



LOMPOC UNIFIED SCHOOL DISTRICT
Classified Personnel
Personnel Commission

CLASSIFIED PERSONNEL FAQ's
July 2012

1. What do we do in Classified Personnel?

The Classified Personnel Department is responsible for overseeing the personnel management functions concerning classified personnel such as: recruitment, examination, eligibility lists, classification, leaves of absence, staff development, and contract administration.

2. What is “Classified Personnel”?

California Education Code 45104 defines classified personnel as being a position not requiring certification qualifications – not requiring a teaching credential.

3. What positions are included as part of Classified Personnel?

- Clerical – school secretary, office assistant, staff secretary
- Custodial
- Maintenance & Operations – Painter, Electrician, Carpenter
- Transportation – Bus Drivers, bus driver attendants, mechanics
- Child Nutrition Services
- Instructional – School Library Technicians, Instructional Assistants
- Accounting, information technology, purchasing, payroll, personnel

4. How many classified employees do we have in Lompoc Unified School District?

- 392 Classified Employees – 119 male/273 female

5. What makes a good classified employee?

A good classified employee cares about students, about the District, the employees, the community...and believes they can make a difference in the lives of our students by the work they perform – regardless of what their job is. They have the following attributes:

☆ Dependability ☆

☆ Honesty ☆

☆ Positive Attitude ☆

☆ Willingness to Work ☆

6. How can I become a Lompoc Unified School District employee?

Put in interest cards, check the website, and apply for a position. If you meet the minimum qualifications, you will be invited to test.

7. What is the purpose of testing?

Through the testing process, an applicant will go through the following:

- 1) Job-related multiple choice test
- 2) Job-related performance examination
- 3) Job-related interview – oral appraisal

Candidates receive a score for each portion of the test. All three scores are then combined for an overall score. Candidates are ranked according to their overall score. A list of all candidates who are qualified is maintained for approximately 12 months. This list is used to fill future vacancies.

8. How do I know what will be on the test?

It is important to familiarize yourself with the job description. All of the tests will be related to the job description and the actual functions that are performed in the job. You can find testing information at the library or at www.codesp.com.

9. Where can I get more information about classified personnel?

Visit the Lompoc Unified School District website: www.lusd.org