



Lompoc Unified School District

CLASSIFIED HUMAN RESOURCES Recruitment Process

Classified Human Resources – Merit System

Presentation Overview

- ☑ Personnel Commissioners & Personnel Commission Staff
- ☑ Recruitment Process

Classified Human Resources – Merit System

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.