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PERSONNEL COMMISSION

2020-2021 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

PERSONNEL COMMISSION

2020 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 2020-2021 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.

MERIT SYSTEM PRINCIPLE

**FAIR
AND
EQUITABLE
TREATMENT**



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 simultaneously served on the Lynwood City Council as Mayor of the City of Lynwood.

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, 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.

**“True leaders always practice the three R's:
Respect for Self, Respect for Others, Responsibility for all their actions.”**

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.

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.

2020-2021 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	43,812
Applications Received	2244
Examination Recruitments	32
Written, Performance, Oral Examination Sessions	63
Applicants Participated in Written, Performance and/or Oral Exams	569
Examination Appeals Heard by the Commission	1
Examination Appeals Granted by the Commission	0
Eligibility List Completed	25
Eligible Applicants	301
Layoffs	0
New Hires	47
Promotions	26
Classification Specifications New/Revised	8

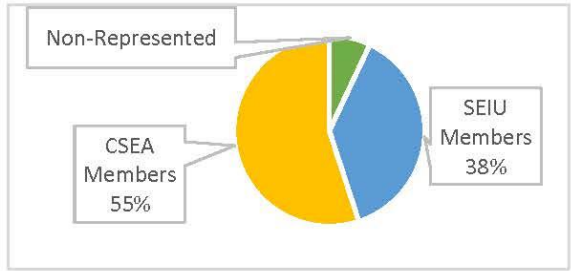
APPLICATION SOURCE BY ETHNICITY	
American Indian	0.31%
Asian	4.23%
African American	19.25%
Hispanic or Latino	61.59%
Native Hawaiian or Pacific Islander	1.47%
Two or More Races	3.70%
White	5.17%
Unknown	4.28%

NEW HIRES BY ETHNICITY	
American Indian	0.00%
Asian	0.06%
African American	0.09%
Hispanic or Latino	0.77%
Native Hawaiian or Pacific Islander	0.00%
Two or More Races	0.04%
White	0.04%
Unknown	0.00%

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 492 (55%)
- SEIU Members 345 (38%)
- Non-Represented 60 (7%)
(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 Testing in the Age of Social Distancing, Virtual Webinar**
 - April 8, 2020, attended by Director of Classified Personnel Geraldine Ormeo and Personnel Specialists Fanny Young and Elva Ruiz
- **GoToWebinar Develop Release Call**
 - April 28, 2020, attended by Personnel Specialist Elva Ruiz
- **PTC-SC Virtual Roundtable – Online Testing and Virtual Interviewing Platforms**
 - July 8, 2020, attended by Personnel Specialists Fanny Young and Elva Ruiz
- **PTC-SC Virtual Conference – Unproctored Online Testing: Data and Lessons Learned from the Public Sector31**
 - October 29, 2020, attended by Personnel Specialists, Elva Ruiz and Director of Classified Personnel Geraldine Ormeo
- **Spring 2021 Virtual League of Innovative Schools Convening**
 - April 15 & 16, 2021, attended by Director of Classified Personnel Geraldine Ormeo
- **Employee Complaints & Investigations Webinar, School Services of CA**
 - April 27 & 29, 2021, attended by Director of Classified Personnel Geraldine Ormeo
- **NEOGOV & CODESP Training & Webinars**
 - Continuously offered, attended by the Director of Classified Personnel Geraldine Ormeo and Personnel Specialists Elva Ruiz and Fanny Young



PROFESSIONAL DEVELOPMENT FOR CLASSIFIED EMPLOYEES

- **Customer Service Training**
 - August 2020, Delivered by Bonfire Training with 281 attendees
- **Google Docs Training**
 - Feb-Mar 2021, Delivered by LUSD Digital Coaches with 64 attendees

APPEALS

Permanent classified employees have the right to appeal a disciplinary action such as termination, suspension or involuntary demotion in order to ensure that due process is present within any adverse employment action. The Commission may sustain the decision of the Board, modify it or reverse it and order back compensation/seniority to the employee, if appropriate, as warranted by the facts. During the 2020-21 school year, one (1) appeal was submitted to the Commission.

CLASSIFIED EMPLOYEE OF THE YEAR



Mr. Mitchell Martinez, Library Media Assistant at Washington Elementary School, was selected as District Employee of the Year. Mr. Martinez was also a nominee for LACOE and CDE's 2021 National Recognizing Inspiring School Employees Program. Together with the nominees from every LUSD school site and department, Mr. Martinez was honored by the Board of Education and the Personnel Commission during the regular meeting of the Board of Education on May 27, 2021.

"We are what we repeatedly do. Excellence then, is not an act, but a habit." – Aristotle.

SERVICE PIN HONOREES

Classified employees completing milestone years of service received service pin award and certificate of recognition. Due to the pandemic, the award recipients were honored by the Board of Education during its virtual meeting on November 12, 2020. Noteworthy are Ms. Phyllis Palacios, Secretary for Risk Management who has served the District for 40 years and Ms. Julia Hernandez, Testing Assistant at Abbott Elementary who has 45 years of service.

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 for LUSD at <https://www.lyrwood.k12.ca.us>.

RECRUITMENT IN THE MIDST OF PANDEMIC



Online examinations, virtual interviews, and Zoom meetings helped us navigate uncharted territory during the Covid 19 pandemic. Following state and county health guidelines, staff worked remotely from home or on site (job rotation), to meet the District's staffing needs and attend to employee needs.

Keeping a mindset for growth and improvement, staff learned and adapted new ways of using technology for recruitment and examinations. Our staff is committed to serve the employees, students, parents/families, and the community of Lyrwood by being flexible, innovative and proactive.

"In the midst of every crisis, lies great opportunity"

Albert Einstein -