

LOMPOC UNIFIED SCHOOL DISTRICT

Personnel Commission Meeting

July 6, 2007

Unadopted Minutes

| <u>Call to Order</u> | The meeting of the Personnel Commission was called to order at 5:00 p.m. on July 6, 2007 in the Board Room, 1301 North A Street, Lompoc, California | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------------|-----------------------|------------------|-----------|------------------------------|---------|------|----|---------------------------------|---------|---|---|--------------------|---------|---|---|-------------------------------------|--------|---|---|
| <u>Members Present</u> | Gayle Higgason, Joyce Gehlhaar, and Hector Samaniego | | | | | | | | | | | | | | | | | | | | |
| <u>Members Absent</u> | None | | | | | | | | | | | | | | | | | | | | |
| <u>Staff Present</u> | Janice Bennett, Wayne Bennett, Kathy Brown, Cynthia Carrillo, Charlotte Graham, Linda Huey, Barbara Sandoval, and Betty Williams. | | | | | | | | | | | | | | | | | | | | |
| <u>Approval of Minutes</u> | <p>A correction to the unadopted minutes in the area of New Business/Ratification of Eligibility Lists was addressed and corrected.</p> <p>Motion was then made by Hector Samaniego, seconded by Gayle Higgason and unanimously carried to approve the minutes of the May 24, 2007 meeting.</p> | | | | | | | | | | | | | | | | | | | | |
| <u>Input from the Public</u> | Bargaining unit member, Janice Bennett questioned the change in the recruitments for the Administrative Assistant II and III vacancies. Betty Williams spoke to assist in clarifying the reasons for recommending a change to these recruitments. | | | | | | | | | | | | | | | | | | | | |
| <u>Information Items</u> | <p>The Personnel Commission reviewed the following information items:</p> <ol style="list-style-type: none"> 1. Classified Personnel Transactions 2. Status of Vacancies 3. Examinations | | | | | | | | | | | | | | | | | | | | |
| <p><u>New Business</u></p> <p>Administrative Assistant II & III Promotional Recruitment</p> <p>Dual Certification for Maintenance & Operations Manager</p> <p>Ratification of Eligibility Lists</p> | <p>Due to the accommodation of a work restriction for an employee, it was recommended that the recruitment for these positions be extended until July 6, 2007 and the keyboarding speed be reduced to 55 wpm for this recruitment only.</p> <p>Motion was made by Joyce Gehlhaar, seconded by Hector Samaniego and carried to approve the extended date and reduced keyboarding speed for this recruitment.</p> <p>Due to the lack of qualified candidates within the district, it was requested that the Commission Approve Dual certification for the Maintenance and Operations Manager recruitment. Cynthia Carrillo provided a handout to the Personnel Commission on the listings of similar positions and salary that have been posted throughout the state of California through EdJoin over the past three months.</p> <p>Motion was made by Joyce Gehlhaar, seconded by Hector Samaniego and carried to approve the dual certification of the Maintenance and Operations Manager recruitment.</p> <p>Motion was made by Hector Samaniego, seconded by Joyce Gehlhaar and carried to ratify the following eligibility lists:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name of Examination</th> <th style="text-align: left;">Date List Established</th> <th style="text-align: left;"># on Promotional</th> <th style="text-align: left;"># on Open</th> </tr> </thead> <tbody> <tr> <td>Grounds Maintenance Worker I</td> <td>5/30/07</td> <td>None</td> <td>10</td> </tr> <tr> <td>Lead Grounds Maintenance Worker</td> <td>6/13/07</td> <td>2</td> <td>8</td> </tr> <tr> <td>Library Technician</td> <td>6/25/07</td> <td>5</td> <td>4</td> </tr> <tr> <td>Sr. Lead Grounds Maintenance Worker</td> <td>6/7/07</td> <td>3</td> <td>4</td> </tr> </tbody> </table> | Name of Examination | Date List Established | # on Promotional | # on Open | Grounds Maintenance Worker I | 5/30/07 | None | 10 | Lead Grounds Maintenance Worker | 6/13/07 | 2 | 8 | Library Technician | 6/25/07 | 5 | 4 | Sr. Lead Grounds Maintenance Worker | 6/7/07 | 3 | 4 |
| Name of Examination | Date List Established | # on Promotional | # on Open | | | | | | | | | | | | | | | | | | |
| Grounds Maintenance Worker I | 5/30/07 | None | 10 | | | | | | | | | | | | | | | | | | |
| Lead Grounds Maintenance Worker | 6/13/07 | 2 | 8 | | | | | | | | | | | | | | | | | | |
| Library Technician | 6/25/07 | 5 | 4 | | | | | | | | | | | | | | | | | | |
| Sr. Lead Grounds Maintenance Worker | 6/7/07 | 3 | 4 | | | | | | | | | | | | | | | | | | |

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| <u>Unfinished Business</u> | None |
| <u>Items from the Floor</u> | None |
| <u>Personnel Commissioner's Items</u> | The Personnel Commissioners publicly expressed appreciation for Betty Williams' service as Interim Personnel Director. |
| <u>Items from Personnel Commission Staff</u> | The Personnel Commission Staff publicly welcomed Cynthia Carrillo as the new Personnel Director. |
| <u>Items from Personnel Director</u> | None |
| <u>Next Meeting Date</u> | The next regular meeting of the Personnel Commission is scheduled for August 16, 2007. |
| <u>Adjournment</u> | Motion was made by Hector Samaniego, seconded by Joyce Gehlhaar and carried that the meeting be adjourned at 5:30 p.m. |