

CLASSIFIED HUMAN RESOURCES PERSONNEL COMMISSION

2023-2024 ANNUAL REPORT



MERIT SYSTEM

The Merit System is a system of rules and procedures similar to civil service, which governs classified school personnel processes. Its fundamental purpose is to ensure that employees are selected, promoted and retained without prejudice, on the basis of merit and fitness. The Merit System is administered by the Personnel Commission.

Education Code part 25, chapter 5, article 6, addresses the merit system for classified employees in school districts. The article includes sections that cover personnel commission areas of responsibility and internal management of commission functions, classified recruitment and selection, classification, wage and salary, employee relations, employee benefits, performance standards, and hearings and investigations.

THE PERSONNEL COMMISSION

The Personnel Commission is an independent body composed of three persons appointed for three-year staggered terms. Commissioners are required to be known adherents of the merit system. The goal of the Personnel Commission is to ensure that merit system principles are upheld while working collaboratively with the Board of Trustees by building trust, maintaining open communication and ensuring transparency in all classified personnel matters.

The Personnel Commission supports the District's Vision Statement of "Lompoc Unified School District is a community of learners that provides educational experiences for each of our students to meet expectations." The Personnel Commission supports this vision through its efforts to recruit and provide the District the most qualified classified employees possible.

PERSONNEL COMMISSION MEETINGS

The Personnel Commission meets regularly, typically on the third Thursday of the month, at 4:30 pm in the LUSD Board Room. Meetings are open to the public and comply with the Brown Act. Agendas are posted on the LUSD website, under the Classified HR section.

HISTORY

The Merit System at the Lompoc Unified School District was established in 1967, by a majority vote of District classified employees. The first Personnel Commission meeting was held July 18, 1967, at 8:00 pm at the LUSD District Office. On the agenda at the first meeting, there was an election of officers, approval to advertise for the new position of Personnel Director, and the first set of merit rules and regulations were presented to the Personnel Commission.

COMMISSIONERS

Chris Rowe, Chair - CSEA Appointee (Term ends 11/30/26)
Shirley Leonard, Vice Chair - Joint Appointee (Term ends 11/30/25)
Sean Reilly, Member - District Appointee (Term ends 11/30/24)

LUSD CURRENT RECRUITMENTS

<https://www.governmentjobs.com/careers/lusd>



Classified HR:
We Serve the People
Who Serve the Students.



CLASSIFIED HUMAN RESOURCES STAFF

Cynthia Carrillo
Director, Classified HR

Carmen Jaramillo
Classified HR Analyst

Rosalia Villegas-Trejo
Classified HR Technician II

Dianna Delamora
HR Technician I

OFFICE LOCATION
Lompoc Unified School District
1301 North A Street
Lompoc, CA 93436

TESTING LOCATION
El Camino Campus
320 North J Street – Rm 20
Lompoc, CA 93436

CONTACT US AT:
(805) 742-3220
classifiedhr@lusd.org

WEBSITE:
www.lusd.org

PERSONNEL COMMISSON

ACTIVITIES DURING THE 2023-2024 SCHOOL YEAR

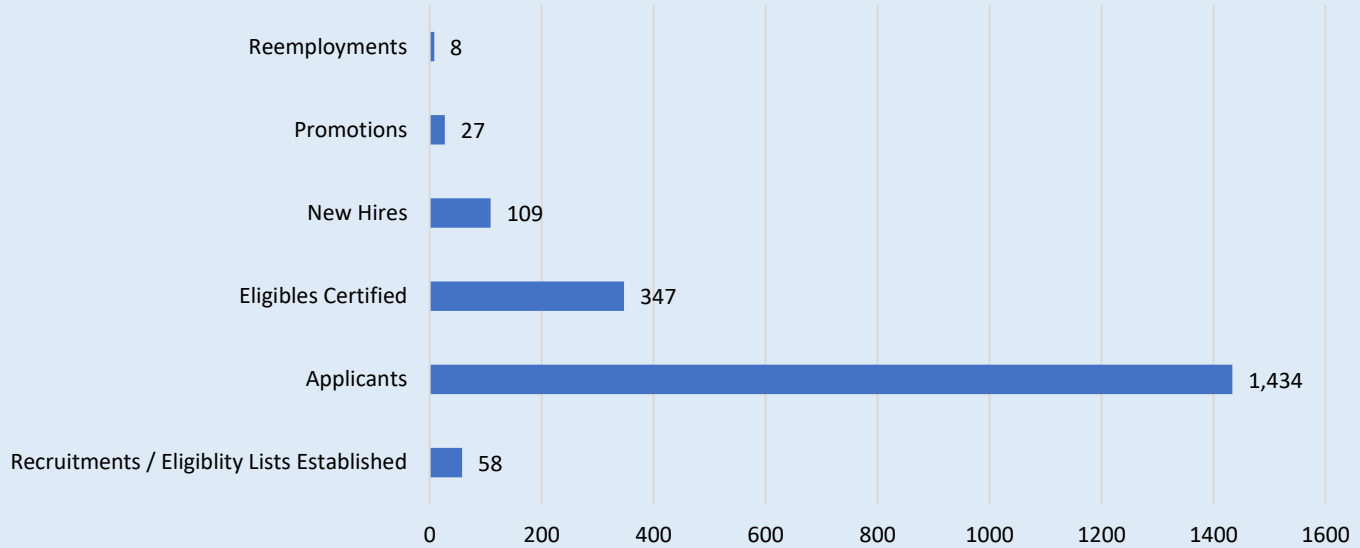
PERSONNEL ACTIONS		
	2022-2023	2023-2024
APPOINTMENTS		
Probationary	72	107
Management	3	2
Reemployments	0	8
Reinstatements	1	0
CHANGES		
Transfers	33	15
Reassignments	2	0
Out of Class assignments	251	45
Promotions	41	27
Displaced in lieu of layoff	0	0
Demotion displacement in lieu of layoff	0	0
Increase time (voluntary)	58	75
Decreased time (voluntary)	1	10
Voluntary demotions	0	4
SEPARATIONS		
Resignations	50	51
Retirements	14	18
Exhausted leave	6	3
Layoffs	0	0
Terminations (probationary)	4	7
Terminations (permanent)	2	1
OTHER ACTIONS		
New classification	2	3
Revised job descriptions	108	0
Revised PC Rules	2	0

RECRUITMENT		
	2022-2023	2023-2024
EXAMINATIONS		
Position announced	47	58
Applications	709	1096
Written examinations	45	52
Oral examinations	20	38
Performance examinations	30	33
Eligibles established	72	221
Eligibility lists established	43	41
CONTINUOUS EXAMINATIONS (Paraprofessional)		
Applications	128	338
Oral examinations	0	0
Eligibles established	35	126
Eligibility lists established	11	17
Active Classified Employees as of:		
CSEA Classified Employees	500	532
Non-CSEA Classified Employees	1	2
Classified Confidential / Management	10	15
ACTIVE CLASSIFIED SUBSTITUTES AS OF:		
Classified Substitutes	94	86
REEMPLOYMENT		
Total individuals	6	3
Total removed	0	0
PC REGULAR MEETINGS		
PC SPECIAL MEETINGS	12	11
	1	5

LUSD PERSONNEL COMMISSON 2023-2024

ACTIVITIES AT A GLANCE...

CLASSIFIED RECRUITMENT SUMMARY - JULY 1, 2023 - JUNE 30, 2024

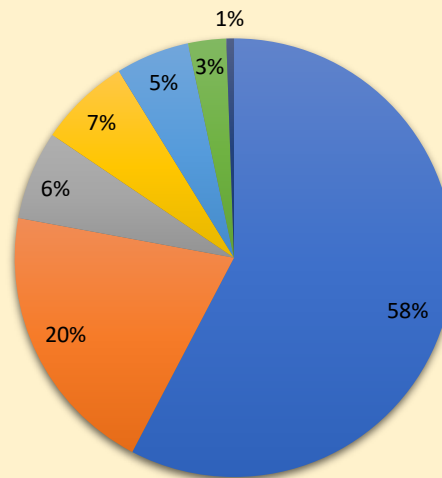


CLASSIFIED EMPLOYEE RETENTION -

AS OF JUNE 30, 2024

(Does not include Classified Confidential / Management)

0 - 5 years 6-10 years 11-15 years 16-20 years 21-25 years 26-30 years 31+ Years



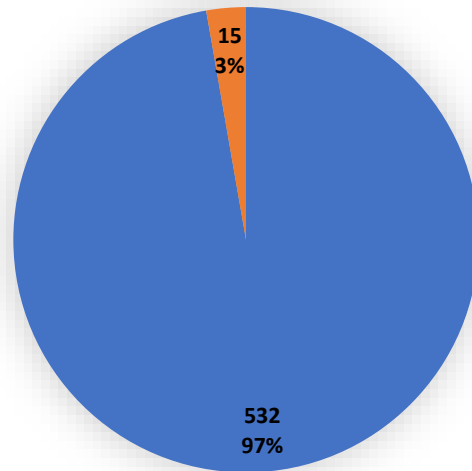
0 - 5 years	6-10 years	11-15 years	16-20 years	21-25 years	26-30 years	31+ Years	Total
308	108	35	36	29	15	3	534

LUSD PERSONNEL COMMISSON 2023-2024 ACTIVITIES AT A GLANCE...

NUMBER OF CLASSIFIED EMPLOYEES -

AS OF JUNE 30, 2024

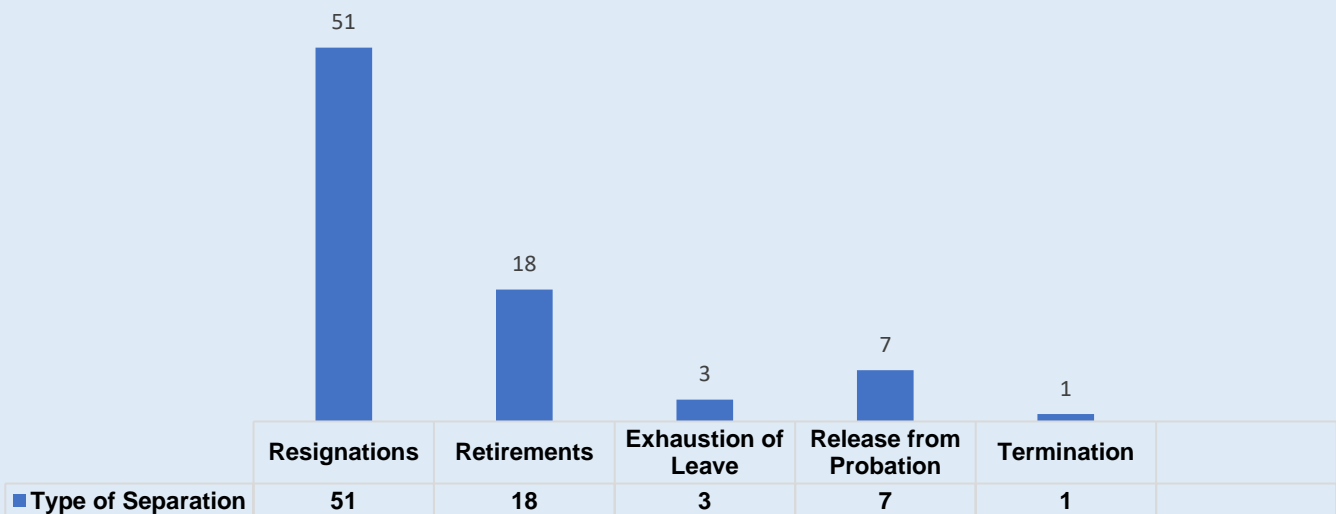
(Does not include non-classified employees)



■ Classified Employees ■ Classified Management/Confidential

CLASSIFIED EMPLOYEE SEPARATIONS FROM SERVICE -

AS OF JUNE 30, 2024



LUSD PERSONNEL COMMISSON

For the 2023-2024 SCHOOL YEAR

BY THE NUMBERS...

532

Classified Classified Employees

15

Confidential and Classified
Management Employees

86

Classified Substitutue Employees

30

New Positions Established

3

New Classifications Created

61

Classified Recruitments Posted

1,434

Applications Received

11

Personnel Commission
Regular Meetings

5

Personnel Commission
Special Meetings

On behalf of the Personnel Commission...

THANK YOU!!!

Thank you to the District Administration and Board of Education for their support of the Merit System and the Classified Recruitment Process!

Thank you to all of the LUSD Staff who participated as Raters in the Qualifications Appraisal Interview (QAI) process.

Thank you to Schools First Credit Union for their support of Classified Employees.

Thank you to the Classified HR Team for all of their hard work!!!

"Work hard, be kind, and amazing things will happen." -Conan O'Brian