, Mary Elizabeth	Sr. Office Asst	Personal	6/3/20
Belnavis, Maria Paula	CNW I	Personal	8/13/20
DeBose, Loree	Staff Secretary	Personal	8/27/20
McGovern, Shelly	Library Tech	Personal	8/31/20

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Ando, Aalaya	Para-SpEd 6.0 hrs LHS Range 27/5	Para-SpEd 7.0 hrs LHS Range 27/5	8/14/20
Hunt, Marquis	Para-SpEd 6.0 hrs RUTH Range 27/1	Para-SpEd 7.0 hrs RUTH Range 27/1	8/14/20
Rodriguez, Margaret	Sch Acct Asst I 2.0 hrs FMEL Range 31/5 Sch Acct Asst I 2.0 RUTH Range 31/5	Sch Acct Asst I 2.0 FMEL Range 31/5	10/01/20

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>
Briones, Michelle	Para-SpEd	Resignation	8/4/20
Miguel, Linnea	Cross Guard	Inactivated	8/11/20
Failautusi, Mose	Para-SpEd	Resignation	8/13/20
Gordon, Brett	Para-SpEd	Resignation	8/13/20
Juarez-Aguilera, Connie	Stu Sup Aide	Resignation	8/13/20
Long, Denise	Stu Sup Aide	Resignation	8/13/20

Valadez, Melissa	Stu Sup Aide	Resignation	8/13/20
Lindsey, Katherine	LVN	Resignation	8/14/20
Schmoldt, Kristen	Para-SpEd	Resignation	8/14/20
Evangelista, Veronica	Para	Resignation	8/31/20
Hernandez, Luz	Para-Bil	Resignation	8/31/20
Bobbit, Jaime	Sr. Office Asst	Resignation	9/01/20



Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared September 14, 2020

## STATUS OF CLASSIFIED VACANCIES

### Information Items

For Personnel Commission Meeting September 17, 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 September 14, 2020

**EXAMINATION SCHEDULE**

Information Item

For Personnel Commission Meeting September 17, 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 September 14, 2020

**WORKING OUT OF CLASS REPORT**  
Information Item  
For Personnel Commission Meeting September 17, 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

LOMPOC UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 Action Item

**RATIFICATION OF ELIGIBILITY LISTS**

Action Item  
 For Personnel Commission  
 Meeting September 17, 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

**LOMPOC UNIFIED SCHOOL DISTRICT**

**EXECUTIVE ASSISTANT TO THE ASSISTANT OR DEPUTY SUPERINTENDENT**

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**PURPOSE STATEMENT:** Under the direction of the Assistant or Deputy Superintendent, perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant or Deputy Superintendent of a variety of administrative details; interpret policies and regulations to officials, personnel and the public; plan, coordinate and organize office activities and flow of communications and information for the assigned administrator; compose correspondence on a variety of matters including those of a confidential nature; prepare and maintain a variety of complex lists and records; process, prepare and organize Board agenda items.

Because this position performs duties related to negotiations in collective bargaining, it meets the Government Code Section 3540.1 © and the Public Employment Relations Board (PERB) definition of confidential.

**ESSENTIAL FUNCTIONS:**

Perform highly responsible duties as the primary and confidential secretary to the Assistant or Deputy Superintendent, relieving the administrator of a variety of secretarial and administrative details; monitor various activities on behalf of administrator as assigned and ensure compliance with established guidelines and regulatory requirements; maintain confidentiality of privileged and sensitive information.

Plan, coordinate and organize office and department activities, information and flow of communications for the administrator; oversee assigned work activities, organize assignments and monitor progress; ensure activities are completed within established guidelines.

Research, analyze, interpret and apply State and federal laws, District policies, programs, rules, requirements and procedures and ensure compliance with financial, legal and administrative requirements; serve as a liaison between various departments and offices and provide information and direction as required.

Research and compile a variety of information; compute statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate materials as necessary; process a variety of documents and materials related to assigned activities; process, prepare and organize Board agenda items as directed.

Input a wide variety of data into an assigned computer system; maintain both manual and automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.

Compose correspondence independently on a variety of matters including those of a confidential nature; prepare materials and data and handle related correspondence and proposals regarding negotiations; compile and type various letters, forms, reports, contracts, packets, statistical data, memoranda, bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials.

Obtain and provide information, records and materials to personnel and the public where judgment, knowledge and interpretation of policies and regulations and organizational functions and programs are required; respond to a wide variety of inquiries from internal and external parties.

Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activity and assigned duties, including those of a confidential nature; manage and reconcile absences for assigned personnel as required; establish and maintain filing systems.

Coordinate and schedule a variety of projects, appointments, functions and program components including meetings, in-service events, travel and accommodations and facility rentals for assigned personnel; coordinate and arrange special events and activities for the Assistant Superintendent.

Monitor designated budgets and ensure assigned accounts are accurate and expenditures are within federal or State requirements; reconcile account balances for assigned budget categories and maintain accurate account balances as assigned; provide purchase recommendations as assigned.

Attend and participate in a variety of meetings, trainings and workshops as assigned; prepare related notices, reports, presentations and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents and reports to appropriate personnel as appropriate; represent assigned supervisor in their absence in order to convey or gather information required for their functions.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as needed.

Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Train and provide work direction and guidance to assigned personnel as directed.

**OTHER FUNCTIONS:**

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**KNOWLEDGE OF:**

Functions and secretarial operations of an administrative office.

Organizational operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Budgeting practices regarding monitoring.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Basic public relations techniques.

Operation of a computer and assigned software

**ABILITY TO:**

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of administrative details.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Maintain a variety of complex and confidential files and records.

Ensure efficient and timely completion of office and program projects and activities.

Understand and resolve issues, complaints or problems.

Type and input data at an acceptable rate of speed.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

Prioritize and schedule work.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor/Office environment.

Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling light objects as assigned.

**FLSA Status:** Non-Exempt

**Approval Date:** ,

Personnel Commission First Reading:

Personnel Commission Approval:

**Salary Range:** Confidential Salary Schedule – Level 3 ()



# Classified Human Resources

## Personnel Commission Meetings

### 2020-2021 School Year

Date	Time and Location	
July 2020	<b>No Meeting Scheduled</b>	
Thursday, August 20, 2020	4:30 pm	Board Room
Thursday, September 17, 2020	4:30 pm	Board Room
Thursday, October 15, 2020	4:30 pm	Board Room
Thursday, November 19, 2020	4:30 pm	Board Room
Thursday, December 17, 2020	4:30 pm	Board Room
Thursday, January 21, 2021	4:30 pm	Board Room
Thursday, February 18, 2021	4:30 pm	Board Room
Thursday, March 18, 2021	4:30 pm	Board Room
Thursday, April 15, 2021	4:30 pm	Board Room
Thursday, May 20, 2021	4:30 pm	Board Room
Thursday, June 17, 2021	4:30 pm	Board Room

*\*Meeting is on the 3<sup>rd</sup>. Thursday of the month.*



# LUSD Zoom Instructions for Participants

## Before a videoconference:

Please download the Zoom application. You will need a computer, tablet, or smartphone with speaker or headphones.

You will receive notice for a videoconference or conference call from your LUSD host.

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.

## To join the videoconference:

At the start time of your meeting, click on the link in your invitation to **join via computer**.<sup>2</sup> You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided by your LUSD host.

## Once in the meeting if you are having trouble hearing, you can join via telephone while remaining on the video conference:

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)

## Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

On your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker only. “Gallery view” tiles all of the meeting participants at once.