

Professional Development

October 2017

10-Minute Chair Massage♥
Medication Training*
Your Mental Health First Aid
CPR/First Aid*
2017 Q Conference Review*
Building Leadership Skills*
Money Matters♥
Understanding Medicare & Health Insurance♥
Google Drive for Beginners*
Lunch & Learn*♥
Google Drive for Advanced Users*
Stress Management*

♥ *A special "Thank You" to
Steven & Associates Insurance
Agency, Inc.
and
Santa Barbara Teachers Federal
Credit Union for sponsoring
Classified PD Days!!!*

March 2018

Your Mental Health First Aid
Customer Service*
True Colors
Aesop/Frontline Training*
Google Docs*
Q Training*

**THANK YOU to our very talented
LUSD staff for facilitating
presentations on PD Days during
the 2017-2018 school year!!*

*"The Merit System of making
appointments is in its essence as
democratic and American as the
common school system itself." -*

Theodore Roosevelt, 26th President of
the United States

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. The Merit System supports both the District and its classified employees by promoting consistency and fairness.

Recruitment and Selection Process-

Ensuring a fair, consistent and defensible recruitment and selection process for classified employees, with preference given to promotional candidates.

Review of Job Descriptions -

Reviewing and updating job classifications on a regular basis to ensure the success of the employee and the District.

Discipline Appeals Process -

Provides classified employees with the right to appeal disciplinary actions and have a formal hearing before the Personnel Commission.

PERSONNEL COMMISSION

Gayle Higgason, Chair

Joint Appointee - Term expires 2019

Chris Rowe, Vice-Chair

CSEA Appointee - Term expires 2020

Hector Samaniego, Member

District Appointee - Term expires 2018

COMMISSION STAFF

Cynthia L. Carrillo

Director, HR-Classified

Erika Diggs

HR Analyst-Classified

Carmen Jaramillo

HR Technician-Classified

LOMPOC UNIFIED SCHOOL DISTRICT

1301 North A Street
Lompoc, CA 93436
(805) 742-3220
www.lusd.org

Classified Human Resources Personnel Commission

51 Years of Merit

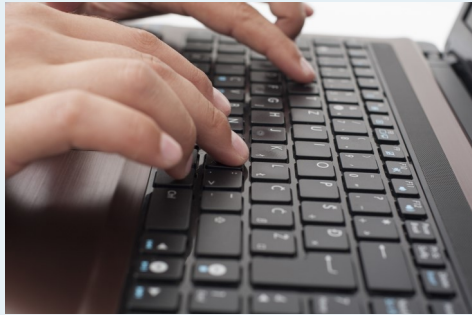
2017-2018 Annual Report



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



2017/2018 SUMMARY OF RECRUITMENT ACTIVITIES

Classified Recruitments	42
Applications Received—Permanent Employment	910
Applications Received—Substitute Employment	197
Applicants Tested	799
Applicants on Eligibility List	293
Livescans Processed	161
Key Card Badges <i>(not including non-key card badges)</i>	438

TESTS ADMINISTERED

Written Examinations	38
Supplemental Examinations	3
Qualifications Appraisal Interviews (QAI's)	42
Performance Evaluations	20
Written, Supplemental, QAI, and Performance Tests New and/or Revised	103

ASES PROGRAM

Examinations Given	55
Livescans Processed	48

2017/2018 SUMMARY OF EMPLOYMENT ACTIVITIES

Employee Appointments (New Hires) —Probationary	77
Substitute and Exempt Employees Hired	67
Employment Changes in Status	118
Employee Promotions	28
Terminations Due to Inactivity	24
Resignations—Regular and Substitutes/NDA's	54
Retirements	16
Release from Probation	2
Leaves of Absence Recommended	7
Leaves of Absence Not Recommended	0
39-Month Reemployment List	0
63-Month Reemployment List	0
Working Out Of Class Assignments	64
Extended School Year Assignments	56
Classified Job Title Changes/Job Description Updates : -Administrative Assistant I, II, III, IV -Buyer -Career Center Technician -Custodian -District Textbook Specialist -Home School/Community Liaison Bilingual -Language Assessment Technician -Lead Custodian I, II, III -Library Technician -Office Assistant -Outreach Consultant -Paraeducator -Paraeducator, Bilingual -Purchasing Technician -Registrar -School Community Liaison -Senior Custodian -Senior Office Assistant -Staff Secretary -Student Safety Assistant/Campus Liaison -Swimming Pool Operator	26

2017/2018 CLASSIFIED EMPLOYEES IN THE WORKPLACE

TOTAL CLASSIFIED EMPLOYEES	730
Male	191
Female	539
BARGAINING UNIT CLASSIFIED EMPLOYEES	535
Male	153
Female	382
CONFIDENTIAL CLASSIFIED EMPLOYEES	4
Male	0
Female	4
MANAGEMENT CLASSIFIED EMPLOYEES	10
Male	2
Female	8
EXEMPT CLASSIFIED EMPLOYEES	61
Male	5
Female	56
SUBSTITUTE CLASSIFIED EMPLOYEES	120
Male	31
Female	89

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.

Follow us on Twitter:
https://twitter.com/LUSD_CL_HR

