



PLEASE POST ON CLASSIFIED BULLETIN BOARD

PERSONNEL COMMISSION MEETING

PERSONNEL COMMISSION MEETING PROCEDURES

This meeting will be conducted via Zoom. Meeting ID: **850 0705 6320**. 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: January 21, 2021
Time: 4:30 p.m.
Where: Held via Zoom Meeting
Meeting ID: 850 0705 6320
Password: LUSDPC

AGENDA

Call to Order – 4:30 p.m.

Pledge of Allegiance

A. Approval of Minutes (Action)

December 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 December 15, 2020 (*Attachment 2*)
2. Classified Personnel Items January 12, 2021 (*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)

F. Unfinished Business (Discussion/Action)

G. Items from the Floor

H. Items from the Personnel Commissioners

I. Items from Personnel Commission Staff

J. Next Meeting Date

- February 18, 2021

K. Recess to Closed Session (Government Code 54957)

L. Report of Action Taken in Closed Session

Moved by: _____ Seconded by: _____ Vote: _____

M. Adjournment

Moved by: _____ Seconded by: _____ Vote: _____

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, 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 – December 17, 2020

<u>Call to Order</u>	The Personnel Commission meeting was called to order at 4:32p.m. on December 17, 2020 by Shirley Leonard using the Zoom meeting platform. Time Certain Item*
<u>Members Present</u>	Chris Rowe, Susie Morey, Shirley Leonard
<u>Members Absent</u>	None
<u>Staff Present</u>	Lacy Gillespie, Carmen Jaramillo, Opal Bauldry,
<u>Guests Present</u>	Barbara Sandoval,
<u>Approval of Minutes</u>	A motion was made by Shirley Leonard seconded by Chris Rowe and carried to approve the minutes of the November 2020 regular meeting. (3-0).
<u>Input from the Public</u>	None.
<u>Reports</u> 1. CSEA	Barbara reported CSEA has been very busy with negotiations. On the 21 st they will be ratifying the MOU dealing with the effects concerning School Account Assistant I positions. CSEA and the District agreed to bring back hours for those positions at the elementary level. The additional early retirement incentive was discussed and will be including up to 25 additional people above what the contract already has, as long as staff retire with 45day notice and before June 30 of 2021. The District and CSEA decide to continue the Maxim contract for the Paraeducator-SpEd subs. The District and CSEA also updated the COVID-19 MOU as things have progressed. Barbara mentioned the MOU is a fluid MOU as things continue to change. Barbara also mentioned LUSD provides food services for Manzanita, and there is a CNW that is an LUSD employee that has been working out there since the inception of the school, however because Manzanita is not required to follow the CSEA contract, the employee will be returning to an LUSD school site and will be able to keep their hours and benefits. Barbara announced there was an election of officers and there are new officers starting in January. Jerry White is the new President. Judi Salas is 1 st VP, Meg Abbott will continue as the 2 nd VP, Opal Bauldry will be the Treasurer, Kristin Forshey is going to be the CPRO, Jill O'Guin will continue as the Chief Union Steward, Connie Kauppinen will be the new Secretary. Barbara will possibly still be the representative for the Personnel Commission meetings.
2. Lacy Gillespie	Lacy congratulated the new officers, and past officers of CSEA. He discussed the Paraeducator conference. There were 5 employees that applied to attend. The District agreed to fund all 5 employees that wanted to attend the virtual conference (per the contract). Lacy discussed the upcoming Merit Academy taking place in 2021. Dates include: March 20 th , March 30 th , April 17 th , April 29 th , May 15 th , May 2 nd , June 12 th , & June 24 th . Lacy would like to send new PC commissioners, and new staff. Carmen and Opal would like to go. Shirley asked about the details of the conference. Lacy mentioned he will continue to update as information becomes available. Registration begins January 2021. Lacy discussed the Manzanita Child Nutrition Worker. The employee will be moving to Fillmore Elementary and will keep hours and benefits.

<u>Information Items</u>	<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 Opal Bauldry
<u>New Business – (Discussion/Action)</u>	
1. Administering the Oath of Office	Time Certain Item* – 4:30pm- Chris Rowe was sworn in by Lacy Gillespie.
2. Election of PC Officers (Action)	Time Certain Item* – 4:30pm - Shirley Leonard took nominations of election of officers for the chair. Shirley Leonard nominated Chris Rowe, Susie Morey 2 nd . Passed (3-0). Chris Rowe nominated Shirley Leonard as Vice chair. Susie Morey 2 nd . Passed (3-0). Return to regular agenda.
<u>Unfinished Business</u>	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	Susie would like to know the address of the location she needed to put in her resignation. She also wanted to know what date to put on it. Carmen instructed her to turn the resignation into Bree Valla and Trevor McDonald. She also suggested to CC the Classified HR Office. The commissioners agreed the joint Brown Act training that took place was a great idea. Shirley thought it wasn't exactly what she had envisioned as the Personnel Commissioners and School Board were not physically together. Shirley mentioned there were a lot of good questions asked and believed it was a positive workshop. Lacy expressed concerns with the PC staff being muted and not able to ask questions, however was very thankful for the great training. He mentioned he was surprised as the amount of people that attended the workshop. Susie expressed how impressed she was with the information provided. She went on to say the gentleman running the training was great and was very knowledgeable. Chris mentioned the subject was very valuable.
<u>Items from PC Staff</u>	Carmen sent out retirement packets to employees who are 55+ and have been with the School District for at least 10 years.
<u>Recess to Closed Session</u>	None
<u>Report out of Closed Session</u>	None
<u>Next Meeting Date</u>	Regular meeting is set for January 21, 2021 at 4:30 pm.
<u>Adjournment</u>	Motion was made by Susie Morey and seconded by Shirley Leonard to adjourn at 5:30 Approved 3:0

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
December 15, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Torres, Elizabeth	Para-BIL	LVMS	25/1	12/1/20
Mora, Olivia	Para-SpEd	BFCDS/ATP	27/1	12/7/20

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Lever, Charlene	Sub Clerical	29/1	11/16/20
Guerra, Carrie	Sub Clerical	29/1	11/18/20
Campfield, Alan	Sub Para-SpEd	27/1	11/23/20
Gonzalez-Limon, Gonzalo	Sub Para-SpEd	27/1	11/30/20

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Johnson, Melanie	Stu Sup Aide	Personal	12/16/20
Mazraoui, Asma	Para-SpEd	Personal	11/9/20
McNamee, Lorna	Site Tech Sup Asst	Personal	1/11/21

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Coggin, Sharon	Para 4.0 hrs FMEL Range 24/3	Para 4.0 LCEL Range 24/3	10/19/20
Powell, Stacie	Para-SpEd 6.0 hrs SPED Range 27/5	Para-SpEd 6.0 hrs LHS Range 27/5	11/1/20
Araujo, Maria G	Para-Bil 4.0 hrs RUTH Range 25/5 District Translator 4.0 hrs STSVS Range 40/3	District Translator 8.0 STSVS Range 40/3	11/1/20
Meza Miramontes, Ana	Para-BIL 4.0 hrs RUTH Range 25/1	Home/School Comm Liaison 6.0 hrs LCEL Range 29/1	11/2/20
Bateman, Sylvan	Para 4.0 hrs LCEL Range 24/5	Para-SpEd 6.0 hrs LCEL Range 27/5	11/2/20
Carrillo, Makayla	Para-SpEd 6.0 hrs LHEL Range 27/3	Custodian 8.0 hrs VMS Range 29/3	11/3/20

Tognazzini, Michele	Delivery Driver 8.0 hrs WHSE Range 31/4	Printing Svs Asst 8.0 hrs Print SHP Range 35/3	11/11/20
Miller, Dylan	Grounds Main Wkr I 8.0 hrs M&O Range 32/5	Grounds Main Wkr II 8.0 hrs M&O Range 34/5	11/17/20
Huyck, Keith	Grounds Main Wkr I 8.0 hrs M&O Range 32/3	Grounds Main Wkr II 8.0 hrs M&O Range 34/3	11/17/20
Vargas, Geraldine	Stu Sup Aide 1.75 hrs LCEL Range 21/2	Stu Sup Aide 2.1 FMEL Range 21/2	11/30/20
Van Sandt, Rachel	Stu Sup Aide 1.4 hrs MGEL Range 21/1	Para-SpEd 6.0 hrs SpEd Range 27/1	11/30/20

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>
DeRutte, Karla	Para-BIL	Retirement	11/30/20
Schroeder, Lindsay E.	CNW I	Resignation	11/6/20
Aguirre, Jessica L.	Para-SpEd	Resignation	11/30/20
Cardenas, Esther	Para-SpEd	Inactivated	11/30/20
Holloway, Haley	Sr. Office Asst.	Resignation	12/08/20

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
January 12, 2021

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Jones, Kirsten	Para-SpEd	LHS	27/1	1/11/21
Wiant, Michelle	Para-SpEd	LHS	27/2	1/11/21

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Pompe, William	SUB Custodian	29/1	12/4/20

REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
Dubose, Loree	Staff Sec	Personal	01/12/21
Bunt, Antionette	Stu Sup Aide	Personal	11/16/20
Harbison, Danielle	Stu Sup Aide	Personal	1/11/21

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Morales, Laura	Para-SpEd 6.0 hrs CREL Range 27/1	Para-SpEd 6.0 hrs LHS Range 27/1	1/11/21
Fielding, Joshua	Trans. Attnd 5.0 hrs Trans Range 26/3	Sch Bus Driver I 4.6 hrs Trans Range 33/1	1/11/21

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>
Pagan, Timothy	Para-SpEd	Released	12/7/20
Garcia, Rosana	CNW I	Resignation	12/18/20
Plummer, Joseph	Pest/Turf Tech	Resignation	12/31/20
Torres, Anayeli	Para-Bil	Resignation	1/15/21
Osborne II, Jonathan C	Para-SpEd	Resignation	1/15/21

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared January 14, 2021

STATUS OF CLASSIFIED VACANCIES
Information Items
For Personnel Commission Meeting January 21, 2021

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 Assistant I	1/12/2020	8.0	RESTORATION	228	N/A	LCEL	Transfer
School Account Assistant I	1/12/2020	2.0	RESTORATION	228	N/A	RUTH	Transfer
School Account Assistant I	1/12/2020	7.0	RESTORATION	228	N/A	MGEL	Transfer
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 I	1/06/2020	8 hrs /week	VACANT DUE TO INCREASE IN HOURS	195	P. Hunt	Fillmore	Interview
Child Nutrition Worker I	2/24/2020	10 hrs/ week	VACANT DUE TO INCREASE IN HOURS	195	C. Longoria	Fillmore	Interview
Child Nutrition Worker I	3/20/2020	2.0	VACANT DUE TO RESIGNATION	195	S. Huff	LHS	Recruit
Child Nutrition Worker I	3/20/2020	2.0	VACANT DUE TO RESIGNATION	195	P. Miller	RUTH	Recruit
Child Nutrition Worker I	6/25/2020	2.5	VACANT DUE TO RETIREMENT	195	D. Raber	BVEL	Recruit
Child Nutrition Worker I	11/6/2020	3.0	VACANT DUE TO RESIGNATION	195	L. Schroeder	BVEL	Recruit
Child Nutrition Worker I	10/4/2019	2.0	VACANT DUE TO RESIGNATION	195	F. Velasco	CHS	Recruit

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Child Nutrition Worker I	3/11/2020	2.5	VACANT	195	S. Rael	VMS	Recruit
Child Nutrition Worker I	1/14/2021	2.5	VACANT DUE TO RESIGNATION	195	G. Triplett	RUTH	Recruit
Child Nutrition Worker I	1/12/2021	2.8	VACANT DUE TO RESIGNATION	195	N. Brown	CREL	Recruit
Child Nutrition Worker I	12/18/2020	3.0	VACANT DUE TO RESIGNATION	195	R. Garcia	LHS	Recruit
Delivery Driver	11/11/2020	8.0	VACANT DUE TO PROMOTION	260	M. Tognazzini	Whse	Recruit
Grounds Maint Wkr I	11/17/2020	8.0	VACANT DUE TO PROMOTION	260	D. Miller	M&O	Recruit
Grounds Maint Wkr I	11/17/2020	8.0	VACANT DUE TO PROMOTION	260	K. Huyck	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
Health Clerk	1/14/2021	6.0	NEW	208	N/A	Health	Recruit
Health Clerk	1/14/2021	6.0	NEW	208	N/A	Health	Recruit
Language Assessment Tech	9/18/20	8.0	VACANT DUE TO RESIGNATION	197	M. Vargas	Sp. Proj	Recruit
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
Office Assistant	1/12/2020	4.0	RESORATION	228	N/a	FMEL	Transfer

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator	3/6/2020	4.0	VACANT DUE TO RESIGNATION	196	M. Quesada - Santana	HPEL	Recruit
Paraeducator	11/30/2020	1.0	VACANT DUE TO RETIREMENT	196	K. De Rutte	LCEL	Recruit
Paraeducator	11/2/2020	4.0	VACANT DUE TO TRANSFER	196	S. Bateman	LCEL	Recruit
Paraeducator - BIL	11/30/2020	3.0	VACANT DUE TO RETIREMENT	196	K. De Rutte	LCEL	Recruit
Paraeducator - BIL	10/12/2020	4.0	VACANT DUE TO TRANSFER	196	L. Araujo	RUTH	Recruit
Paraeducator - BIL	11/2/2020	4.0	VACANT DUE TO TRANSFER	196	A. Meza	RUTH	Recruit
Paraeducator - BIL	1/15/2021	4.0	VACANT DUE TO RESIGNATION	196	A. Torres	FMEL	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	1/15/2021	6.0	VACANT DUE TO RESIGNATION	196	J. Osborne	CHS	Recruit
Paraeducator - Special Ed	8/14/2020	3.0	NEW	196	N/A	CREL	Testing
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. Schmoltdt	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

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	11/1/2020	6.0	VACANT DUE TO RESIGNATI	196	K. Salutan	LBEL	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	VACANT DUE TO RESIGNATION	196	M. Briones	LCEL	Testing
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	11/3/2020	6.0	VACANT DUE TO PROMOTION	196	M. Carrillo	LHEL	Recruit
Paraeducator – Special Ed	11/11/2020	6.0	VACANT DUE TO TRANSFER	196	A. Boneck	LHEL	Recruit
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	11/30/2020	6.0	VACANT DUE TO RESIGNATION	196	J. Aguirre	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
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

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
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	6.0	NEW	196	NEW	VMS	Recruit
Paraeducator – Special Ed	10/23/2019	6.0	NEW	196	N/A	VMS	Interview
Paraeducator – Special Ed	10/12/2020	6.0	VACANT DUE TO TRANSFER	196	K. Diggs	SpEd/Speech	Recruit
Paraeducator – Special Ed	11/16/2020	6.0	NEW	196	N/A	SpEd/Speech	Recruit
Paraeducator – Special Ed	11/2/2020	6.0	NEW	196	N/A	SpEd/Speech	Recruit
Pest/ Turf Technician	12/31/2020	8.0	VACANT DUE TO RESIGNATION	260	J. Plummer	M&O	Recruit
Student Supervision Aide	1/6/2019	1.65	VACANT DUE TO PROMOTION	195	C. Simmons	HPEL	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	11/30/2020	1.75	VACANT DUE TO TRANSFER	195	G. Vargas	LCEL	Recruit
Student Supervision Aide	8/17/2020	1.2	VACANT DUE TO RESIGNATION	195	M. Valadez	LBEL	Recruit
Student Supervision Aide	11/30/2020	1.4	VACANT DUE TO PROMOTION	195	R. Van Sandt	MGEL	Recruit

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Transportation Attendant	6/30/2020	6.35	VACANT DUE TO RETIREMENT	196	S. Eldridge	Transportation	Recruit
Transportation Attendant	11/15/2019	4.5	NEW	196	N/A	Transportation	Recruit

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

EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting January 21, 2021

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
Buyer	10	TBD	TBD	TBD	TBD
Lead Language Assessment Technician	2	TBD	TBD	TBD	TBD
Office Assistant	29	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	33	11/6/20	28	TBD	TBD
School Accounting Assistant	26	11/12/2020 (Written Only)	20	TBD	TBD
Student Safety Officer	21	TBD	TBD	TBD	TBD
Transportation Attendant	1	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared January 12, 2020

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting January 21, 2021

Employee Name	Current Job Title/Location	WOC Assignment	Start Date of WOC	End Date of WOC	Reason/Comments
Jeremy Chastain	Driver / CNS	GMW I / M & O	11/17/2020	TBD	Vacancy
Kevin Robbie	CNW I / Clarence Ruth	Delivery Driver / Warehouse	11/11/2020	TBD	Vacancy
Keith Huyck	GMW II/ LHS	Lead Ground Maint. Wrk /LHS	11/16/2020	TBD	
Serena Prior	GMW I / M& O	GMW II / LHS	12/3/2020	TBD	WOC
Sergio Lopez	School Bus Driver I	GMW I / LHS	12/3/2020	TBD	WOC
Randy Reeves	IA / Spec Ed	GMW / M&O	11/17/2020	TBD	Vacancy
Jose Vargas	Para-Bil / HPEL	Lead Language Assessment Tech / Ed.Ctr	9/18/2020	Until Filled	Vacancy
Christina Taulbee	SSA / Los Berros	Paraeducator-SpEd /Los Berros	11/4/2019	TBD	Leave
Candra Vetch	Payroll/Benefits Tech. / 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 SpEd./ Fillmore	Office Assistant / Fillmore	2/3/2020	TBD	WOC
Claudia Tovar	CNW I / Central Kitchen	Sr. Office Assist / HR Cert.	8/3/2020	TBD	Leave
Samantha Kerley	Outreach Cons./ BFCDS	Home/School Comm Liaison-BIL / VMS	10/5/20	TBD	WOC

PERSONNEL COMMISSION
Action Item

RATIFICATION OF ELIGIBILITY LISTS

Action Item
For Personnel
Commission Meeting
January 21, 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

*Continuous recruitment merged with previous recruitment ()

Respectfully Submitted,

Lacy Gillespie
Director, Human Resources - Classified
Personnel Commission

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.

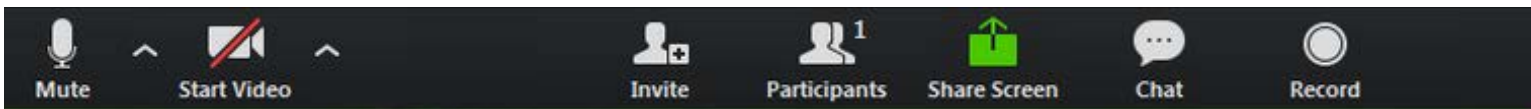
Once in the meeting if you are having trouble hearing, you can join via telephone while remaining on the video conference:

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.