

## Staff Development / Trainings Offered

### October 2015

Bilingual Skills—LUSD Staff  
Beginning Zangle Trng.—LUSD Staff  
Customer Service—Newleaf Training  
SBAC Training —LUSD Staff  
Finances Lunch/Learn—Wells Fargo  
Handling Workplace Stress—T. Schultz  
Enrollment Training—LUSD Staff  
Meds. & Epi-Pen Trng.—LUSD Staff  
HR & Payroll Basics—LUSD Staff  
CPR—J. Daly

### March 2016

Cultural Proficiency—Dr. T. Arriaga  
Workplace Ethics—LUSD Staff  
Finances Lunch/Learn—SBCTFCU  
CPR/First Aid—J. Daly  
Asbestos Training—V. Sanborn  
Intro. To E-Learning—LUSD Staff  
Q Report Training—LUSD Staff  
Bilingual Skills—LUSD Staff  
Homeless Assistance Act— LUSD Staff  
Know Your Rights—M. Gentile

### May 2016

CalPERS Workshop, CalPERS  
Representative

*Thank you to all of the LUSD staff that  
facilitated training on SD Days!*

## MERIT SYSTEM

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 and 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.

**"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

## PERSONNEL COMMISSIONERS

**Gayle Higgason**

Joint Appointee—Term expires 2016  
Chairperson

**Hector Samaniego**

District Appointee—Term expires 2018  
Vice-Chairperson

**Chris Rowe**

CSEA Appointee—Term expires 2017  
Member

## PERSONNEL COMMISSION STAFF

**Cynthia L. Carrillo**—Director, Classified HR

**Katherine E. Brown**, HR Analyst

**Odette Bradshaw-Sheeley**, HR Technician

# LOMPOC UNIFIED SCHOOL DISTRICT

## Classified

## Human Resources Personnel Commission

*49 Years of Merit*

### 2015-2016 Annual Report



1301 North A Street  
Lompoc, CA 93436  
(805) 742-3220  
[www.lusd.org](http://www.lusd.org)

*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*





## SUMMARY OF RECRUITMENT ACTIVITIES

	2015- 2016	2014- 2015
Applications Received—Permanent Employment	1,192	896
Applications Received—Substitute Employment	343	-
Applicants Tested	991	613
Applicants on Eligibility List	317	261
Livescans Processed	185	161

### TESTS ADMINISTERED

Written Examinations	37	46
Written—Supplemental	4	0
Qualifications Appraisal Interviews	35	48
Performance Evaluations	30	47
Written, Oral, and Performance Tests New and/or Revised	102	141

### ASES PROGRAM

Examinations Given	31	24
Livescans Processed	5	15

## SUMMARY OF EMPLOYMENT ACTIVITIES

	2015- 2016	2014- 2015
Employee Appointments—Probationary	81	65
Substitute Employees Hired— Including NDA's	100	102
Student Assistants Hired	0	8
Employment Changes in Status	122	157
Employee Promotions	32	47
Terminations Due to Inactivity	73	10
Resignations—Regular and Substitutes/NDA's	24 / 75	73
Retirements	28	24
Terminations	2	5
Leaves of Absence Recommended	12	7
Leaves of Absence Not Recommended	0	0
39-Month Reemployment List	2	4
63-Month Reemployment List	0	0
Working Out Of Class Assignments	52	-
Extended School Year Assignments	67	-
Classified and Management Job Title Changes and/ or Job Description Updates	7	6

Regular Personnel Commission Meetings are held on the third Thursday of each month and begin at 4:30 p.m.

For more information regarding Classified Human Resources and the Personnel Commission, visit the Lompoc Unified School District website: [www.lusd.org](http://www.lusd.org)

## ETHNICITY IN THE WORKPLACE

	2015- 2016	2014- 2015
<b>Regular Classified Employees</b>	478	462
Male	147	138
Female	331	324
Undeclared—Male	120	-
Undeclared—Female	271	-
White/Other—Male	26	81
White/Other—Female	55	222
Hispanic—Male	-	38
Hispanic—Female	-	86
American Indian/Alaskan Native—Male	3	3
American Indian /Alaskan Native—Female	0	7
Asian/Pacific Islander—Male	0	6
Asian/Pacific Islander—Female	1	7
African American—Male	1	10
African American—Female	1	6
<b>Substitute Classified Employees</b>	172	220
Male	38	46
Female	134	174

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