

PERSONNEL COMMISSION 2023-24 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 2023-2024 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 assist 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 4:30 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

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



JOSÉ LUIS SOLACHE, 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 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, VICE-CHAIRPERSON, 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.



MARIA QUIÑONEZ, MEMBER, 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.

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.

2023-2024 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	103,797
Applications Received Online	3,953
Written (eSkill), Performance, Oral Examination, and Training and Experience Evaluations	84
Examination Appeals Heard by the Commission	0
Examination Appeals Granted by the Commission	0
Eligibility List Completed	141
Eligible Applicants	1,320
Classification Specifications New/Revised/Reclassifications	6
Layoffs	4
New Hires	105
Promotions	38

APPLICATION SOURCE BY ETHNICITY	
American Indian	0.43%
Asian	2.68%
African American	16.29%
Hispanic or Latino	73.44%
Native Hawaiian or Pacific Islander	0.53%
Two or More Races	3.9%
White	2.58%
Unknown	0.15%

RECRUITMENT

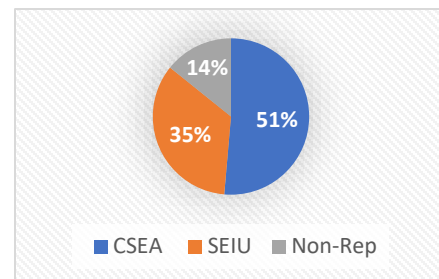
For Classified Employment Opportunities, please visit:
<https://www.schooljobs.com/careers/lynwood> OR scan



COMPOSITION OF CLASSIFIED WORKFORCE

The classified service is comprised of 977 employees that include CSEA and SEIU Bargaining unit members, Confidential/Supervisory and Management employees as summarized below:

- CSEA Members 502 (51%)
- SEIU Members 336 (35%)
- Non-Represented 139 (14%)
(Confidential, Supervisory & Management)



WORKSHOPS, WEBINARS & CONFERENCES

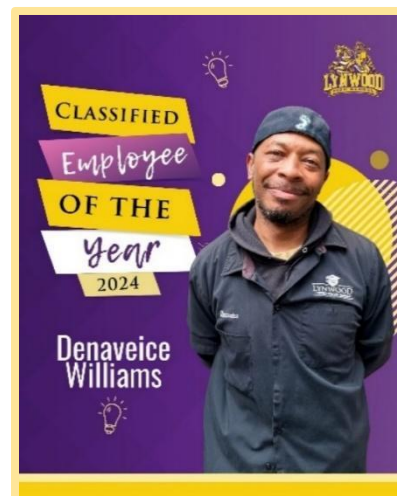
For professional growth and to keep abreast with current best practices, latest research and legal issues, and as well as to be informed of changing federal and state regulations, the Personnel Commission and Classified Personnel staff attended workshops, webinars, and conferences.

- **Personnel Commission Director's Roundtable Meetings**
Continuously offered - Virtual
Attended by Director of Classified Personnel, Jode Howard
- **AALRR A Supervisor's Guide to Leaves of Absence and Disability Accommodation Requirements**
August 1, 2023 – Virtual
Attended by Director of Classified Personnel, Jode Howard
- **CSPCA's Champions for Merit Leadership**
August 3, 2023, October 12, 2023, December 14, 2023 - Virtual
Attended by Director of Classified Personnel, Jode Howard
- **2023 WRIPAC Fall Meeting**
September 21, 2023 – Virtual
Attended by Director of Classified Personnel, Jode Howard
- **2023 ACSA Personnel Institute**
September 27-29, 2023 – Long Beach, CA
Attended by Director of Classified Personnel, Jode Howard
- **AALRR New Leave and Accommodation Laws Affecting the Workplace in 2024**
January 12, 2024 – Virtual
Attended by the Director of Classified Personnel, Jode Howard
- **AALRR Leadership Series - Discipline**
January 31, 2024, February 7, 14, and 21, 2024 - Virtual
Attended by the Director of Classified Personnel, Jode Howard
- **WRIPAC Compensation 101**
February 26, 2024 and March 1, 2024 - Virtual
Attended by the Director of Classified Personnel, Jode Howard
- **2024 Annual California School Personnel Commissioners Association**
March 3-5, 2024 – Monterey, CA
Attended by Director of Classified Personnel, Jode Howard
- **PCASC Legal Update Workshop**
March 31, 2024 – Garden Grove, CA
Attended by Director of Classified Personnel, Jode Howard
- **WRIPAC Transformative Strategies to Enhance your HR Functions**
April 10, 2024 - San Diego, CA
Attended by the Director of Classified Personnel, Jode Howard

JOB FAIRS

- ❖ **Inspire College & Career Fair**, Bateman Hall on February 9, 2024

2024 DISTRICT CLASSIFIED EMPLOYEE OF THE YEAR



Mr. Denaveice Williams is a Custodian at Lynwood High School who shows his dedication to excellence in his work to all who encounter them. He leads by example, showing professionalism, integrity, and a strong work ethic in everything he does. His commitment to creating a clean and welcoming environment reflects positively on the school as a whole.

NOMINEES FOR CLASSIFIED EMPLOYEE OF THE YEAR

CLERICAL AND ADMINISTRATIVE SERVICES

- Yolanda Cuadros, Attendance Assistant, Abbott Elementary School
- Mariana Guerra, Secretary, Will Rogers Elementary School
- Marcela Godinez Garcia, Library Media Assistant, Firebaugh High School
- Maria Del Rosario Custodio, Attendance Assistant, Vista High School
- Graciela Santacruz-Dominguez, Sr. Accounting Assistant, Lynwood Adult School
- Maricela Gonzalez, Secretary, Elementary Education
- Ruby Valdivia, Interpreter Translator, Equity & Instructional Services
- Orene Tovalin, Secretary, Student Services
- Roselia Meza, Secretary, Human Resources
- Celia Lopez, Student Data Technician, Technology Services

FOOD AND NUTRITION SERVICES

- Maria Alcaraz, Nutrition Services Satellite Kitchen Operator, Lincoln Elementary

HEALTH AND STUDENT SERVICES

- Evelia Gomez, Health Services Technician, Cesar Chavez Middle School
- Tisbet Gutierrez Garcia, Special Ed Technician, Special Education

PARAPROFESSIONAL SERVICES

- Antranese Taylor, Child Care Assistant, Early Childhood Education
- Tanya Smith, Instructional Assistant Special Needs, Lindbergh Elementary School
- Mireya Monarrez, Instructional Assistant Special Needs, Lugo Elementary School
- Janeth Garcia Cuevas, Campus Monitor, Mark Twain Elementary School
- Adriana Alvarez-Hernandez, Instructional Assistant, Marshall Elementary School
- Tonya Harper, Instructional Assistant Special Needs, Roosevelt Elem. School
- Leticia Diaz, Instructional Assistant Special Ed, Rosa Parks Elem. School
- Angel Marie Chavez, Instruct. Asst. Special Needs- CLM II, Hosler Middle School
- Brenda Claritza Romero, Instructional Asst. Special Ed, Wilson Elementary School
- Diana Cuevas, Instructional Asst. Special Ed, Hosler Middle School

SECURITY SERVICES

- Sylvia Andrade, Campus Security Officer, Vista High School

CUSTODIAL, MAINTENANCE AND TRANSPORTATION SERVICES

- Maria Galvez, Custodian, Helen Keller Elementary School
- Denaveice Williams, Custodian, Lynwood High School
- Rachon Brooks-Daily, Bus Driver

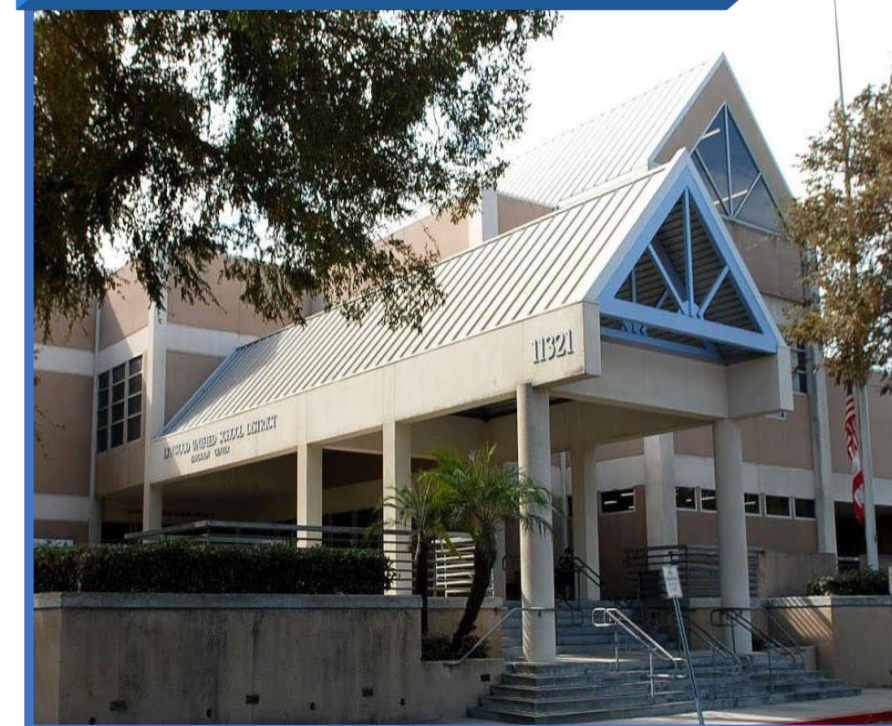


LYNWOOD
UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

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

2023-2024 Annual Report



CLASSIFIED PERSONNEL STAFF

- Jode Howard, *Director of Classified Personnel*
- Regina Ramos, *Personnel Specialist*
- Elva Ruiz, *Personnel Specialist*
- Fanny Young, *Personnel Specialist*
- Roselia Meza, *Secretary*