

# PLEASE POST ON CLASSIFIED BULLETIN BOARD

## PERSONNEL COMMISSION MEETING PROCEDURES

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 chair 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: April 17, 2008**  
**Time: 5:00 p.m.**  
**Where: Lompoc Unified School District**  
**Education Center – Conference Room 1**  
**1301 North A Street, Lompoc California 93436**

- A. **Call to Order** - 5:00 p.m.
- B. **Approval of Minutes** (Action)  
March 20, 2008 (*Attachment 1*)
- C. **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 any 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)
- D. **Information Items**
1. Classified Personnel Transactions (*Attachment 2*)
  2. Status of Vacancies (*Attachment 3*)
  3. Examinations (*Attachment 4*)
  4. Working Out of Class Report (*Attachment 5*)
- E. **New Business** (Action)
1. Ratification of Eligibility List (*None*)
  2. Job Description for Energy Educator Manager (*Attachment 6*)
  3. Job Description for Budget Analyst (*Attachment 7*)
- F. **Unfinished Business** (Discussion/Action)
1. Action on Proposed Personnel Commission Budget (*Attachment 8*)
- G. **Items from the Floor**
- H. **Personnel Commissioner's Items**

I. **Items from Personnel Commission Staff**

J. **Items from Personnel Director**

1. Director of Personnel for the Personnel Commission Update

K. **Next Meeting Date**

May 15, 2008 (Board Room)

L. **Recess To Closed Session**

1. The Commission will consider and may act upon the following item in closed session. Any action taken will be reported publicly during open session.
  - a. Employment - Director of Personnel for the Personnel Commission

M. **Reconvene In Open Session** (*Action*)

1. Report action taken in closed session.

N. **Adjournment**

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 Personnel Director for the Personnel Commission, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220