



# ***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: February 18, 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)**

**January 21, 2021 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 January 26, 2021 (**Attachment 2**)
2. Classified Personnel Items February 9, 2021 (**Attachment 3**)
3. Status of Vacancies (**Attachment 4**)
4. Examination Schedule (**Attachment 5**)
5. Working Out of Class Report (**Attachment 6**)
6. Ratification of Eligibility List (**Attachment 7**)
7. School Bus Driver I Job Description Revision (**Attachment 8**)

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

1. Administering the Oath Of Office to newly appointed Personnel Commissioner, Dionne Espinoza (District Appointee)

**F. Unfinished Business (Discussion/Action)**

- Virtual Proctoring/Testing

**G. Items from the Floor**

**H. Items from the Personnel Commissioners**

**I. Items from Personnel Commission Staff**

**J. Next Meeting Date**

- March 18, 2021

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

- Personnel Item

**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 – January 21, 2021

<b><u>Call to Order</u></b>	The Personnel Commission meeting was called to order at 4:30p.m. 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, Carmen Jaramillo, Opal Bauldry,
<b><u>Guests Present</u></b>	Barbara Sandoval,
<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 December 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>No report. Barbara Sandoval mentioned the installation of the officers will be done virtually this year. She is hopeful it will still be a nice experience despite the distancing.</p> <p>Lacy shared information about the Merit Academy via a PowerPoint presentation. He discussed the agenda of the Merit Academy and what presenters will be in attendance. Discussion took place regarding which Personnel Commissioners and HR staff could be in attendance. Shirley Leonard, Opal Bauldry, Carmen Jaramillo, the new Personnel Commissioner and Lacy Gillespie will be attending the 2021 Merit Academy. Registration will be happening this month.</p>
<b><u>Information Items</u></b>	<b><u>Classified Personnel Items</u></b> – Presented by Carmen Jaramillo. <b><u>Status of Vacancies</u></b> –Presented by Carmen Jaramillo <b><u>Examination Schedule</u></b> –Presented by Carmen Jaramillo <b><u>Working Out of Class Report</u></b> – Presented by Opal Bauldry
<b><u>New Business – (Discussion/Action)</u></b>	None
<b><u>Unfinished Business</u></b>	Shirley requested virtual and online testing be unfinished business. She would like to have it added to the agenda as unfinished business so that the Personnel Commission could receive monthly updates on the progress. She asked how the HR office was staying updated, if the office was reaching out to our testing partner or if we were waiting for them to reach out to us. Lacy explained that CODESP had provided the Classified HR Office with entry level alternative position materials. He also explained that Carmen would need to do a procedure in order to have them used for LUSD. Lacy also explained that the HR office has been looking at additional online testing options.
<b><u>Items from the Floor</u></b>	None

<b><u>Items from Personnel Commissioners</u></b>	Susie Morey had a question about her letter of resignation. Lacy answered and explained the process that would take place.
<b><u>Items from PC Staff</u></b>	Lacy explained an appeal hearing that was scheduled for Feb 11 <sup>th</sup> has been rescheduled as the employee has requested an in person hearing. They are looking at dates in April or later.

<b><u>Recess to Closed Session</u></b>	None
<b><u>Report out of Closed Session</u></b>	None
<b><u>Next Meeting Date</u></b>	Regular meeting is set for February 18, 2021 at 4:30 pm.
<b><u>Adjournment</u></b>	Motion was made by Susie Morey and seconded by Shirley Leonard to adjourn at 5:19pm Approved 3:0

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
January 26, 2021

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
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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>
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ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Morales, Laura	Para-SpEd 6.0 hrs LHS Range 27/1	Para-SpEd 7.0 hrs LHS Range 27/1	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>
Brown, Nicole	CNW I	Resignation	1/11/21
Triplet, Gilda	CNW I	Resignation	1/13/21
Cowans, Marcia	Admin I	Retirement	2/21/21

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
February 9, 2021

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Reyna, Jessica	Para-SpEd	SPED	27/2	1/25/21
Triplett, Gilda	CNW I	RUTH	21/4	2/1/21

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>
Ruiz, Veronica	Para-SpEd	Personal	1/4/21
Bunt, Antoinette	Stu Sup Aide	Personal	1/16/21

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Rodriguez, Margaret	Sch Acct Asst I 2.0 hrs FMEL Range 31/5	Sch Acct Asst I 4.0 hrs FMEL Range 31/5	1/15/21
Abbott, Margaret	Buyer 8.0 hrs Purch Range 41/2	School Acct Asst 8.0 hrs LHEL 31/5	1/18/21
Hair, Katherine	CNW I 2.0 hrs CREL Range 21/3	CNW I 2.8 hrs CREL Range 21/3	1/23/21
Lopez, Jaqueline	CNW I 2.0 hrs LHS Range 21/3	CNW I 3.0 hrs LHS Range 21/3	1/29/21

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>
Reyna, Jessica	Para-SpEd	Resignation	1/26/21
Swartz, Mark	Carpenter	Deceased	1/31/21
Terrones, Tracy	CNW I	Resignation	2/15/21

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared February 10, 2021

## STATUS OF CLASSIFIED VACANCIES

Information Items

For Personnel Commission Meeting February 18, 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	Hiring
School Account Assistant I	1/12/2020	8.0	RESTORATION	228	N/A	LCEL	Testing
School Account Assistant I	1/12/2020	2.0	RESTORATION	228	N/A	RUTH	Testing
School Account Assistant I	1/12/2020	7.0	RESTORATION	228	N/A	MGEL	Testing
School Bus Driver I	9/22/2020	6.8	VACANT	196	A. Jamar	Transportation	Recruit
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	Recruit
Carpenter	1/31/2021	8.0	VACANT	260	M. Swartz	M&O	Recruit
Child Nutrition Worker I	1/06/2020	8 hrs /week	VACANT DUE TO INCREASE IN HOURS	195	P. Hunt	Fillmore	Recruit
Child Nutrition Worker I	2/24/2020	10 hrs/ week	VACANT DUE TO INCREASE IN HOURS	195	C. Longoria	Fillmore	Recruit
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	Hiring
Child Nutrition Worker I	6/25/2020	2.5	VACANT DUE TO RETIREMENT	195	D. Raber	BVEL	Recruit

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
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
Child Nutrition Worker I	3/11/2020	2.5	VACANT	195	S. Rael	VMS	Recruit
Child Nutrition Worker I	1/23/2021	2.0	VACANT DUE TO TRANSFER	195	K. Hair	CREL	Recruit
Child Nutrition Worker I	2/15/2021	3.0	VACANT DUE TO RESIGNATION	195	T. Terrones	LHS	Recruit
Child Nutrition Worker I	1/29/2020	2.0	VACANT DUE TO TRANSFER	195	J. Lopez	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



POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Office Assistant	1/12/2020	4.0	RESORATION	228	N/a	FMEL	Testing
Paraeducator	3/6/2020	4.0	VACANT DUE TO RESIGNATION	196	M. Quesada - Santana	HPER	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	11/2/2020	6.0	NEW	196	N/A	CHS/Los Berros	Testing
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

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
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	1/11/2021	6.0	NEW	196	N/A	HPEL	Recruit
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	Recruit
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	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	12/8/2021	6.0	VACANT	196	T. Pagan	LHS	Recruit
Paraeducator – Special Ed	1/6/2020	6.0	NEW	196	N/A	LVMS	Testing
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	8/17/2020	7.0	VACANT DUE TO TRANSFER	196	L. Torres	RUTH	Interview
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	Recruit
Paraeducator – Special Ed	1/25/2021	6.0	VACANT DUE TO RESIGNATION	196	J. Reyna	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

<b>POSITION</b>	<b>VACANCY DATE</b>	<b>HOURS</b>	<b>REASON</b>	<b>WORK YEAR</b>	<b>REPLACING</b>	<b>SITE</b>	<b>STATUS</b>
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
Transportation Attendant	1/11/2021	5.0	VACANT DUE TO PROMOTION	196	J. Fielding	Transportation	Recruit

Lompoc Unified School District  
 Classified Human Resources  
 Personnel Commission  
 Prepared February 10, 2021

**EXAMINATION SCHEDULE**

Information Item

For Personnel Commission Meeting February 18, 2021

<b>CLASSIFICATION</b>	<b>TOTAL NUMBER OF APPLICANTS</b>	<b>WRITTEN/ PERFORMANCE EXAM DATE</b>	<b>NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN &amp; PERFORMANCE EXAM</b>	<b>ORAL EXAM DATE</b>	<b>NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL</b>
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 February 8, 2021

**WORKING OUT OF CLASS REPORT**

Information Item

For Personnel Commission Meeting February 18, 2021

Employee Name	Current Job Title/Location	WOC Assignment	Start Date of WOC	End Date of WOC	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 Maintenance / 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 Lang. 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	10/5/2020	TBD	WOC
Mary McKean- Durrett	Para SpEd./ Los Berros	Site Technology Support Assistant / Los Berros	2/1/2021	TBD	Leave
Aide Martinez	Accounting Tech / Accounting	Purchaser / Ed Center	2/1/2021	Until filled	Vacancy

**RATIFICATION OF ELIGIBILITY LISTS**

Action Item  
For Personnel  
Commission Meeting  
February 18, 2021

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

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

\*Continuous recruitment merged with previous recruitment ( )

Respectfully Submitted,

Lacy Gillespie  
Director, Human Resources - Classified  
Personnel Commission

**LOMPOC UNIFIED SCHOOL DISTRICT**  
**SCHOOL BUS DRIVER I**

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**PURPOSE STATEMENT:**

Under the direction of the Manager of Transportation Services, ~~drive a school bus following a designated route schedule;~~ transport students safely and efficiently to assigned locations along ~~location on~~ a designated route; perform regular safety inspections.

**DISTINGUISHING CHARACTERISTICS:**

~~The School Bus Driver II class has two or more years of experience driving a school bus and transport students with special needs. When required, provides medical assistance, prescribed medication and first aid services to students as instructed by health care professionals.~~—The School Bus Driver I is the entry-level classification in the series. Incumbents in this class have at least one year of bus driving experience operating a school bus to ensure the safe transport of general education students over designated routes in accordance with time schedules.

**ESSENTIAL FUNCTIONS:**

Drive a school bus along a designated route; transport students, faculty and parents on field trips or other events pick up and discharge students in accordance with time schedules; meet scheduled departure and arrival times as assigned; prepare related logs and reports; observe legal and defensive driving practices; ensure compliance with applicable traffic and student transportation laws, codes and regulations.

Conduct required daily safety inspections of buses; inspect the interior, exterior and engine of buses to ensure safe operational condition; report mechanical malfunctions or other problems as required.

Maintain order and discipline among passengers on the bus; maintain discipline of students; report observations and incidents including discipline, inappropriate social behavior; communicate effectively with school staff and parents regarding student behavior as needed.

Assess incidents, complaints, accidents and potential emergency situations including road hazards, medical emergencies, and accidents; resolve and recommend a resolution to the situation; determine appropriate action in emergency situations according to established guidelines; administer first aid to passengers as needed.

Maintain buses in a clean and safe operating condition; wash, sweep and clean buses; refuel, service and prepare vehicle for operation.

Attend meetings, classroom and behind the wheel training, safety meetings, in-services, administrative conferences; maintain required skills; meet the certificate requirements of a school bus driver.

Utilize two-way radios for bus to bus and bus to base communications; notify appropriate personnel of delays or accidents as needed; fuel assigned vehicle including for oil, water, fuel; maintain vehicle in a safe operating condition.

Conduct emergency evacuation drills; ensure efficiency of procedures and complying with mandated requirements.

Perform pre-trip and post-trip inspections to monitor fluid levels, tire pressure, exterior condition and mirrors; ensure the safe operating condition of the vehicle; comply with mandated guidelines; clean assigned vehicles, both interior and exterior; ensure safety, appearance, and sanitation of vehicle.

Prepare documents and reports including incident and accident reports, inspections records, passenger misconduct, mileage logs, student counts, route description updates and maintenance orders; provide written support and convey information.

Respond to inquiries including to students, parents, other school personnel; provide information and directions; drive a vehicle to conduct work.

**OTHER FUNCTIONS:**

Perform related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**



**KNOWLEDGE OF:**

Safe and defensive driving practices.  
Proper operations of school buses.  
Applicable traffic and student transportation laws, codes and regulations.  
Basic first aid procedures.  
Basic record-keeping techniques.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
Oral and written communication skills.

**ABILITY TO:**

Drive a school bus safely and efficiently.  
Conduct safety inspections and perform routine preventive maintenance.  
Learn and apply policies and procedures related to student discipline on buses.  
Maintain a safe discipline level among passengers.  
Observe legal and defensive driving practices.  
Learn and follow designated routes.  
Learn the functionality and tolerance of the dual air braking system.  
Learn the proper use of the electronically controlled transmissions installed in the fleet.  
Maintain bus in clean and proper working condition.  
Administer first aid.  
Maintain routine records.  
Understand and follow oral and written directions.  
Communicate effectively with others  
Meet schedules and time lines.  
Operate a two-way radio.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and successful completion of bus driver training including valid California Class 'B' Drivers License with "P" and "S" endorsement.

**Licenses and Other Requirements:**

Valid California Class "B" Driver's License with "P" and "S" endorsement.  
California School Bus Driver Certificate Blood Borne Pathogens.  
Fire Extinguisher training.  
First Aid and CPR Certificates.  
Pre-employment Drug Screening.  
Pre-employment Physical Exam.  
Criminal Justice Fingerprint/Background Clearance.  
TB Clearance.

**WORKING CONDITIONS:****ENVIRONMENT:**

Outdoor and Indoor Environment.  
School bus and outdoor environment.  
Seasonal heat and cold or adverse weather conditions.  
Evening or variable hours.  
Exposure to fumes, dust, odors, oil/grease and gases.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time while operating buses.  
Hearing and speaking to exchange information.  
Reaching, pulling and pushing to open bus doors.  
Bending at the waist, kneeling or crouching to inspect and wash buses.  
Seeing to monitor passengers and operate a vehicle.  
Lifting moderately heavy children or objects.  
Pushing or pulling wheelchairs.  
Dexterity of hands and fingers to operate school bus control panel.  
Generally the job requires 90% sitting, 5% walking and 5% standing.

**HAZARDS:**

Traffic hazards.

**FLSA Status:** Non-Exempt

**Approval Date:** 11/19/2009

Personnel Commission First Reading: 6/18/18

Personnel Commission Approval: 8/16/18

**Salary Range:** Classified 33 (Reviewed 10/10/17)

# 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.