

PERSONNEL COMMISSION 2021-22 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 2021-2022 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

OSCAR MORENO, 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, VICE-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, MEMBER, 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 as Mayor Pro Tem for 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.

**“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.

2021-2022 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	76,061
Applications Received Online & Job Fair	2763
Examination & Job Fair Recruitments	58
Written, Performance, Oral Examination	81
Applicants for Written, Performance, Oral Examinations, and Training and Experience Evaluations	914
Examination Appeals Heard by the Commission	0
Examination Appeals Granted by the Commission	0
Eligibility List Completed Recruitments & Job Fair	68
Eligible Applicants	665
Classification Specifications New/Revised/Reclassifications	3
Layoffs	33
New Hires	50
Promotions	24

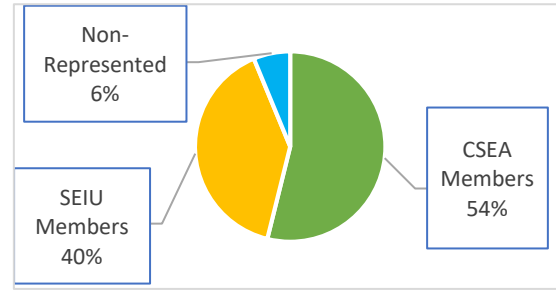
APPLICATION SOURCE BY ETHNICITY

American Indian	0.2%
Asian	2.9%
African American	18%
Hispanic or Latino	69%
Native Hawaiian or Pacific Islander	0.8%
Two or More Races	2.8%
White	3.1%
Unknown	3.2%

COMPOSITION OF CLASSIFIED WORKFORCE

The classified service is comprised of 865 employees that include CSEA and SEIU Bargaining unit members, Confidential/Supervisory and Management employees as summarized below:

- CSEA Members 466 (54%)
- SEIU Members 345 (40%)
- Non-Represented 54 (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.

- **Personnel Commissions Association of Southern California (PCASC), Proposing Legislation for Banding**
October 22, 2021 - attended by Commissioner Maria Quinonez, Director Gickee Ormeo, and Personnel Specialists Elva Ruiz and Fanny Young.
- **CSPCA Annual Conference**
March, 2021 – attended by Commissioners. Oscar Moreno and Jose Luis Solache, and Director Gickee Ormeo
- **Merit Academy**
March – June 2022 – attended by Commissioner Maria Quinonez & Director Gickee Ormeo
- **PCASC Workshop - Legal Updates**
June 10, 2022- Attended by Director of Classified Personnel and staff
- **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

- **Inspire Community College & Career Fair, Lynwood High School**
February 25, 2022 – attended by Fanny Young, Personnel Specialist & Elva Ruiz, Personnel Specialist
- **Job Fair (On-the-Spot Hiring), Lynwood Unified School District**
October 4, 2021 - Attended by Director of Classified Personnel and staff

PROFESSIONAL DEVELOPMENT FOR CLASSIFIED EMPLOYEES

- **Customer Service Training**
August - September 2021, delivered by Director Gickee Ormeo both online and in-person.

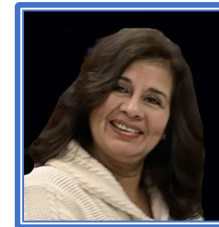
PERSONNEL COMMISSION MEETINGS

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.lynwood.k12.ca.us>

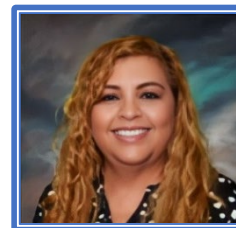
DISTRICT CLASSIFIED EMPLOYEES OF THE YEAR



Mr. Trayton Bullard is consistently prompt, on time, and organized. He is dependable, reliable, and thorough in his work performance. He makes plans ahead of time for the sub custodian to ensure there is no disruption to program services. Outside of work, he is a volunteer youth football coach in a community league and has been for many years.



Ms. Laura Trujillo has been on the front line since the pandemic struck our school community. She has not only excelled in her job as a Health Service Technician but has gone above and beyond to support our students, staff, and families at Roosevelt.



Ms. Leonor Vargas is the face of Washington. She truly loves children, and addresses them with endearment. Ms. Leonor has great school spirit and participates in all of our school activities. As a school, we are blessed to have Ms. Leonor.

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

SERVICE PIN HONOREES & RETIREES

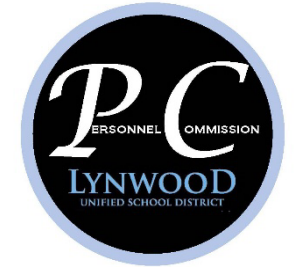
Classified employees completing milestone years of service were honored during the Years of Service & Retirement Celebration held on December 7, 2021 at the Lynwood High School, Imperial Campus Gym. Each honoree received a service pin and a certificate of recognition.

Years of Service	Number of Honorees
35 years	7
30 years	5
25 years	14

Years of Service	Number of Honorees
20 years	18
15 years	33
10 years	55

The following retirees received a plaque for their service:

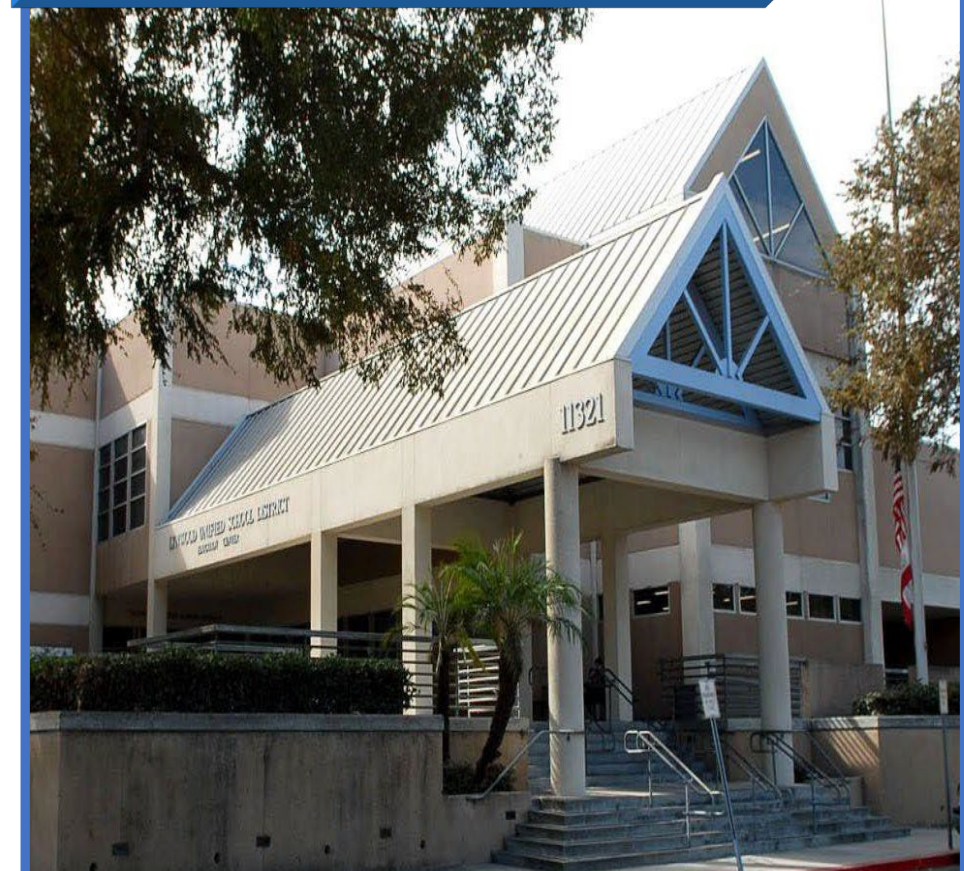
- Patricia Alexis-Riley
- Jacqueline Brown
- Barbara Lawton



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

PERSONNEL COMMISSION

2021-2022 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