



PLEASE POST ON CLASSIFIED BULLETIN BOARD

PERSONNEL COMMISSION MEETING

PERSONNEL COMMISSION MEETING PROCEDURES

This meeting will be conducted via Zoom. Meeting ID: **886 7196 6011**. 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: October 15th, 2020
Time: 4:30 p.m.
Where: Held via Zoom Meeting
Meeting ID: 886 7196 6011
Password: LUSDPC

AGENDA

Call to Order – 4:30 p.m.

- A. **Approval of Minutes** (Action)
September 17, 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 September 22, 2020 (**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. Job Description –
 - a. Payroll Analyst – 1st Reading – (Discussion) – (**Attachment 7**)
 - b. Maintenance Worker II – 1st Reading – (Discussion) – (**Attachment 8**)
 - c. Swimming Pool Operator – 1st Reading – Discussion – (**Attachment 9**)
3. Personnel Commission Annual Report 2019 – 2020 (Discussion/Action) – (**Attachment 10**)
Moved by: _____ Seconded by: _____ Vote: _____

F. Unfinished Business (Discussion/Action)

1. Job Description – (**Attachment 11**)
 - d. Executive Assistant to the Assistant Superintendent – 2nd Reading - ActionMoved by: _____ Seconded by: _____ Vote: _____

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)

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

	<p>is responsible for safety. If there was to be an infection in one of the cohorts the District would be responsible for wages and it could be considered Workman's Comp. Still working on trying nine candidates at time here at the District for paper pencil testing.</p> <p>CODESP update Opal had received an email from John letting her know the outcome of the meeting between VIDCRUITER and CODESP. The good news that the alternate testing items are free to use on VIDCRUITER. Unfortunately, they are not able to work with VIDCRUITER with all the testing because the required security does not meet the standards for CODESP at this time. VIDCRUITER will be working on making changes and will meet with CODESP once the changes are done.</p>
<u>Information Items</u>	<p><u>Classified Personnel Items</u> – Presented by Carmen Jaramillo. <u>Status of Vacancies</u> –Presented by Carmen Jaramillo <u>Examination Schedule</u> –Presented by Carmen Jaramillo <u>Working Out of Class Report</u> – Presented by Carmen Jaramillo</p>
<p><u>New Business – (Discussion/Action)</u></p> <ol style="list-style-type: none"> 1. Ratification of Eligibility Lists (Action) 2. Job Description – Executive Assistant to Assistant Superintendent – 1st Reading 3. Personnel Commission Meeting Schedule 	<p>Nothing to report.</p> <p>Lacy explained that the only change was to add the “or Deputy” anywhere the Assistant Superintendent is mentioned. There is no additional pay increase, no workload increase and no additional responsibilities.</p> <p>The proposed Personnel Commission meeting schedule for the 2020-2021 school year was presented. Discussion. Susie Morey made the motion to approve the schedule Shirley Leonard seconded the motion, 3-0 , motion passed</p>
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	None
<u>Recess to Closed Session</u>	5:09pm
<u>Report out of Closed Session</u>	<p>Returned at 5:53pm Action was taken on personnel item one. Motion made by Shirley Leonard seconded by Chris Rowe, 2-1 motion was carried, Nothing to report on other items.</p>
<u>Next Meeting Date</u>	Regular meeting is set for October 15 th at 4:30pm
<u>Adjournment</u>	Motion was made by Shirley Leonard, seconded by Susie Morey, and carried that the meeting be adjourned at 5:54 p.m. (3-0)

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
September 22, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Rodriguez, Stacey	Sr. Office Asst	Maple	31/2	9/1/20
Dixon, Emily	Staff Sec	LVMS	33/1	9/9/20
Cuevas, Brenda	Para-BIL	LHS	25/1	9/17/20

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule 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>
McGovern, Shelly	Library Tech	Personal	9/14/20

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Rodriguez, Victoria	Para-SpEd 6.0 hrs LHS Range 27/2	Para-SpEd 6.0 hrs HPEL Range 27/2	9/14/20
Harrison, Dakota	Para-SpEd 6.0 hrs LHS Range 27/1	Para-SpEd 7.0 hrs LHS Range 27/1	9/14/20
Echeverria Lugo, Selene	Para-BIL 4.0 hrs LVMS Range 25/2	Para-BIL 4.0 hrs FMEL Range 25/2	9/22/20

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>
Groves, Shaylen	Para-SpEd	Resignation	8/31/20
Childres, Antonio	SUB Para-SpEd	Resignation	9/8/20
Scott, Sylvia	SUB Lib Tech	Resignation	9/9/20
Vargas, Marcos	Lang Assmt Tech	Resignation	9/18/20
Willis, Josiah	Para-SpEd	Resignation	9/25/20

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared October 9, 2020

STATUS OF CLASSIFIED VACANCIES

Information Items

For Personnel Commission Meeting October 15, 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	Testing
School Account Clerk I	10/9/2020	2.0	VACANT DUE TO TRANSFER	228	M. Abbott	LCEL	Recruit
School Account Clerk I	10/12/2020	7.0	VACANT DUE TO TRANSFER	228	M. Abbott	MGEL	Recruit
School Bus Driver I	12/11/2019	4.6	VACANT DUE TO RETIREMENT	196	K. Cornelia	Transportation	Interview
School Bus Driver I	9/22/2020	6.8	VACANT	196	A. Jamar	Transportation	Interview
School Bus Driver II	6/4/2020	4.65	VACANT DUE TO RETIREMENT	196	J. Arnold	Transportation	Recruit
School Bus Driver II	12/16/2019	7.150	VACANT DUE TO PROMOTION	196	A. Osua	Transportation	Interview
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	3/20/2020	2.0	VACANT DUE TO RESIGNATION	196	S. Huff	LHS	Recruit
Child Nutrition Worker	3/20/2020	2.0	VACANT DUE TO RESIGNATION	196	P. Miller	RUTH	Recruit
Ground Maintenance Worker II	3/18/2020	8.0	VACANT DUE TO 39 Month Reemployment	260	J. Metzger	M & O	Interview
Ground Maintenance Worker II	7/11/2020	8.0	VACANT DUE TO RETIREMENT	260	E. Forney	M & O	Interview

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
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
Health Clerk	7/28/2020	6.0	NEW	208	N/A	Health	Recruit
Home/School Community Liaison	9/18/2020	6.0	VACANT DUE TO TRANSFER	196	R. Bedolla	LCEL	Recruit
Language Assessment Tech	9/18/20	8.0	VACANT DUE TO RESIGNATION	197	M. Vargas	Sp. Proj	Recruit
Lead Custodian II	6/4/2020	8.0	VACANT DUE TO RETIREMENT	260	W. Troup	VMS	Interview
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. Acosta	Ed. Ctr.	Recruit
Licensed Vocational Nurse	8/14/2020	6.0	VACANT DUE TO RESIGNATION	208	K. Lindsey	Health	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	HPEL	Recruit
Paraeducator	9/1/2020	4.0	VACANT DUE TO RESIGNATION	196	V. Evangelista	LCEL	Recruit
Paraeducator - BIL	9/22/2020	4.0	VACANT DUE TO TRANSFER	196	S. Echeverria	LVMS	Recruit
Paraeducator - Special Ed	8/14/2020	6.0	NEW	196	N/A	ATP	Recruit
Paraeducator - Special Ed	8/14/2020	3.0	NEW	196	N/A	BFCDS	Recruit
Paraeducator - Special Ed	8/14/2020	6.0	NEW	196	N/A	BVEL	Testing
Paraeducator - Special Ed	8/14/2020	3.0	VACANT DUE TO TRANSFER	196	J. WILLIS	CHS	Recruit
Paraeducator - Special Ed	8/14/2020	3.0	NEW	196	N/A	CREL	Testing

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	N/A	CREL	Testing
Paraeducator – Special Ed	8/14/2020	6.0	VACANT DUE TO RESIGNATION	196	K. Schmoldt	FMEL	Testing
Paraeducator – Special Ed	2/11/2020	6.0	VACANT DUE TO RESIGNATION	196	H. Thompson	FMEL	Testing
Paraeducator – Special Ed	3/19/2020	3.0	VACANT DUE TO RESIGNATION	196	S. Gray	HPEL	Testing
Paraeducator – Special Ed	3/9/2020	6.0	NEW	196	N/A	HPEL	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	VACANT DUE TO RESIGNATION	196	M. Briones	LCEL	Testing
Paraeducator – Special Ed	12/11/2019	6.0	NEW	196	N/A	LCEL	Recruit
Paraeducator – Special Ed	8/31/2020	6.0	VACANT DUE TO RESIGNATION	196	S. Groves	LCEL	Testing
Paraeducator – Special Ed	11/18/2019	6.0	NEW	196	N/A	LHEL	Interview
Paraeducator – Special Ed	1/1/2020	6.0	VACANT DUE TO PROMOTION	196	M. Pellegrin	LHS	Testing
Paraeducator – Special Ed	9/14/2020	6.0	VACANT DUE TO TRANSFER	196	D. Harrison	LHS	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	VACANT DUE TO RESIGNATION	196	B. Gordon	LHS	Testing
Paraeducator – Special Ed	9/14/2020	6.0	VACANT DUE TO TRANSFER	196	V. Rodriguez	LHS	Testing
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	N/A	LHS	Testing
Paraeducator – Special Ed	8/14/2020	7.0	NEW	196	N/A	LHS	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	N/A	LHS	Recruit
Paraeducator – Special Ed	10/10/2019	6.0	VACANT DUE TO TRANSFER	196	A. Navarro	LVMS	Interview

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	1/6/2020	6.0	NEW	196	N/A	LVMS	Testing
Paraeducator – Special Ed	10/5/2020	6.0	VACANT DUE TO RESIGNATION	196	Y. Rivas	LVMS	Recruit
Paraeducator – Special Ed	3/19/2020	3.0	VACANT DUE TO RESIGNATION	196	S. Gray	LVMS	Testing
Paraeducator – Special Ed	12/10/2019	6.0	NEW	196	N/A	LVMS	Testing
Paraeducator – Special Ed	8/14/2020	3.0	NEW	196	N/A	MGEL	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	N/A	MGEL	Recruit
Paraeducator – Special Ed	9/25/2020	6.0	VACANT DUE TO RESIGNATION	196	J. Willis	MHS	Transfer
Paraeducator – Special Ed	8/17/2020	7.0	VACANT DUE TO TRANSFER	196	L. Torres	RUTH	Testing
Paraeducator – Special Ed	8/14/2020	3.0	NEW	196	N/A	RUTH	Recruit
Paraeducator – Special Ed	8/14/2020	3.0	VACANT DUE TO TRANSFER	196	J. Willis	VMS	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	NEW	VMS	Recruit
Paraeducator – Special Ed	10/23/2019	6.0	NEW	196	N/A	VMS	Interview
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	HPER	Hiring
Student Supervision Aide	8/14/2020	2.0	VACANT DUE TO RESIGNATION	195	M. Dalope	CREL	Recruit
Student Supervision Aide	8/17/2020	1.6	VACANT DUE TO RESIGNATION	195	C. Juarez	FMEL	Recruit
Student Supervision Aide	8/17/2020	2.1	VACANT DUE TO RESIGNATION	195	D. Long	FMEL	Recruit

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Student Supervision Aide	8/17/2020	1.2	VACANT DUE TO RESIGNATION	195	M. Valadez	LBEL	Recruit
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 October 9, 2020

EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting October 15, 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	10/16/20	14	TBD	TBD
Buyer	10	TBD	TBD	TBD	TBD
Grounds Maintenance Worker II	5	10/2/20 & 10/12/20	3	TBD	2
Lead Custodian II	4	10/2/20	4	10/8/20	4
Lead Language Assessment Technician	2	TBD	TBD	TBD	TBD
Office Assistant	29	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	46	10/9/20	38	TBD	TBD
Printing Services Assistant	42	10/22/20	18	TBD	TBD
School Accounting Assistant	26	TBD	TBD	TBD	TBD
School Bus Driver I (continuous recruitment)	2	N/A	N/A	TBD	TBD
School Bus Driver II	2	N/A	N/A	10/8/20	2
Student Safety Officer	21	TBD	TBD	TBD	TBD
Transportation Attendant	1	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared October 7, 2020

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting October 15, 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
Jose Vargas	Paraeducator -Bi/HPEL	Lead Language Assessment Tech/Ed. Ctr	9/18/2020	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
Ana Pantena de Wilson	CNW I / CKit	Accounting Tech/Accounting	10/12/2020	10/16/2020	Extra Duty
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 Carrilo	GMW I/ M&O	Grounds Worker II / CHS	8/11/2020	Until filled	Vacancy
Heather Stout	Admin II/CKIT	Staff Sec/STSV	9/21/2021	11/30/20	WOC
Heidi Townsend	CNW II/ LHS	Admin II/ CKIT	9/21/20	11/30/20	WOC

John Metzger	Staff Secretary/STSV	HR Tech – CL/Classified HR	9/21/2020	11/30/20	Leave
Samantha Kerley	Outreach Cons./ Adult Ed	Home/School Comm Liaison-BIL /VMS	10/5/20	12/31/200	Other
Tisha Pena	Cust/ADED	LD Cust/ADED	10/5/20	10/31/20	Leave

LOMPOC UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 Action Item

RATIFICATION OF ELIGIBILITY LISTS

Action Item
 For Personnel Commission
 Meeting October 15, 2020

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
Lead Custodian	10/8/20	3	4	0	0
School Bus Driver I	10/8/20	1	1	1	1
School Bus Driver II	10/8/20	1	1	0	0

Respectfully Submitted,

Lacy Gillespie
 Director, Human Resources-Classified
 Personnel Commission

PAYROLL ANALYST

PURPOSE STATEMENT:

Under the direction of the Payroll/Benefits Manager, assist in leading the daily operations of payroll and organizational employee benefits programs and services; ensure employees are paid in an accurate and timely manner; train and provide consultation to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures. Perform highly complex payroll analysis functions in support of the payroll department; perform a variety of specialized technical accounting, payroll and benefit functions.

ESSENTIAL FUNCTIONS:

Review and close regular and supplemental payrolls; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data processed by Payroll Technicians.

Analyze, audit and compile statistical information; prepare and maintain a variety of complex statistical and narrative records and reports related to audits, disbursements, and others as assigned; analyze, compile and submit reports to appropriate federal, State and other agencies; review and approve requisitions in accordance with established guidelines and policies as directed.

Serve as a technical resource to District personnel concerning payroll functions; respond to inquiries and provide detailed and technical information concerning related salaries, deductions, leaves, transactions, practices, standards, records, issues, laws, regulations, policies and procedures. Research and respond to questions regarding district payroll policies and procedures or payroll data; prepare correspondence. Communicate with outside agencies to exchange information and resolve issues or concerns.

Serve as a lead technical resource to District personnel concerning payroll systems and related payroll operations; respond to questions and provide detailed information by phone, e-mail, or site regarding benefits, and workers' compensation claims administration.

Analyze compensation related data including wages, bonuses and retirement processes.

Coordinate payroll data and relate statistical information of documents and provide payroll information to other agencies,

Assure compliance with laws and regulations in the various payroll records, procedures and systems of internal controls to determine compliance,

Assist auditors and provide required information,

Train the assigned personnel and new employees; provide consultation to personnel concerning employee information,

Respond to inquiries regarding a variety of procedures and requirements including payroll and benefit procedures,

Processes and evaluates and assures proper administration of Workers' Compensation claims as assigned,

Troubleshoot and resolve employee issues and concerns

Operate a computer and assigned software; type an input data

Assist auditors and provide required information and coordinating necessary project activities; assist other personnel within the department to support them in the completion of their work activities.

Communicate with personnel, auditors, consultants and outside agencies to exchange information and resolve issues or concerns; collaborate and interface with School site Administrators and staff.

Attend meetings and in-service trainings related to assigned activities; assist in coordinating and planning District-wide workshops and trainings; train and provide guidance to Administrators and District staff.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Ed Code/Labor Code/Merit System/CalSTRS/CalPERS
Leaves/LFT and CSEA bargaining contracts/union procedures
Principles of payroll and benefit administration.
Budget preparation and control.
Payroll and workers compensation programs.
Principles of accounting, bookkeeping and financial record keeping.
Employee benefit packages and insurance programs.
Summary plan descriptions, vendor contracts and related forms.
Collective bargaining agreements and procedures.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Arithmetic computations.

ABILITY TO:

Assist in the training of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Provide consultation and technical expertise to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.
Process, evaluate and assist employees with the completion of enrollment forms.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain a variety of reports, records and files related to assigned activities.
Compare numbers and detect errors efficiently.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in business administration, accounting, or related field and three years increasingly responsible experience in professional accounting working with payroll and benefits administration and evaluation. Some experience in a school or governmental setting desirable.

LICENSE AND OTHER REQUIREMENTS:

Criminal Justice Fingerprint/Background Clearance.
TB Clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Generally the job requires 80% sitting, 10% walking, and 10% standing.

FLSA Status: Non-Exempt

Approval Date:

Personnel Commission First Reading: **10/15/20**

Personnel Commission Approval:

Salary Range: Classified 44

MAINTENANCE WORKER II

PURPOSE STATEMENT:

Under the direction of the Director of Maintenance and Operations, provide skilled and semiskilled maintenance services with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operation and/or safety concerns; assisting skilled trades; and ensuring that tools and materials are available at job site.

ESSENTIAL FUNCTIONS:

Perform a variety of semi-skilled maintenance services including assisting trade workers (including carpentry, plumbing, welding, masonry, painting, roofing and electrical) with the completion of tasks such as constructing and installing cabinets, repairing locks and doors, building furniture and shelves, and maintaining facilities in safe operating condition.

Transport tools, equipment and supplies to various job sites.

Analyze sketches and diagrams to efficiently assist in the completion of maintenance tasks.

Prepare written work orders and reports to provide written reference on the status of jobs.

Repair custodial equipment and ensure equipment is in safe operating condition.

Maintains vehicle, tools, and equipment in safe and working condition.

Maintain required records and documentation as requested.

Assist in maintaining facilities and ensuring they are in safe operating condition.

Coordinate the completion of projects with other trades workers.

Installs system component parts in classrooms, office, and facilities including electrical outlets, switches, lighting fixtures, doors, shelving, rain gutters, flooring materials, restroom fixtures, glass, Plexiglas and towel dispensers.

Secure appropriate materials and equipment to maintain inventory and to complete assignments.

OTHER FUNCTIONS:

Perform related duties as assigned.

Participates in meetings and workshops.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Standard practices of maintenance services.

Standard shop/maintenance methods.

Applicable building codes, ordinances and regulations of State and local authorities related to trades.

Manual and electrical tools and equipment applicable to trades.

Health and safety regulations.

Basic record-keeping techniques.

Proper methods of storing equipment, materials and supplies.

ABILITY TO:

Perform skilled and semiskilled maintenance services.

Perform preventive maintenance and routine servicing of equipment.

Interpret and work from plans, diagrams, and specifications.

Follow oral and written instructions.

Operate heavy and specialized machinery, equipment and tools utilized in the repairing, installing and maintaining facilities.

Read and work from blueprints, shop drawings and sketches.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work cooperatively with others.

Work independently with little direction.

Meet schedules and time lines.

Maintain routine records.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and two years of performing a variety of semi-skilled to skilled maintenance work.

LICENSE AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

Criminal Justice Fingerprint/Background Clearance.

TB Clearance.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

Generally the job requires 5% sitting, 20% walking, and 75% standing.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools.

Hearing and speaking to exchange information.

Seeing to read and perform electrical functions.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Hazardous chemicals.

Electrical power supply and high voltage.

Working in a cramped or restrictive work chamber.

FLSA Status: Non-Exempt

Approval Date: 2/25/10

Personnel Commission First Reading: **10/15/20**

Personnel Commission Approval:

Salary Range: Classified 40 (Approved 10/10/17)

SWIMMING POOL OPERATOR

PURPOSE STATEMENT:

Under the direction of the Maintenance and Operations Manager, perform a variety of activities involved in the daily operations, cleaning, maintenance and repair of swimming pool and surrounding areas of the complex; conduct daily inspections of pool water and maintain proper chemical balances; assure facility and pool is clean and safe for District use.

ESSENTIAL FUNCTIONS:

Perform a variety of activities involved in the daily operations, cleaning, maintenance and repair of district swimming pools, surrounding areas and related equipment to assure safe and sanitary conditions.

Maintain district swimming pools on a regular basis; brush walls and pool steps, and vacuum pool, hose down surrounding decks and backwash filters for water clarity; clear pool drains, gutters, and deck drains; inspect, maintain, repair and replace a variety of pool related equipment including pumps, motors, filters and other plumbing, mechanical or electrical equipment as needed.

Conduct daily inspections of pool water and maintain proper chemical balances; conduct chemical tests of water; apply chemicals as appropriate to maintain proper pH, chlorine, alkalinity, and other chemistry levels; assure safety of pool water; repair related systems as needed.

Prepare and maintain records related to inspection, repair, hazardous materials and other assigned activities.

Perform custodial activities at the swim complex including cleaning restrooms, vacuuming or sweeping floors, picking up trash, and cleaning windows.

Perform general grounds work including sweeping, raking leaves and washing down pool decks as needed.

Operate a variety of power-driven equipment, testers, gauges and small hand and power tools.

Communicate with students, coaches, other staff members, public, local health department, and others to exchange or provide information regarding swimming pool operations.

Prepare swimming pool and surrounding areas for swim competitions and other athletic events as directed; set up and take down lane lines and other athletic equipment.

Maintain inventory and order items used for cleaning and maintenance of equipment and facility.

OTHER FUNCTIONS:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools. Operation of a variety of power-driven equipment, testers, gauges and small hand and power tools. Proper methods of storing equipment, materials and supplies.

Health and safety regulations.
Basic principles and practices of plumbing and electricity.
Proper chemistry of swimming pool water.
Oral and written communication skills.
General custodial and grounds methods and procedures.
Record-keeping techniques.
Proper lifting techniques.
Basic mathematics.

ABILITY TO:

Clean, maintain and repair the swimming pool, surrounding areas and related equipment to assure safe and sanitary conditions of the complex.
Inspect, install, maintain, repair and replace a variety of pool equipment.
Maintain proper chemistry of swimming pool water.
Perform custodial and grounds activities to assure areas are in clean and safe condition.
Estimate and order required supplies and equipment.
Perform the activities of the Maintenance Worker as needed.
Operate a variety of power-driven equipment, testers, gauges and small hand and power tools Observe health and safety regulations.
Understand and follow oral and written instructions.
Work independently with little direction.
Communicate effectively both orally and in writing.
Work cooperatively with others.
Perform basic mathematical calculations.
Maintain records related to work performed.
Meet schedules and time lines.
Perform heavy physical labor.
Swim and tread water.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience involving the care and cleaning of a swimming pool.

LICENSES AND OTHER REQUIREMENTS:

Obtain or possess a valid Pool Operator Certificate issued by an authorized agency.

Valid California Class C driver's license.

Criminal Justice Fingerprint/Background Clearance.

TB Clearance.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment.
Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate hand and power tools and equipment.
Sitting or standing for extended periods of time.
Walking over rough or uneven surfaces.
Seeing to read a variety of materials and perform maintenance and repair duties.
Lifting, carrying, pushing or pulling heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.
Swimming and treading water.

HAZARDS:

Working around and with machinery having moving parts. Hazardous chemicals and fumes.

FLSA Status: Non-Exempt

PC Approval Date: 5/18/17

Personnel Commission First Reading: 10/15/20

Personnel Commission Approval:

Board Approval Date:

Salary Range: ~~34~~ 35

PERSONNEL COMMISSION ANNUAL REPORT 2019-2020

PERSONNEL ACTIONS	2018-2019	2019-2020	RECRUITMENT	2018-2019	2019-2020
APPOINTMENTS			EXAMINATIONS		
PROBATIONARY	77	100	POSITION ANNOUNCED	42	38
MANAGEMENT		3	APPLICATIONS	91	608
REEMPLOYMENTS	0	0	WRITTEN EXAMINATIONS	799	342
REINSTATEMENTS		0	ORAL EXAMINATIONS		136
CHANGES	118*		PERFORMANCE EXAMINATIONS		0
TRANSFERS		68	QUALIFICATION APPRAISALS		0
REASSIGNMENTS		14	ELIGIBLES ESTABLISHED	293	209
OUT-OF-CLASS ASSIGNMENTS	64	65	ELIGIBILITY LISTS ESTABLISHED		26
PROMOTIONS	28	36	CONTINUOUS EXAMINATIONS (PARAPROFESSIONAL,CHILD CARE ASSISTANT)		
RECLASSIFICATION AND REALLOCATIONS		0	APPLICATIONS	197	287
DECREASED TIME IN LIEU OF LAYOFF		10	ORAL EXAMINATIONS		15
DISPLACED IN LIEU OF LAYOFF		0	ELIGIBLES ESTABLISHED		153
DEMOTION DISPLACEMENT IN LIEU OF LAYOFF		1	ELIGIBILITY LISTS ESTABLISHED		7
INCREASE TIME (VOLUNTARY)		35	ACTIVE CLASSIFIED EMPLOYEES AS OF 6-30-2020		
DECREASED TIME (VOLUNTARY)		4	CSEA CLASSIFIED EMPLOYEES	535	522
SEPARATIONS			NON-CSEA CLASSIFIED EMPLOYEES	61	4
RESIGNATIONS	54	17	CLASSIFIED MANAGERS	10	11
RETIREMENTS	16	5	ACTIVE CLASSIFIED SUBSTITUTES AS OF 6-30-2020		
EXHAUSTED LEAVE		4	CLASSIFIED SUBSTITUTES	120	108
LAYOFFS		0	REEMPLOYMENT		
TERMINATIONS (PROBATIONARY)	2	3	TOTAL INDIVIDUALS		2
TERMINATIONS (PERMANENT)		1	TOTAL REMOVED		0
OTHER ACTIONS			PERSONNEL COMMISSIONS MEETINGS	11	11
NEW CLASSIFICATION		1			
REVISED JOB DESCRIPTIONS	26	2			
REVISED PC RULES		2			

* This figure was not broke down by category

LOMPOC UNIFIED SCHOOL DISTRICT

EXECUTIVE ASSISTANT TO THE ASSISTANT OR DEPUTY SUPERINTENDENT

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: 8/19/10, 7/18/13

Personnel Commission First Reading: 9/17/20

Personnel Commission Approval:

Salary Range: Confidential Salary Schedule – Level 3 (Approved 2/13/18)

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**.² 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 on any browser and entering the Meeting ID provided by your LUSD host.

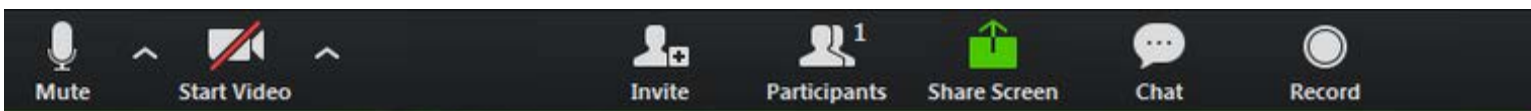
Once in the meeting if you are having trouble hearing, you can join via telephone while remaining on the video conference:

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.