Lompoc Unified School District

CLASSIFIED HUMAN RESOURCES

Recruitment Process
Presentation Overview

☑ Personnel Commissioners & Personnel Commission Staff

☑ Recruitment Process
Personnel Commissioners & Personnel Commission Staff

**Personnel Commissioners**
- Chris Rowe, Chair – CSEA Appointee
- Shirley Leonard, Vice-Chair, Joint Appointee
- Sean Reilly, Member, District Appointee

**Personnel Commission Staff**
- Lacy Gillespie, Director, Human Resources-Classified
- Carmen Jaramillo, HR Analyst – Classified
- Opal Bauldry, HR Technician – Classified
Classified Human Resources–Recruitment

Recruitment Process
The Recruitment Process

Each recruitment goes through a process that takes approximately a month, which does not include the minimum 15 day posting of the examination notice.

- Applications are screened for minimum qualifications
- Testing is scheduled – Testing can consist of up to three parts (written, performance and oral appraisal)
- Invitation of candidates to written and performance testing (minimum 5 days’ notice is required).
- Scoring of written tests and performance exam
- Scheduling of oral appraisals (minimum 5 days’ notice is required)
- Oral Appraisal is live interview to verbally test skills and knowledge specifically based on the essential job functions as stated in the job description.
The Recruitment Process

• Candidates are notified of rank and score
• Posting of the eligibility list
• Names of eligible candidates are sent to hiring manager to interview, usually top 3 ranks when 3 ranks are available.
• Manager makes his/her selection from 3 ranks pursuant to Personnel Commission rule 50.100.1 and Ed code section 45272
• If 3 ranks are not available hiring authority may choose to post a new examination notice to reopen the vacant position.
• Once the hiring manager makes a selection and relays that back to the HR Analyst
The Recruitment Process

- The HR Analyst then makes the official conditional offer of employment. If candidate is not currently employed by the District they must have:
  - References checked
  - Livescan – (DOJ Fingerprinting) can take anywhere from 24 hours to 30 days to clear
  - TB Test – negative result
  - COVID Vaccination Status – vaccinated or weekly negative COVID testing

- Once their DOJ and live scan clears, Classified HR gives the candidate a hiring packet.

- The final step is to complete the on-boarding process and the candidate can begin work.