



Annual Report

2024-2025

Personnel Commission






INTRODUCTION

This report from the Personnel Commission (Commission) of Lynwood Unified School District (LUSD) provides a comprehensive summary of the work carried out by the Personnel Commission during the 2024–2025 school year. It highlights the Commission’s key functions, responsibilities, and accomplishments over the past year.

In addition, this report outlines the Commission’s mission and vision, underscoring its commitment to supporting LUSD’s educational programs by recruiting and hiring highly qualified classified staff. To achieve this goal, the Commission collaborates closely with the Board of Education (Board), Superintendent, District and Site Administration, and all District employees to uphold the practices and principles of the Merit System.

Table of Content



The Merit System

The Personnel Commission

Meet Our Commissioners

Meet the Team

Vision And Mission

Recruitment Statistics

Composition of Classified Workforce

Professional Growth

2025 District Classified Employee of the Year

The Merit System

The Personnel Commission remains dedicated to ensuring fair, equitable, and transparent employment practices. Its mission is to hire and retain the most qualified educational support staff to advance the academic success of all LUSD students.

The Merit System is built on the following core principles and commitments:

- **Merit-Based Employment:** Hiring and promoting employees based on their skills, knowledge, and ability to perform the work.
- **Open Competition:** Ensuring a transparent and competitive process for initial employment opportunities.
- **Fair Compensation:** Providing salaries and benefits that are equitable and competitive.
- **Performance-Based Retention:** Retaining employees based on their job performance and contributions.
- **Clear Expectations:** Helping employees understand reasonable and well-defined expectations for their classification.
- **Accountability:** Addressing inadequate employee performance in a fair and constructive manner.
- **Training & Development:** Offering training opportunities to promote professional growth and high-quality performance.
- **Equity & Inclusion:** Guaranteeing fair treatment in every aspect of personnel administration, free from discrimination based on political affiliation, race, color, national origin, gender, sexual orientation, gender identity, or religious creed, while respecting individual privacy and constitutional rights.

The Personnel Commission

The Personnel Commission of Lynwood Unified School District (LUSD) is responsible for administering the rules, regulations, and procedures that uphold the Merit System. Its mission is to ensure that LUSD selects, retains, and promotes the most qualified classified employees, thereby supporting the delivery of high-quality services and educational programs for all students.

Personnel Commissioners are respected community members who are committed to the principles of the Merit System. Their role is to maintain the integrity of the Merit System for classified employees and to foster opportunities for professional growth, advancement, and the development of meaningful career pathways within the District.

Personnel Commission Meetings

Regular meetings of the Personnel Commission are typically scheduled for the third Monday of each month and convene at 5:30 p.m. Meeting dates may be adjusted as necessary to accommodate holidays, scheduling conflicts, or other circumstances. The official meeting calendar is publicly posted on the Personnel Commission webpage and the Classified Personnel section of the District website at www.mylusd.org

Meet Our Commissioners



MARIA QUIÑONEZ

CHAIRPERSON, CSEA APPOINTEE

Ms. Maria Quiñonez is a dedicated and active member of the Lynwood community, serving in multiple roles that reflect her commitment to public service and community advancement.

Ms. Quiñonez is also committed to professional growth and learning, as evidenced by her participation in the distinguished Merit Academy. She is an active member of the California School Personnel Commissioners Association (CSPCA) and regularly attends seminars and conferences to stay informed and enhance her skills. Her dedication to the field is further reflected in her past service on the Nomination Committee for the CSPCA Southern California Regional Board and her involvement on the CSPCA State Board.

In addition to her longstanding service with the Personnel Commission, Ms. Quiñonez was recently re-elected to continue her role as City Clerk for Lynwood. This re-election underscores her ongoing commitment to public service and community leadership, further solidifying her reputation as a dedicated and impactful figure in Lynwood.

Meet Our Commissioners



ERIKA ROJAS PARADA

VICE-CHAIRPERSON, JOINT APPOINTEE

A proud resident of Lynwood since 2018, Ms. Erika Rojas Parada is deeply committed to her local community. She actively seeks ways to give back by sharing her knowledge and empowering others. Through workshops, mentorship programs, and collaborations, she is continually working to elevate the standards of beauty practices and provide opportunities for local individuals to thrive in the beauty industry.

She has served as the Director of Education and Campus Director at El School of Professional Makeup, where she played a pivotal role in shaping the curriculum and guiding students through their educational journeys. Erika's expertise goes beyond the classroom; she has been a constant mentor to students, offering hands-on training, personalized guidance, and invaluable industry insights.

Erika's work is driven by a passion for both her craft and her community. With a combination of practical skills, academic excellence, and a compassionate, mentorship-driven approach, she has become a respected figure in the beauty industry—constantly innovating and uplifting others along the way.

Meet Our Commissioners



JASON MARQUEZ

MEMBER, BOARD APPOINTEE

Mr. Jason Marquez is a dedicated member of the Lynwood community and a proud homeowner who has called this city home for the past 15 years. Throughout his time in Lynwood, Jason has remained deeply committed to not only his professional growth but also to making a meaningful impact in the lives of those around him.

This year marks a significant milestone in Jason’s career as he celebrates his 25th anniversary as a flight attendant with Delta Air Lines. His career in aviation has provided him with the opportunity to meet people from all walks of life, broaden his global perspective, and understand the importance of service in every aspect of life. Despite the demands of his profession, Jason has always believed in giving back to his community and making a positive difference wherever he goes.

With his rich experience in aviation, unwavering dedication to service, and commitment to his community, Jason Marquez embodies the values of hard work, generosity, and a passion for making the world a better place—both at home and around the globe.



Meet the Team

Claudia López, Director of Classified Personnel

With nearly three decades of experience in K-12 education, Ms. Lopez has developed a profound understanding of the intricacies involved in managing personnel and human resources within the educational sector. Her career reflects a deep commitment to improving operational efficiency, enhancing employee relations, and supporting the ongoing professional development of staff. Her ability to foster a culture of excellence and to navigate complex personnel challenges has made Ms. Lopez a respected and valued leader in the field of Personnel Commission and Human Resources management within education.

Regina Ramos, Personnel Specialist

With nearly 30 years of dedicated service to the Lynwood Unified School District, Mrs. Ramos oversees a wide range of essential functions. She is responsible for managing data entry, coordinating mandatory trainings, processing probationary evaluations, preparing annual updates, and issuing reasonable assurance notices—ensuring full compliance with both District policies and state requirements.

Elva Ruiz, Personnel Specialist

With more than 28 years of dedicated service to the Lynwood Unified School District, Ms. Ruiz plays a key role in supporting the District's workforce. She is responsible for coordinating hiring interviews, managing employee transfers, conducting reference checks, overseeing the onboarding process, processing personnel requisitions, and preparing the annual report.



Meet the Team

Fanny Young, Personnel Specialist

With over 16 years of dedicated service to the Lynwood Unified School District, Mrs. Young plays a vital role in supporting the District's workforce. She is responsible for managing recruitments, coordinating and administering examinations, determining candidate eligibility, and preparing weekly updates to keep all stakeholders informed. Her commitment to accuracy and efficiency helps ensure that LUSD continues to attract and retain highly qualified staff to serve students and the community.

Roselia Meza, Secretary

With more than seven years of dedicated service to the Lynwood Unified School District, Ms. Meza serves as the Department Receptionist and is responsible for the digitalization of personnel files, pre-employment processing, and the onboarding of volunteers and tutors. She provides Frontline support, prepares the Personnel Action Report, and plays an important role in assisting the Director during Personnel Commission meetings, ensuring smooth operations and effective communication across the department.



Vision And Mission



Vision

The vision of the Personnel Commission is to be recognized as an industry leader in personnel administration by delivering exceptional service and support to both internal and external stakeholders. We strive to foster a culture of continuous learning, improvement, and innovation through the design, development, and implementation of cutting-edge, cost-effective, and efficient personnel practices, grounded in research and best practices.

The objectives of the Personnel Commission serve to guide and focus its operations, ensuring alignment with the mission and priorities of Lynwood Unified School District:

- **Ensure Legal Compliance** – Maintain full compliance with the principles and statutory requirements of the Merit System in all personnel procedures.
- **Deliver Efficient Services** – Provide timely, accurate, and efficient personnel services in support of district sites and departments.
- **Recruit, Select, and Retain Excellence** – Attract and retain the most highly qualified classified staff to enhance student learning and achievement.
- **Promote Growth and Development** – Offer promotional pathways and professional development opportunities for classified staff to support career advancement, personal growth, and lifelong success.
- **Invest in Personnel Staff Training** – Develop and train personnel staff to continuously improve service delivery, streamline processes, and ensure cost-effective operations.

Vision And Mission

Mission

The mission of the Personnel Commission of the Lynwood Unified School District is to uphold the principles of merit consistently, ensuring a highly qualified and effective workforce that collaborates in support of the District's educational mission.



2024-2025

Recruitment Statistics

The Classified Personnel staff delivers a wide range of critical services and support to the District and its employees. Their work ensures that personnel operations run smoothly and efficiently across all school sites and departments. Below is a **quantitative overview and analysis** highlighting key tasks and activities carried out by the Classified Personnel staff, providing insight into the scope and impact of their contributions to the District.

| PERSONNEL ACTIVITY | |
|--|--------------|
| Applications Received Online | 3,388 |
| Written (eSkill), Performance, Oral Examination, and Training and Experience Evaluations | 1,330 |
| Examination Appeals Heard by the Commission | 0 |
| Examination Appeals Granted by the Commission | 0 |
| Eligibility List Completed | 67 |
| Hiring Interviews | 51 |
| Eligible Applicants | 788 |
| Classification Specifications New/Revised/Reclassifications | 3 |
| Layoffs | 3 |
| New Hires | 65 |
| Promotions | 33 |
| Out-of-Classification Assignments | 30 |
| Separations | 90 |

2024-2025 Recruitment Statistics

| APPLICATION SOURCE BY ETHNICITY | |
|-------------------------------------|--------|
| American Indian | 0.62% |
| Asian | 3.28% |
| African American | 16.91% |
| Hispanic or Latino | 71.66% |
| Native Hawaiian or Pacific Islander | 0.80% |
| Two or More Races | 3.48% |
| White | 3.25% |
| Unknown | 0.00% |

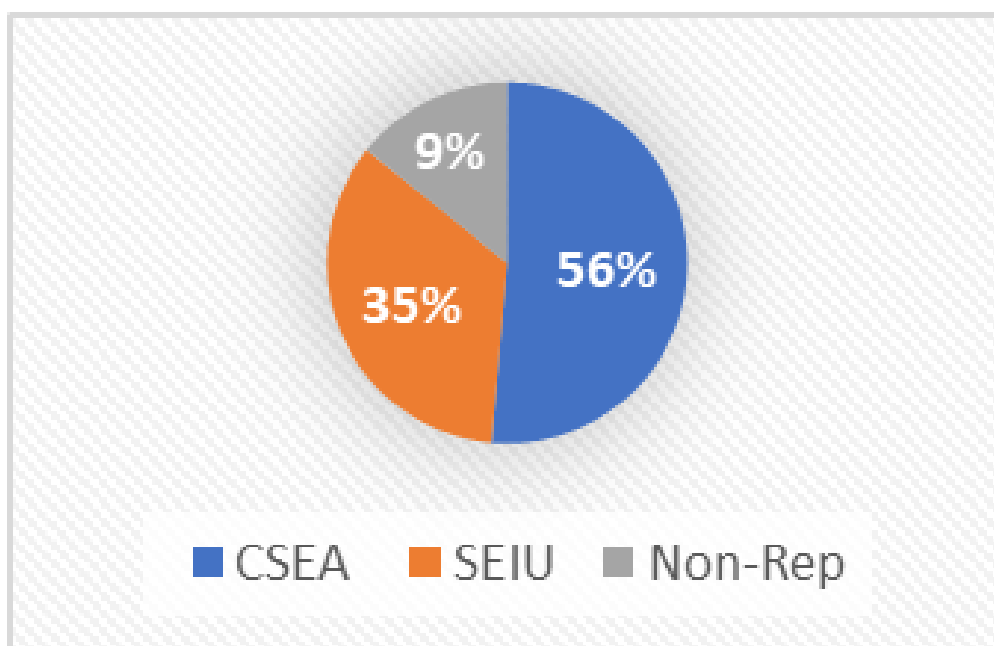
For Classified Employment Opportunities, please visit:
<https://www.schooljobs.com/careers/lynwood> OR scan



Composition of Classified Workforce

The classified service is comprised of 848 employees that include CSEA and SEIU Bargaining unit members, Confidential/Supervisory and Management employees as summarized below:

- **CSEA Members 474 (56%)**
- **SEIU Members 297 (35%)**
- **Non-Represented 77 (9%) (Confidential, Supervisory & Management)**



Professional Growth

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.

- CSPCA Merit Academy
March - May 2025 - Virtual
Attended by Commissioner Erika Rojas Parada & Jason Marquez
- Personnel Commission Director's Roundtable Meetings
Continuously offered - Virtual
Attended by Director of Classified Personnel, Claudia K. López
- East San Gabriel Valley Personnel Administrators Association (ESGVPA) Meetings
Continuously offered - Virtual
Attended by Director of Classified Personnel, Claudia K. López
- California Association of Latino Superintendents & Administrators (CALSA) Summer Institute 2025
June 26-28, 2025 - Chula Vista, California
Attended by Director of Classified Personnel, Claudia K. López



2025 District Classified Employee of the Year



Mr. Thomas Marquez serves as a Maintenance Worker II in the Maintenance Department and consistently demonstrates a strong commitment to excellence in everything he does.

Thomas's dedication to ensuring that our schools remain safe, clean, and fully functional has been invaluable in supporting both staff and students. His strong work ethic and positive attitude make him an essential and highly respected member of our team.

Nominees for Classified Employee of the Year

CLERICAL AND ADMINISTRATIVE SERVICES

Alexandra Chavez, Secretary, Special Education Department

Amanda Juarez, Library Media Assistant, Will Rogers Elementary

Catalina Avalos, Office Assistant II, Lynwood High School

Daniela Navarro, Senior Buyer, Purchasing Department

Elva Ruiz, Personnel Specialist, Classified Personnel

Eva Fernandez, Library Media Assistant, Abbott Elementary School

Hector Morando, Network/Computer Specialist, Technology Department

Leticia Sanchez, English Language Program Technician, EAIS Department

Lucero Gutierrez, Secretary, Secondary Department

Miriam Garcia, School Community Liaison, Mark Twain Elementary School

Nancy Sandoval, Attendance Assistant, Firebaugh High School

Norma Soto, Secretary, Child Nutrition Department

Salvador Choto, Office Assistant II, Elementary Education Department

Susana Nieblas, Secretary, Rosa Parks Elementary School

Tiffany Palmer, Secretary, Adult Education

Yvonne Ramirez, Senior Accounting Assistant, Accounting Department

FOOD AND NUTRITION SERVICES

Mayra Hernandez, Nutrition Services Worker I, Lincoln Elementary



Nominees for Classified Employee of the Year

PARAPROFESSIONAL SERVICES

Alejandro Peña, I.A. – Bilingual, Hosler Middle School

Clementina Topete, Campus Monitor, Washington Elementary School

Elizeth Diaz-Aguilar, I.A. – Special Ed., Wilson Elementary

Jessica Yaber, I.A. – Special Needs, Cesar Chavez Middle School

Laura Madrigal, Child Care Assist, Child Care Center, Lindbergh Elementary

Maya Smith, I.A.– Special Needs, Lindbergh Elementary School

Olga Navarro, I.A. – Special Needs, Helen Keller Elementary School

Patricia Castro, I.A. – Special Needs, Vista High School

Robert Rodriguez, I.A. – Special Education, Lugo Elementary School

Star Hillman, I.A.– Special Needs, Roosevelt Elementary School

SECURITY SERVICES

Marie Vasquez, Security Officer II, Security Department

CUSTODIAL, MAINTENANCE AND TRANSPORTATION SERVICES

Rubiel Hernandez, Senior Warehouse Worker, Warehouse Department

Tawny Freeman, Custodian, Marshall Elementary School





Thank You Message

Dear Board of Education Members and District Administration,

The Personnel Commission would like to extend our sincere gratitude for your ongoing collaboration and support. Your commitment to working closely with the Commission has been instrumental in helping us fulfill our mission of upholding the Merit System, ensuring fair and equitable employment practices, and hiring the most qualified classified staff to support the students of Lynwood Unified School District.

Your partnership allows us to align our efforts with the District's goals, streamline processes, and provide exceptional service to our schools, employees, and community. We greatly value the open communication, shared vision, and mutual respect that make our collaborative efforts successful.

Thank you for your dedication to fostering an environment where teamwork and transparency thrive. Together, we are building a stronger foundation for student success and contributing to the continued excellence of Lynwood Unified School District.

Thank You