

# PERSONNEL COMMISSION 2022-23 ANNUAL REPORT

## INTRODUCTION

This report of the Personnel Commission (Commission) of Lynwood Unified School District (LUSD) is prepared as a summary of the work completed in the Personnel Commission department including the functions, responsibilities and accomplishments of the Commission during the 2022-2023 school year. This report also includes the Personnel Commission's mission and vision with the aim to consistently support LUSD's educational programs through hiring highly qualified classified staff. Toward this end, the Commission provides assistance to the Board of Education (Board), Superintendent of Schools, District Administration, Site Administration and District employees to ensure the implementation of practices and principles of the Merit System.

## THE MERIT SYSTEM

The Commission is committed to the goal of fair and equitable employment practices with the effort to hire the most qualified educational support staff and assisting in the education of LUSD students.

The Merit System encompasses the following basic principles and concepts:

- Hiring and promoting employees based on their ability.
- Open competition in initial employment.
- Providing meaningful compensation.
- Retaining employees based on performance.
- Assisting employees to understand clearly articulated expectations that are reasonable for the classification.
- Addressing inadequate employee performance.
- Training employees, as needed, for high quality performance.
- Assuring fair treatment in all aspects of personnel administration without regard to political affiliation, race, color, national origin, gender, sexual orientation, gender identity or religious creed and with proper regard for their privacy and constitutional rights.
- Protecting employees against political coercion and prohibiting the use of official positions to affect an election or nomination for office.

## THE PERSONNEL COMMISSION

The Commission of Lynwood Unified School District administers rules, regulations and procedures to ensure that LUSD selects, retains and promotes highly qualified classified employees on the basis of the Merit System to provide the best services and educational programs for LUSD's students. Personnel Commissioners are community members who must be known adherents of the principles of the Merit System. The Commission is responsible for maintaining the Merit System for classified employees within a school district and for fostering the advancement of a career path for such employees.

## PERSONNEL COMMISSION MEETINGS

Regular meetings of the Personnel Commission are usually held on the third Monday of each month, beginning at 5:45 p.m. The Commission may adjust the meeting dates, if circumstances require a change. Meeting calendars are posted on the Personnel Commission or on the Classified Personnel webpages at [www.mylusd.org](http://www.mylusd.org)

## MISSION STATEMENT

The mission of the Personnel Commission of the Lynwood Unified School District is to follow merit principles consistently to provide a quality workforce to work in partnership with education.

## PERSONNEL COMMISSIONERS



### MARIA QUIÑONEZ, CHAIRPERSON, CSEA APPOINTEE

Maria Quiñonez is actively involved in the Lynwood community and serves as a Commissioner for the Lynwood Unified School District Personnel Commission. She is involved and committed to community advancement and improvement. In her role as Commissioner, Ms. Quiñonez constantly strives to improve current practices. She actively supports and promotes forward progress through teamwork and collaboration.

Ms. Quiñonez serves as the City Clerk for Lynwood, thereby strengthening her commitment to community involvement and public service.

As a Commissioner for the District, Ms. Quiñonez has demonstrated high levels of achievement and commitment to learning, as she has attended and graduated from the esteemed Merit Academy and is a member of the California School Personnel Commissioners Association (CSPCA). Ms. Quiñonez has served in the past as a member on the Nomination Committee for the CSPCA's Southern California Regional Board and a member on the CSPCA State Board.

### JOSÉ LUIS SOLACHE, VICE-CHAIRPERSON, BOARD APPOINTEE

Mr. Solache comes to the Commission as an alumnus of the Lynwood public educational system and community member. Mr. Solache's first-hand experience allows him to identify the District's needs and participate in the process of providing a quality education that prepares students to be integrally contributing community members, both in pursuing education and careers.



Prior to serving as a Commissioner for the District, he served on the Board of Education from 2003 through 2013. Upon his election to the Board, Mr. Solache made history as the youngest serving Latino Board member for the District. While in his role as a Board member, he demonstrated true dedication to the District's public educational system, offering his time to serve as Board President for three years of his tenure.

In 2013, in his continuing effort to be responsive to the community's needs, he transitioned his public service to the Lynwood City Council. He continues to serve on the Lynwood City Council.

Mr. Solache graduated from California State University, Dominguez Hills (CSUDH) with a Bachelor of Arts degree in Liberal Studies, with an option in Spanish. Mr. Solache's also served as Student Body President for two (2) terms, followed by winning a statewide election to chair the California State Student Association (CSSA), which is the largest student-run organization in California. Mr. Solache's aptitude for leadership and predisposition for genuine, sincere service are the characteristics that shape who he is—a public servant committed to improving the lives of the children and people in the community.

### OSCAR MORENO, MEMBER, JOINT APPOINTEE

Mr. Moreno comes to the Commission as an alumnus of the Lynwood public educational system and now a community member. Mr. Moreno is currently a History teacher at a charter high school and a former employee of the Los Angeles Unified School District.



Mr. Moreno attended the University of New York and Williams College. He takes great pride in being a resident of Lynwood and an active community member who volunteers at the Lynwood Alumni College Conference and various District school sites.

Mr. Moreno is a firm believer of the Merit System as it promotes fair and equal employment opportunities. He is prepared to help our community in any way possible.

## VISION

The vision of the Personnel Commission is to become an industry leader in personnel by providing excellent service and support to internal and external customers, by establishing a culture and environment of continuous learning, improvement and innovation through design, creation and utilization of cutting-edge, cost effective and efficient personnel practices verified through research. The objectives of the Personnel Commission are meant to direct and center the actions and goals of the Personnel Commission operations and are as follows:

- Maintain legal compliance of personnel procedures in accordance with the principles and statutory requirements of the Merit System.
- Provide efficient and expeditious personnel services in support of LUSD at the site and departmental levels.
- Recruit, select and retain the most highly qualified classified staff in support of LUSD students' learning and achievement.
- Provide promotional and professional development opportunities to LUSD classified staff to foster individual growth, achievement and life betterment.
- Develop and train personnel staff to provide ever-improving and cost-efficient personnel services to LUSD.

## 2022-2023 RECRUITMENT STATISTICS

The Classified Personnel staff provides a variety of services and functions to the District and its employees. Below is a numerical representation and analysis of some of the specific tasks and work executed by the Classified Personnel staff.

PERSONNEL ACTIVITY	
Application Hits Reported	95,546
Applications Received Online & Job Fair	3524
Examination & Job Fair Recruitments	88
Written, Performance, Oral Examination	209
Applicants for Written, Performance, Oral Examinations, and Training and Experience Evaluations	2130
Examination Appeals Heard by the Commission	0
Examination Appeals Granted by the Commission	0
Eligibility List Completed Recruitments & Job Fair	92
Eligible Applicants	704
Classification Specifications New/Revised/Reclassifications	18
Layoffs	0
New Hires	174
Promotions	68

## APPLICATION SOURCE BY ETHNICITY

American Indian	0%
Asian	3%
African American	19%
Hispanic or Latino	70%
Native Hawaiian or Pacific Islander	1%
Two or More Races	3%
White	3%
Unknown	0%

## RECRUITMENT

Please check job opportunities at:

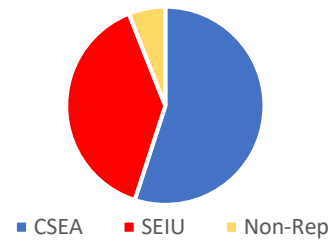
<https://www.schooljobs.com/careers/lynwood> OR scan



## COMPOSITION OF CLASSIFIED WORKFORCE

The classified service is comprised of 897 employees that include CSEA and SEIU Bargaining unit members, Confidential/Supervisory and Management employees as summarized below:

- CSEA Members 499 (55%)
- SEIU Members 357 (39%)
- Non-Represented 58 ( 6%)  
(Confidential, Supervisory & Management)



## WORKSHOPS, WEBINARS & CONFERENCES

For professional growth and to keep abreast with current best practices, latest research and legal issues, and as well as to be informed of changing federal and state regulations, the Personnel Commission and Classified Personnel staff attended workshops, webinars, and conferences.

- ❖ **2022 ACSA Personnel Institute**
  - September 26-28, 2022 – Sacramento, CA
  - Attended by Director of Classified Personnel, Geraldine Ormeo
- ❖ **Personnel Commission Director's Roundtable Meeting**
  - October 22, 2022, Pace Training Center, Bellflower, Ca.
  - Attended by Director of Classified Personnel, Geraldine Ormeo and Personnel Specialists, Fanny Young and Elva Ruiz
- ❖ **2023 Annual California School Personnel Commission Association**
  - January 23-25, 2023 – Long Beach, CA
  - Attended by Director of Classified Personnel, Geraldine Ormeo and Personnel Commissioner, Maria Quiñonez
- ❖ **NEOGOV & CODESP Training & Webinars**
  - Continuously offered, attended by the Director of Classified Personnel, Geraldine Ormeo and Personnel Specialists, Elva Ruiz and Fanny Young

## JOB FAIRS

- ❖ **Health Resource & Job Fair, Lynwood High School (Bullis)**  
December 7, 2022, Lynwood High School (Bullis)
- ❖ **Inspire Community College & Career Fair, Firebaugh High School**  
February 10, 2023, Firebaugh High School
- ❖ **4<sup>th</sup> Annual Job Fair, Congresswomen Nanette Barragan, Bateman Hall**  
October 14, 2022, Bateman Hall
- ❖ **Virtual P-12 Classified & Substitute Educational Employment Fair**  
May 11, 2023
- ❖ **Annual Lynwood Health and Resource Fair**  
June 3, 2023, Lynwood City Park

## DISTRICT CLASSIFIED EMPLOYEE OF THE YEAR



Mr. Marcus Morris, a Custodian at Helen Keller Elementary School, is always just a phone call away! He can be counted on to ensure the students and staff have a clean environment - from the drop-off zone, to the cafeteria, the playgrounds, and every classroom.

The school staff and community members appreciate Marcus' hard work and dedication. He is an active member of the Lynwood community. He volunteers in extracurricular activities as well as works with the Firebaugh High School basketball team.

Ms. Michele Lawrence, Senior Records Clerk at the Lynwood Community Adult School, demonstrated a commitment to provide support and service to our community.

She is keenly aware of students' anxiety to return to school that she makes them comfortable and efficiently assists them in the process.

She is a true ambassador for the Lynwood Community Adult School.



Mr. Adalberto Zavala, Senior Network/Computer Specialist, consistently exceeds expectations in his role and demonstrates exceptional work performance.

He is always eager to share his knowledge and expertise with others, providing clear explanations for complex network engineering and troubleshooting issues.

His commitment to the school community is evident in his willingness to help in any event.

## NOMINEES FOR CLASSIFIED EMPLOYEE OF THE YEAR

### CLERICAL AND ADMINISTRATIVE SERVICES

- Deserie Munoz, Secretary, Lindbergh Elementary School
- Mayra Manzo, Attendance Assistant, Will Rogers Elementary School
- Maria Nevarez, Secretary, Wilson Elementary School
- Mayra Perez Balam, Office Assistant II, Firebaugh High School

### FOOD AND NUTRITION SERVICES

- Aurora Vergara, Nutrition Service Worker I, Washington Elementary School

### HEALTH AND STUDENT SERVICES

- Claudia Martin, Senior Health Service Technician, Lugo Elementary School

### PARAPROFESSIONAL SERVICES

- Maria Melendez, Child Care Assistant, Early Childhood Education
- Roxanna Lopez, School Community Liaison, Abbott Elementary School
- Alejanda Flores, Campus Monitor, Lincoln Elementary School
- Maria Elena Vasquez, Campus Monitor, Mark Twain Elementary School
- Martha Enriquez, Campus Monitor, Thurgood Marshall Elementary School
- Beatriz Castellanos, Instructional Asst.-Special Education, Roosevelt Elem. School
- Michel Bravo, Instructional Assistant-Special Needs, Rosa Parks Elem. School
- Olga Quirarte, School Community Liaison, Hosler Middle School
- Maria Muneton, Instructional Assistant-Special Needs, Lynwood High School

### SECURITY SERVICES

- Martin Chavez, Security Officer, Vista High School

### CUSTODIAL AND MAINTENANCE SERVICE

- Martha Cano Mayen, Custodian, Cesar Chavez Middle School
- Lizette Lopez, Custodian, MOT Department



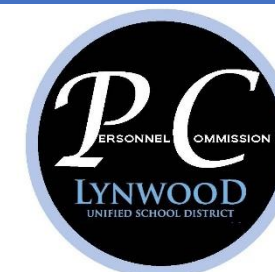
11321 Bullis Road, Lynwood CA 90262  
Tel. (310) 886-1600 \* Fax (31) 635-5143

## PERSONNEL COMMISSION

## 2022-2023 Annual Report A Year of Accomplishments



## CLASSIFIED PERSONNEL STAFF



- Geraldine (Gickee) Ormeo, Director of Classified Personnel
- Regina Ramos, Personnel Specialist
- Elva Ruiz, Personnel Specialist
- Fanny Young, Personnel Specialist
- Veronica De Santiago, Personnel Technician
- Roselia Meza, Secretary