

MERIT SYSTEM

"The Merit System of making appointments is in its essence as democratic and American as the common school system itself." - Theodore Roosevelt, US Civil Service Commissioner & 26th President of the United States.

The Lompoc Unified School District MERIT SYSTEM was established in 1967 by a vote of district classified employees.

The Merit System Principles are defined in Chapter 5, Article 6 of the California Education Code and address the hiring/promoting of employees on the basis of ability; open and fair competition; retaining employees on the basis of performance; assurance of fair treatment of applicants and employees without regard to race, color, sex, political affiliation, national origin or religious creed; *protection of employees against political coercion.*

NEW POSITION CLASSIFICATIONS CREATED

| | 2012-2013 |
|-------------------------------------|--|
| Classified Positions | <ul style="list-style-type: none"> • Administrative Assistant IV • Lead Cook • Lead Offset Press Operator • Print Shop Assistant |
| Management / Confidential Positions | None |

PERSONNEL COMMISSIONERS

Gayle Higgason - Chairperson

Ms. Gayle Higgason has been a Personnel Commissioner since September 15, 1994. Ms. Higgason serves as the Joint Appointee for the Personnel Commission. Gayle has a strong background in human resources and her knowledge and understanding of human resource principles make her an invaluable member of the Personnel Commission. In 2009, Ms. Higgason was honored at the California School Personnel Commissioner's Association (CSPCA) Conference for fifteen years of service as a Commissioner.

Hector Samaniego - Vice-Chairperson

Mr. Hector Samaniego has been a Personnel Commissioner since September 1, 2004. In 2012, Mr. Samaniego was again reelected to the Personnel Commission as the District Appointee. Hector's career with LUSD spans over 26 years. He was employed as a teacher and then as an administrator with LUSD. His experience and knowledge of the District and District policies make him a valuable member of the Commission.

Joyce Gehlhaar - Member

Mrs. Joyce Gehlhaar is the CSEA Appointee for the Personnel Commission. She has been a Personnel Commissioner since December 1, 2005. Joyce was employed with LUSD for over twenty years. Prior to retiring from LUSD, she worked as the District Library Specialist. As a former classified employee, Joyce has a wealth of knowledge and understanding of the District and the issues faced by classified employees.

LOMPOC UNIFIED SCHOOL DISTRICT Classified Human Resources Personnel Commission 2012-2013 ANNUAL REPORT



The Lompoc Unified School District Personnel Commission exists for the purpose of providing human resource leadership in support of classified employees by ensuring an effective and efficient merit system process. Our success is measured by the respect and trust that we develop and maintain with classified employees, district administration, and our community.

-Adopted June 2012

Personnel Commission

Gayle Higgason, Chairperson (2016)
Hector Samaniego, Vice-Chairperson (2015)
Joyce Gehlhaar, Member (2014)

Personnel Commission Staff

Cynthia Carrillo, Director, Classified HR
Katherine Brown, HR Analyst
Lisa Smith, HR Assistant

| SUMMARY OF EMPLOYMENT ACTIVITIES | | |
|---|-----------|-----------|
| | 2011-2012 | 2012-2013 |
| Employee Appointments - Probationary | 30 | 44 |
| Substitute Employees Hired-Including NDA's | 106 | 90 |
| Student Assistants Hired | 14 | 7 |
| Employment Change in Status | 76 | 118 |
| Employee Promotions | 15 | 14 |
| Resignations - Due to Inactivity | 87 | 30 |
| Resignations (Regular and Subs) | 51 | 47 |
| Retirements | 16 | 11 |
| Terminations | 6 | 7 |
| Leaves of Absence Recommended | 10 | 2 |
| Leaves of Absence Not Recommended | 1 | 1 |
| Return from Leaves of Absence | 9 | 1 |
| 39-Month Reemployment List | 6 | 1 |
| 63-Month Reemployment List | 8 | 4 |
| CLASSIFICATION ACTIONS | | |
| Classified Job Title Changes and/or Job Description Update | 8 | 6 |
| Management/Supervisor Job Title Changes and/or Job Description Update | 2 | 2 |

| SUMMARY OF RECRUITMENT ACTIVITIES | | |
|---|-----------|-----------|
| | 2011-2012 | 2012-2013 |
| Applications Received | 395 | 323 |
| Applicants Tested | 308 | 251 |
| Applicants on Eligibility List | 228 | 174 |
| Eligibility Lists Established | 21 | 25 |
| Fingerprints Processed | 110 | 134 |
| TESTS ADMINISTERED / NEW TESTS CREATED | | |
| Written Examinations | 19 | 21 |
| Written/Supplemental | 2 | 4 |
| Qualification Appraisal Interviews (QAI's) | 21 | 23 |
| Performance Evaluations | 17 | 22 |
| Written, Oral, and Performance Tests New and/or Revised | 59 | 70 |

| ASES PROGRAM SUMMARY OF ACTIVITIES | | |
|---|----|----|
| NCLB Examinations Given | 52 | 15 |
| Fingerprints Processed | 18 | 17 |

Lompoc Unified School District is an Equal Opportunity Employer. All qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition.

For more information regarding Classified Human Resources and the Personnel Commission, visit the Lompoc Unified School District website: www.lusd.org

| STAFF DEVELOPMENT/TRAININGS OFFERED | | |
|--|-----------|-----------|
| 2011/2012 - Conflict Management I; Customer Service; Microsoft Office Training; CPR Training; Custodial; Bilingual Skills; Zangle; Know Your Contract; LUSD Topics of Interest ; Keyboarding | | |
| 2012/2013 - Microsoft E-Learning on-line training courses; Rosetta Stone/Spanish on-line; Keyboarding; CPR/First Aid; Beginning, Intermediate, and Advanced Hands-on MS Excel and MS Word; PERS Retirement Planning Workshop; Zangle/Q User Group | | |
| ETHNICITY OF EMPLOYEES IN THE WORKPLACE | | |
| | 2011-2012 | 2012-2013 |
| Regular Classified Employees | 396 | 393 |
| -Male | 121 | 119 |
| -Female | 275 | 274 |
| White/Other - Male | 80 | 76 |
| White/Other - Female | 181 | 183 |
| Hispanic - Male | 28 | 30 |
| Hispanic - Female | 79 | 77 |
| American Indian/Alaskan Native - Male | 1 | 1 |
| American Indian/Alaskan Native - Female | 1 | 2 |
| Asian/Pacific Islander - Male | 7 | 7 |
| Asian/Pacific Islander - Female | 9 | 8 |
| African American - Male | 5 | 5 |
| African American - Female | 5 | 4 |
| Substitute Classified Employees | 172 | 111 |
| -Male | 49 | 34 |
| -Female | 123 | 75 |