

MERIT SYSTEM

"The Merit System of making appointments is in its essence as democratic and American as the common school system itself."

- Theodore Roosevelt, US Civil Service Commissioner & 26th President of the United States.

The Lompoc Unified School District MERIT SYSTEM was established in 1967 by a vote of district classified employees.

The Merit System Principles are defined in Chapter 5, Article 6 of the California Education Code and address the hiring/promoting of employees on the basis of ability; open and fair competition; retaining employees on the basis of performance; assurance of fair treatment of applicants and employees without regard to race, color, sex, political affiliation, national origin or religious creed; protection of employees against political coercion.

NEW POSITION CLASSIFICATIONS CREATED

	2014-2015
Classified Positions	<ul style="list-style-type: none"> • District Translator • HR Technician
Management / Confidential Positions	<ul style="list-style-type: none"> • None

Every job is a self-portrait of the person who does it. Autograph your work with excellence. -Unknown

PERSONNEL COMMISSIONERS

Gayle Higgason - Chairperson (2016)

Ms. Gayle Higgason has been a Personnel Commissioner since September 15, 1994. Ms. Higgason serves as the Joint Appointee for the Personnel Commission. Gayle has a strong background in human resources and her knowledge and understanding of human resources principles make her an invaluable member of the Personnel Commission. 2014 marked Ms. Higgason's 20th year as a Personnel Commissioner for Lompoc Unified School District.

Hector Samaniego - Vice-Chairperson (2018)

Mr. Hector Samaniego has been a Personnel Commissioner since September 1, 2004. In 2012, Mr. Samaniego was re-elected to the Personnel Commission as the District Appointee. Hector's career with LUSD spans over 40 years. He was employed as a teacher and then as an administrator with LUSD. His experience and knowledge of the District and District policies make him a valuable member of the Commission.

Chris Rowe - Member (2017)

Mrs. Chris Rowe is the CSEA Appointee for the Personnel Commission. She has been a Personnel Commissioner since February 19, 2015. Chris was employed with LUSD for over eighteen years. Prior to retiring from LUSD, she worked as a Budget Analyst in the Accounting Department and was an active member of the CSEA Chapter 257. Chris brings a wealth of knowledge and understanding of the District in her role as Personnel Commissioner.

LOMPOC UNIFIED SCHOOL DISTRICT

Classified Human Resources Personnel Commission

48 Years of Merit

2014-2015



The Lompoc Unified School District Personnel Commission exists for the purpose of providing human resource leadership in support of classified employees by ensuring an effective and efficient merit system process. Our success is measured by the respect and trust that we develop and maintain with classified employees, district administration, and our community.

-Adopted June 2012

Personnel Commission

Gayle Higgason, Chairperson
Hector Samaniego, Vice-Chairperson
Chris Rowe, Member

Personnel Commission Staff

Cynthia Carrillo, Director, Classified HR
Katherine Brown, HR Analyst
Lisa Smith, HR Technician

SUMMARY OF EMPLOYMENT ACTIVITIES		
	2014-2015	2013-2014
Employee Appointments - Probationary	65	43
Substitute Employees Hired-Including NDA's	102	87
Student Assistants Hired	8	6
Employment Change in Status	157	109
Employee Promotions	47	12
Terminations Due to Inactivity	10	14
Resignations (Regular and Subs)	73	30
Retirements	24	3
Terminations	5	7
Leaves of Absence Recommended	7	5
Leaves of Absence Not Recommended	0	1
Return from Leaves of Absence	4	3
39-Month Reemployment List	4	2
63-Month Reemployment List	0	4
CLASSIFICATION ACTIONS		
Classified Job Title Changes and/or Job Description Update	5	2
Management/Supervisor Job Title Changes and/or Job Description Update	2	None

SUMMARY OF RECRUITMENT ACTIVITIES		
	2014-2015	2013-2014
Applications Received	896	364
Applicants Tested	613	281
Applicants on Eligibility Lists	261	142
Eligibility Lists Established	41	23
Livescans Processed	161	136
TESTS ADMINISTERED / NEW TESTS CREATED		
Written Examinations	46	24
Written/Supplemental	0	2
Qualifications Appraisal Interviews (QAI's)	48	22
Performance Evaluations	47	23
Written, Oral, and Performance Tests New and/or Revised	141	71
ASES PROGRAM SUMMARY OF ACTIVITIES		
NCLB Examinations Given	24	24
Livescans Processed	15	20

Lompoc Unified School District is an Equal Opportunity Employer. Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition.

For more information regarding Classified Human Resources and the Personnel Commission, visit the Lompoc Unified School District website: www.lusd.org

STAFF DEVELOPMENT/TRAININGS OFFERED		
2014/2015: Escape Training; PERS Retirement Workshop; How to Identify Homeless / Transitional /Foster Youth & the Law ; Bilingual Skills; Asbestos Training; Know Your Rights / CSEA; CPR/FIRST AID; ONLINE TRAINING TOPICS FROM WWW.GETSAFETYTRAINED.COM including: Back Injury Prevention, Classroom Safety, Custodial Safety, Ergonomics in the Workplace, Office Safety, Safety Essentials – Existing Employees, Slip, Trip & Fall Prevention, Workplace Injury and Illness Prevention, Staff and Student Relationships, Drug and Alcohol Free Workplace, Sexual Harassment (Non Supervisors), Stress Management, Violence in the Workplace		
ETHNICITY OF EMPLOYEES IN THE WORKPLACE		
	2014-2015	2013-2014
Regular Classified Employees	462	416
-Male/Female	138/324	121/295
White/Other - Male	81	77
White/Other - Female	222	194
Hispanic - Male	38	31
Hispanic - Female	86	83
Am. Indian/Alaskan Native-Male	3	1
Am/ Indian/Alaskan Native-Female	3	3
Asian/Pacific Islander-Male	6	6
Asian/Pacific Islander-Female	7	9
African American - Male	10	6
African American - Female	6	6
Substitute Classified Employees	220	231
-Male/Female	46/174	52/179