

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

	2013-2014
Classified Positions	<ul style="list-style-type: none"> Licensed Vocational Nurse
Management / Confidential Positions	<ul style="list-style-type: none"> Accounting Manager

PERSONNEL COMMISSIONERS

Gayle Higgason - Chairperson

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

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.

Joyce Gehlhaar - Member

Mrs. Joyce Gehlhaar is the CSEA Appointee for the Personnel Commission. She has been a Personnel Commissioner since December 1, 2005. Joyce was employed with LUSD for over twenty years. Prior to retiring from LUSD, she worked as the District Library Specialist. As a former classified employee, Joyce has a wealth of knowledge and understanding of the District and the issues faced by classified employees.

LOMPOC UNIFIED SCHOOL DISTRICT Classified Human Resources Personnel Commission 2013-2014 ANNUAL REPORT



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 (2016)
Hector Samaniego, Vice-Chairperson (2015)
Joyce Gehlhaar, Member (2014)

Personnel Commission Staff

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

SUMMARY OF EMPLOYMENT ACTIVITIES

	2012-2013	2013-2014
Employee Appointments - Probationary	44	43
Substitute Employees Hired-Including NDA's	90	87
Student Assistants Hired	7	6
Employment Change in Status	118	109
Employee Promotions	14	12
Terminations - Due to Inactivity	30	14
Resignations (Regular and Subs)	47	30
Retirements	11	3
Terminations	7	7
Leaves of Absence Recommended	2	5
Leaves of Absence Not Recommended	1	1
Return from Leaves of Absence	1	3
39-Month Reemployment List	1	2
63-Month Reemployment List	4	4

CLASSIFICATION ACTIONS

Classified Job Title Changes and/or Job Description Update	6	2
Management/Supervisor Job Title Changes and/or Job Description Update	2	None

SUMMARY OF RECRUITMENT ACTIVITIES

	2012-2013	2013-2014
Applications Received	323	364
Applicants Tested	251	281
Applicants on Eligibility Lists	174	142
Eligibility Lists Established	25	23
Livescans Processed	134	136

TESTS ADMINISTERED / NEW TESTS CREATED

Written Examinations	21	24
Written/Supplementals	4	2
Qualifications Appraisal Interviews (QAI's)	23	22
Performance Evaluations	22	23
Written, Oral, and Performance Tests New and/or Revised	70	71

ASES PROGRAM SUMMARY OF ACTIVITIES

NCLB Examinations Given	15	24
Livescans Processed	17	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

2012/2013– Microsoft E-Learning on-line training courses; Rosetta Stone/Spanish on-line; Keyboarding; CPR/First Aid; Beginning, Intermediate, and Advanced Hands-on MS Excel and MS Word; PERS Retirement Planning Workshop; Zangle/Q User Group

2013/2014– Rosetta Stone; CPR/First Aid; Bus Driver Training; CalPers & Retirement Saving Workshops; Microsoft Excel; Bilingual Skills; Clerical Procedures; CNS Training, Library Tech Training; IA-SPED Training; Crossing Guard Training; Noon Aide Training/Orient.

ETHNICITY OF EMPLOYEES IN THE WORKPLACE

	2012-2013	2013-2014
Regular Classified Employees	393	416
-Male	119	121
-Female	274	295
White/Other - Male	76	77
White/Other - Female	183	194
Hispanic - Male	30	31
Hispanic - Female	77	83
Am. Indian/Alaskan Native- Male	1	1
Am/ Indian/Alaskan Native-Female	2	3
Asian/Pacific Islander - Male	7	6
Asian/Pacific Islander - Female	8	9
African American - Male	5	6
African American - Female	4	6
Substitute Classified Employees	111	231
-Male	34	52
-Female	75	179