

ANNUAL REPORT

Each year the Office of the Personnel Commission prepares an Annual Report of the Commission activities. This report describes the functions and activities of the Classified Personnel Commission and the Classified Personnel Office of the Los Alamitos Unified School District.

Our District has established itself as one of the finest districts in the State of California. The contribution of the classified employees has definitely enhanced our reputation. On behalf of the Personnel Commission and the staff in the Classified Personnel Office, please accept our appreciation for the fine work that you have performed for the students in the District over the past year.

The work of the Personnel Commission is greatly dependent upon many individuals who volunteer their time to assist in our testing and interview process. Their commitment to the Personnel Commission allows the Commission to continue to produce excellence in the classified work force. Also shown is an employment comparison for the past two years.

THE MERIT SYSTEM

The merit system is a system of rules and procedures similar to civil service, which governs classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness. In merit system school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three-year staggered terms.

MERIT PRINCIPLES

- Hires and promotes employees on the basis of ability, with open competition in initial appointment.
- Removes appointments to positions from the political arena or personal favoritism.
- Ensures that employees doing like work are classified the same and receive like pay.
- Provides for fair and impartial rules and consistency of administration of the rules.
- Assures fair treatment of applicants and employees in all aspects of personnel administration without regard to political affiliation, sex, or religious creed, and with proper regard for their privacy and constitutional rights as citizens.

EMPLOYMENT ACTIVITY 2018 - 2019

Administrative Assistant I
Athletic Equipment Attendant
Attendance Clerk
Bus Driver
Business Services Specialist
Campus Supervisor
Child Development Program Technician
Clerical Assistant II
Clerical Assistant III
Counseling Assistant
Custodian
Data Processing Technician
Database Specialist
Director, FMOT
Extended Day Care Center Assistant
Extended Day Care Center Site Supervisor
Facilities and Construction Manager
Food Service Assistant III
Food Service Program Manager
Head Custodian
High School Secretary I
Information Systems Specialist II
Instructional Assistant – Media Center & Tech
IA – Preschool
Instructional Assistant – Special Education
Licensed Vocational Nurse
Mechanic
Personnel Clerk – Substitutes
Preschool Lead
School Office Coordinator
School Readiness and Community Liaison
Skilled Maintenance Worker – Plumbing
Speech Language Pathology Assistant
Student Supervision Assistant
Transportation Operations Supervisor



EMPLOYMENT COMPARISONS

	2017-18	2018-19
Job Postings	38	59
Applications Received	1872	3302
Qualified to Test	1382	2109
Applicants Tested	980	1476
Qualified to Interview	861	1327
Applicants Interviewed	539	804
Eligibility Lists Established	35	56

POSITIONS FILLED

Regular Employees	169	206
Summer School	181	191
Substitutes	79	76

MEMBERS OF THE PERSONNEL COMMISSION

Kimberly Baldwin, Member

Kim Baldwin began her service to the Commission in March 2014 as the Commission's appointee. Mrs. Baldwin grew up in Rossmoor and attended Rossmoor Elementary, Oak Middle School and LAHS. She has spent the past 20 years of her career working as an employment law paralegal, first in Texas and then in 2011 she transferred so she could return home to Rossmoor. Mrs. Baldwin and her husband, Stephen, are proud parents of Zachary, who attends Hopkinson Elementary. Mrs. Baldwin carries on her family's tradition of giving back to the District and currently serves as a board member on the Hopkinson PTA. Her father, Ted Horn, served on the Personnel Commission for 29 years. Mrs. Baldwin is also an active LAEF board member, serving as secretary. She was previously an inaugural board member, also serving as secretary, for the Friends of the CDC, which benefits the District's preschool program. Mrs. Baldwin's term expires December 1, 2020.

Dr. Milton Houghton, Chair

Dr. Houghton began his service to the Commission in January 2014 as the LAUSD School Board appointee. He has been a resident of Rossmoor since 1990. He is a fourth generation native Californian. He is a graduate of Redlands High School in Redlands, CA, and has a BA degree in English Literature from Azusa Pacific University, a MA in Communications from California State University, Fullerton, and a Doctor of Management in Organizational Leadership degree from the University of Phoenix. He is a retired US Army Lieutenant Colonel with 32 years of combined active and reserve service. As a member of the US Army Reserve, Dr. Houghton was also employed in civil service retiring as a GS13 with over 30 years of experience. Locally, Dr. Houghton served as President of the Los Alamitos/Seal Beach Rotary Club and for three years as President of the Rossmoor Homeowners Association Board of Directors. Dr. Houghton and his wife have three children, one of whom graduated from a Los Alamitos school, and two grandchildren. Commissioner Houghton's term expires December 1, 2019.

Virginia Wilson, Vice-Chair

Virginia F. Wilson began her service to Commission in August 2018, as the CSEA appointee. Mrs. Wilson grew up in Glendale, California and earned a Bachelor's Degree in Business from the University of Southern California. Virginia worked at UCLA as administrative assistant in food services and was in charge of organizing all training tables for the UCLA athletes. In 1968, she and her husband moved to Rossmoor and started a family. In 1977, Mrs. Wilson was elected to the School Board of the Los Alamitos Elementary District. Her leadership was instrumental in developing and implanting a plan that led to unification and formation of the Los Alamitos Unified School District. Virginia served as Board President for 6 terms during her 27 years on the Board of Education. Her leadership led to the annexation of Seal Beach Elementary District, and the co-Chairmanship of the first Mello-Roos School Bond for the District and the first in Orange County, which helped renovate older facilities. She researched and wrote the original Board Policies for LAUSD that guides District policy to this day. She led the closing of several schools to accomplish fiscal solvency, which continues to benefit the District. She actively pursued training on Boardmanship and earned 60 units of continuing education credit in school finance, curriculum, personnel and collective bargaining.

In addition she served on the Board of Directors for California School Board Association in Sacramento for 10 years and on CSBA's delegate assembly for a decade and served as a Board of Trustees for the North Orange County Regional Occupation Program for 23 years. Within the community she worked on the organizing committees and served in leadership roles on the board of directors for Hot Line, CASA Youth Shelter, We Care and Los Alamitos Education Foundation. Mrs. Wilson and her husband Dr. Wilson have two children and three grandchildren. Commissioner Wilson's term expires December 1, 2021.

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
ANNUAL REPORT
July 1, 2018 – June 30, 2019

Presented to:
BOARD OF EDUCATION
and to the
CLASSIFIED EMPLOYEES OF THE DISTRICT

Joe Fraser
Assistant Superintendent of Human Resources
and Director of Classified Personnel

Nicole Browning
Classified Personnel Tech - Personnel Commission

Our wholehearted thanks to the following individuals who served as members of our interview and performance panels during 2018-2019:

Panelists from Other Districts:

Alfonso Perez, Assistant Director MOT, Buena Park SD
Angie Salcido, Driver Trainer, Downey USD
Antonio Gonzalez, Dispatcher, Fullerton Joint UHSD
Brad Patterson, Chief Facilities Officer, Duarte USD
Charles Pittman, Custodial Services Inspector, Long Beach USD
Damian Noriega, Athletic Equipment Attendant, Garden Grove USD
David Van Westerhuyzen, Maintenance Manager, Long Beach USD
Dwayne Haw, Vehicle Maintenance Supervisor, Garden Grove USD
Ed Govea, Fiscal Services Manager, Garden Grove USD
Elias Cruz, Mechanic, Cypress SD
Eric Wrye, Data Specialist, HBUHSD
Geoff Ianniello, Nutrition Services Ops/Dist Mgr, Newport Mesa USD
Guillermo Lopez, Head Custodian, Ocean View SD
Holly Decarvalho, Associate HR Analyst, Newport Mesa USD
Jay Willems, Plumber II, Garden Grove USD
Jennifer Nishikawa, Clerical Specialist I, Garden Grove USD
Joan Deleskiewicz, Secretary III, GGUSD
Joseph Castellanos, Custodial Coordinator, Downey USD
Joseph Quinonez, Director Facilities Planning & Devlp, Downey USD
Julie Varley, Senior School Secretary, Garden Grove USD
Keith Farrow, Director of Fiscal Services, Ocean View SD
Kevin Heerschap, Acting Asst Director of Facilities, Garden Grove USD
Kimberly Condon, Executive Secretary, Business Svcs, Long Beach USD
Lisa Hancock, Operations and Training Specialist, Long Beach USD
Mina Choi, RD, Director of Food Services, Huntington Beach City SD
Omar Dena, Transportation Supervisor, Orange USD
Ryan Carter, Exec Director, Const and M&O, San Juan Capistrano USD
Scott Spellmeyer, Bus Driver Instructor Supervisor, Garden Grove USD
Shannon Vega, Nutrition Services Supervisor III, Long Beach USD
Shelley Humphrey, Director of Transportation, Newport Mesa USD
Soledad Negron, Clerical Specialist II, Garden Grove USD
Susan Gonzales, Administrative Secretary, Garden Grove USD
Theresa Shay, Administrative Secretary HR, Cypress SD
Tyrone Bailey, Plant Supervisor, Long Beach USD
Yolanda Huerta, Community Liaison & Coordinator, Long Beach USD

Panelists from Los Alamitos Unified School District:

Amanda Lozolla, RSP Teacher, Los Alamitos USD
Amy Laughlin, Principal, Lee
Ann Allen, Principal, McAuliffe
Armando Gomez, Database Specialist, DO
Arturo Hernandez, Bus Driver Lead, Auxiliary
Brian Millfelt, Purchasing Lead, DO
Cassandra Palacios, LVN, LAHS
Christy Ricks, Counselor, LAHS
Cindy Guzman, Food Service Technician, Auxiliary
Cindy Johns, Preschool Lead, Weaver
Darlene Desbrow, RSP Teacher, McAuliffe
Debbie Redmond, Media Center Assistant, LAE
Deborah Bailey, Certificated Personnel Specialist, DO
Della Cowan, Information Systems Specialist, DO
Diana May, Administrative Assistant I, DO
Donna Manzanares, Preschool Lead, LAE
Doreen Gertjeansen, School Office Coordinator, Rossmoor
Gabriel Ramirez, Bus Driver, Auxiliary
Jaime Cathey, RSP Teacher, McAuliffe
Jane Baldauf, High School Secretary I, LAHS
Jason Favour, Assistant Principal, LAHS
Jennifer Bain, Teacher on Special Assignment, DO
Jennifer Hollandsworth, Child Development Program Technician, DO
Jennifer Ramirez, Teacher, LAHS
Jennifer Schwab, Preschool Lead, Hopkinson
Jeremy Ortiz, Information Systems Specialist II, DO
Jill Johnson, Attendance Clerk, McAuliffe
John Spiratos, Director IT, DO
Julie Hinsche, Teacher, Rossmoor
Karen Maffett, Teacher, LAHS
Kathleen Gross, RSP Teacher, Hopkinson
Kathy Barringer, Clerical Assistant II, Lee
Kendelyn Michaels, Student Records Clerk, LAHS
Kristina Meredith, EDCC Assistant, McAuliffe
Lindsay Sorenson, EDCC Assistant, LAE
Lisa Kosaka, Purchasing Assistant, DO
Marlena Ludwig, Administrative Assistant I, DO
Martha Delgadillo, School Readiness Nurse, DO
Megan Eide, Speech Language Specialist, LAE
Nicole Manly, SDC Teacher, McAuliffe
Phil Avalos, Head Custodian, Hopkinson
Roberta Tuggle, EDCC Program Supervisor, Retired
Robynn Pennala, High School Secretary I, LAHS
Roni Ellis, Principal, McGaugh
Rose Cruz, Business Services Specialist, DO
Sandy Fenoglio, Administrative Assistant II, DO
Shari White, Administrative Assistant I, DO
Shelley Riekenberg, Counselor, LAHS
Shoshana Dornblaser, Administrative Assistant II, DO
Sophia Dominguez, Database Specialist, DO
Stefanie Dunn, Autism Teacher, Weaver
Tamara Smith, School Office Coordinator, LAE
Tina Dingillo, Executive Assistant, DO
Torey Mosier, EDCC Assistant, Lee
Tracy Blankenship, Preschool Lead, Rossmoor
Tyler Mortensen, Head Custodian, Weaver
Wendy Hernandez, School Office Coordinator, Weaver
Whitney Pelayo, EDCC Assistant, Weaver
Yolanda Mortensen, EDCC Program Supervisor, DO

2018 - 2019

**Personnel
Commission
ANNUAL
REPORT**

*The Personnel Commission meets on
the second Wednesday of the month
at 4:00 p.m. in the District Office
Board Conference Room*



**Los Alamitos
Unified School District**
Igniting Unlimited Possibilities for Students!