PLEASE POST

PERSONNEL COMMISSION TORRANCE UNIFIED SCHOOL DISTRICT

Regular Meeting Tuesday, September 2, 2008, 3:30.p.m.

*** CLASSIFIED CONFERENCE CENTER ***

2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES Regular Meeting of August 12, 2008
- III. NEW BUSINESS
 - A. Approval of Eligibility Lists Associate Personnel Analyst
 Human Resources Assistant
 Purchasing Technician

Technology Support Specialist Vocational Assessment Technician

- B. Approval of Draft 2007-2008 Annual Report
- IV. INFORMATION ITEMS

Job Announcements:
Accounting Specialist
Behavior Analyst
Campus Security
Carpenter
Educational Assistant-Special Education-ASSISTT
Plumber
Senior Administrative Assistant-Educational Services
Supervisor-District Night Custodial Services
Testing Specialist

Next Regular Commission Meeting — September 16, 2008, 3:30 p.m.-District Office Board Room

Dedication of the Gene Drevno Community Day School – September 5, 2008, 10:00 a.m. – 2291 Washington Avenue, Torrance 2009 Statewide CSPCA Conference – February 5-8, 2009, San Diego, CA

- V. COMMENTS FROM STAFF
- VI. COMMENTS FROM PERSONNEL COMMISSIONERS
- VII. COMMENTS FROM THOSE IN ATTENDANCE
- VIII. ADJOURNMENT

Minutes of the Regular Meeting of the Personnel Commission August 12, 2008

CALL TO ORDER

The meeting was called to order by Dr. Klonecky at 3:30 p.m.

PRESENT

Personnel Commissioners:

Harold M. Klonecky, Ed.D. Owen H. Griffith, Ph.D.

Kris Koga, Ed.D., Director-Personnel Commission

Liane Kwan, Personnel Analyst

PLACE AND DATE OF MEETING

Torrance Unified School District Office Board Room, 2336 Plaza del Amo,

Torrance, August 12, 2008.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Dr. Klonecky.

APPROVAL OF MINUTES

-Regular Meeting of
July 15, 2008

Dr. Griffith moved, seconded by Dr. Klonecky, that the Minutes of the Regular Meeting of July 15, 2008 be approved. Motion carried 2/0.

SEATING OF COMMISSIONER – Ms. Gene Drevno Dr. Klonecky noted that Ms. Drevno notified the Personnel Commission of her intent to decline the Commissioner position due to health reasons..

APPROVAL OF **ELIGIBILITY LISTS-**Administrative Assistant, Audio-Visual and Telecommunications Equipment Technician, Child Development Enrollment Clerk I and II. **Educational Materials** Specialist, Food Services Assistant, High School Site Supervisor, Office Assistant II/III. Paraeducator-Tier I/II, Supervisor-Plumbing Maintenance

Dr. Griffith moved, seconded by Dr. Klonecky that the Eligibility Lists-Administrative Assistant, Audio-Visual and Telecommunications Equipment Technician, Child Development Enrollment Clerk I and II, Educational Materials Specialist, Food Services Assistant, High School Site Supervisor, Office Assistant II/III, Paraeducator-Tier I/II, Supervisor-Plumbing Maintenance be approved. Motion carried 2/0.

APPROVAL OF NEW JOB DESCRIPTION - SENIOR ADMINISTRATIVE ASSISTANT-EDUCATIONAL SERVICES Dr. Griffith moved, seconded by Dr. Klonecky, that the new job description of Senior Administrative Assistant-Educational Services be approved. Motion carried 2/0.

APPROVAL OF REVISED JOB DESCRIPTION-DISTRICT CUSTODIAL SUPERVISOR

Dr. Griffith moved, seconded by Dr. Klonecky, that the revised job description for District Custodial Supervisor be approved. Motion carried 2/0.

Mr. Isidro Herrera, Local 99 Job Steward, and Ms. Vilma Carrizales, Local 99 Board Member, stated that the duties in the revised job description have not changed from the original. Ms. Carrizales stated that it was not fair to upgrade this position when the District should be saving money.

Dr. Don Stabler, Deputy Superintendent-Administrative Services, clarified that the District Custodial Supervisor supervised the eleven (11) employees in the night crew that serviced several sites. Dr. Stabler added that due to a reorganization, the revised District Custodial Supervisor will now supervise twenty-nine (29) night custodians at LAUNCH Preschool, District Office, and elementary and middle school sites.

INFORMATION ITEMS

Job Announcements:

Associate Personnel Analyst Technology Support Specialist

Purchasing Technician

Vocational Assessment Technician

Next Regular Commission Meeting-

September 2, 2008, 3:30 p.m. - CLASSIFIED CONFERENCE CENTER

2009 Statewide CSPCA Conference - February 5-8, 2009, San Diego, CA

COMMENTS FROM STAFF

Dr. Koga announced that the Torrance Community Day School will be rededicated as the Gene Drevno Community Day School on Friday, September 5, 2008 at 10:00 a.m. She added that Ms. Drevno was a long-term classified employee with the school district, and is the first TUSD classified employee with a school dedicated in her honor.

COMMENTS FROM PERSONNEL COMMISSIONERS

Dr. Griffith said the dedication of the Community Day School to Ms. Drevno is quite appropriate since she has shown great commitment to the schools and community. He, however, was saddened that she cannot join the Personnel Commission.

Dr. Griffith announced Torrance Symphony's free Pops Concert at Wilson Park on August 24, 2008 at 1:30 p.m.

Dr. Klonecky thanked everyone for coming and expressing their concerns.

COMMENTS FROM THOSE IN ATTENDANCE

Ms. Sue Espinosa, Educational Assistant-Special Education-ASSISTT, explained she was one of few ASSISTT employees who opted out of the home-based services, and was told that she must be transferred from LAUNCH to other sites. She asked if the "grid" is considered her five day notice of transfer, and if she can request a rationale for the transfer.

Dr. Koga replied that the District has the right to administratively transfer an employee based upon the needs of the District, and that she can request a rationale for the transfer in writing.

ADJOURNMENT

Meeting adjourned at 4:02 p.m.

MISSION (TEMENT

Consistent with the Mission Statement of the Torrance Unified School District, the Personnel Commission provides essential service for classified positions in a cost-effective, responsive, pro-active, and professional manner with an emphasis on service excellence.

PERSONNEL COMMISSION GOALS

- Work closely with school management, staff, classified employees, and job applicants to improve customer service in the areas of recruitment, classification, salary recommendations, and employee relations.
- Support the District's management and classified employee training programs to enhance staff professional-
- Improve communications and operations with school management, staff, classified employees and job appli-
- of customized supplements, adding validity and reliability to test scores, and exploring selection certification concepts.

PERSONNEL COMMISSION OBJECTIVES

- Persistently revise and improve recruitment and selection processes to better meet District needs.
- Continue to revise, improve and update the TUSD Personnel Commission website with information for applicants, District administrators and employees, and other school districts.
- Explore various outreach efforts to attract a larger pool of qualified candidates.
- Update and revise the Personnel Commission's applicant tracking processes.
- Continue to research and develop effective ways to inform and communicate with all classified employees.
- Support the District's Equal Employment Opportunity Plan.
- Provide suggestions to the District's programs for staff training, development, ethics and character building.

Continue distribution of the Commission's agenda via

- email.

 Devision and make recommendations on the Demonsor
- Review and make recommendations on the Personnel Commission's telecommunications system.

Personnel Commissioners

Patrick J. Furey, Esq., Chair

Mr. Furey is a Senior Deputy County Counsel at the Children's Services Division of the Los Angeles County Counsel's Office. Mr. Furey is board member and currently serving his third term as president of the Torrance Education Foundation. He is also the president of the Northwest Torrance Homeowners Associate and a member of the City of Torrance Blue Ribbon Ethics Committee. Mr. Furey is the appointee of the classified union to the Personnel Commission.

Harold (Hal) M. Klonecky, Ed.D., Vice-Chair

Dr. Klonecky has been a member of the Personnel Commission since the inception of the Merit System in the District in 1989. He began his teaching career at North High School, and served as principal at Torrance High School from 1970 until his retirement in 1987. He is an avid golfer, walker and reader and continues to be active in the Torrance community. He is the appointee of the other two commissioners.

Owen H. Griffith, Ph.D., Member

Dr. Griffith was appointed to the Commission in May of 1999. He has been an active member in the District since first serving on the TUSD Board of Education from 1967 through 1995, with five terms as President. He continues to be active in many local and education-related organizations. He is the appointee of the TUSD Board of Education.

PERSONNEL COMMISSION STAFF

Kris Koga, Ed.D. Director-Personnel Commission kkoga@tusd.org, ext. 6347

Liane Kwan Personnel Analyst lkwan@tusd.org, ext. 6341

Associate Personnel Analyst

Staff Assistant-Personnel Commission hsumi@tusd.org, ext. 6342

Hiroko Sumi

Vacant



Personnel Commission

2007-2008 Annual Report



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MERIT SY EMDISTRICT

and retention of the District's excellent classified staff. of the Merit System, especially in the recruitment, selection Commission is crucial to enforcing the rules and procedures District have operated under the Merit System since 1989 fundamental purpose is to ensure the employees are senity for applicants by requiring competition for positions. Its The Merit System is a system of rules and procedures simifitness, without favoritism and prejudice. The Personnel lected, promoted and retained on the basis of merit and lar to civil service. The system provides for equal opportu-The classified employees of the Torrance Unified School

2 2 2 C E A A

prets rules and regulations; and conducts disciplinary hear adjustments; conducts all classified recruitment and selec conducts classification studies; recommends equity salary mission rules that are binding on the District as a whole Commission establishes and amends the Personnel Comaccordance with the provisions of the Education Code, the tion processes; establishes procedures for transfers; inter-The Personnel Commission's purpose is multifaceted.

personnel in the state work under the framework of a Merit school districts. Almost 60 percent of all classified school The Merit System operates in approximately 97 California

MEETING INFORMATION

is invited to attend. 2336 Plaza del Amo. This is an open meeting and everyone of the month at 3:30 p.m. in the District Office Board Room, The Commission usually meets every first and third Tuesday

fied employees plinary appears and other areas of importance to all classiity lists, reclassifications, salary studies, rule changes, disci-The Commissioners meet to consider examinations, eligibil-

ACTIVITIES FOR ~ 97-2008

Recruitment & Selection

	2006-07	2007-08
umber of Applicants	1771	1473
pplicants Tested	1117	1005
pplicants Interviewed	729	540
pplicants Eligible	685	451
igibility Lists Created	66	70
ertification Lists Created	230	146
ansfer Requests Received	93	105
equisitions Received	93	105
equisitions Filled	218	137
equisitions Canceled/Held	69	38
ermanent Employees Hired	222	121
ubstitutes Employees Hired	109	232
/erage Recruitment Turnaround	N/A	27
lassification & Salary Recommendations	ndations	
Request for Reclassification		4
Positions Reclassified		0
Position Classifications Created		ω

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Position Classifications Revised	Position Classifications Created	Positions Reclassified	Request for Reclassification
ω	ω	0	4

of the survey is available in the Personnel Commission office. and other classifications were included in the survey. A copy termine like-pay for like-service. As is customary, benchmark An annual classified salary survey was conducted to help de-

State Reimbursable Funding

and contract administration in the amount of \$41,137.77 other things, accounted for such reimbursements classification studies, transfer requests and layoffs, among Commission provided documentation for salary surveys, reactivities regarding preparation for labor contract negotiations Fiscal Year 2007-08 costs were offset by State reimbursable (10.2 percent of the entire 2007-08 Commission Budget).

Classified Newsletter

sion office. asked by TUSD employees. Copies can be found on the Disnewsletter is derived from issues and questions frequently classified newsletter on a quarterly basis. The topic of each The Personnel Commission now publishes and distributes its trict website, Microsoft Outlook, and in the Personnel Commis-

Personnel Commissions perform the following:

- fitness, without favoritism, interference or influence. mission Rules and Merit System Law on merit and Ensure employees are hired in accordance with Com
- Protect applicants and employees from discriminatory
- ence requirements. Determine job-related educational and work experi
- Ensure objective, job-related tests
- Provide for establishment of eligibility lists
- ees and the public. Provide for announcement of job vacancies to employ
- Classify or reclassify positions.
- principle of like-pay for like-service. Recommend salary schedules consistent with the
- sion, and dismissal. Establish reasonable causes for demotion, suspen-
- ees who have been suspended, demoted or dis-Investigate and hear appeals of permanent employ

California Education Code § 45240-45320

TRAINING

skills and knowledge of the Merit System such as: agement organizations to maintain and enhance their and seminars sponsored by professional personnel man-Commissioners and staff participate in various activities

- California School Personnel Commissioners Association (CSPCA)
- Personnel Commissioners Association of Southern California (PCASC)
- Association of California School Administrators (ACSA
- International Public Management Association-Human Resources (IPMA-HR)
- Personnel Testing Council of Southern California (PTC ployee Selection Procedures (CODESP) Cooperative Organization for the Development of Em-
- tion (SCPMA) Southern California Personnel Management Associa
- Western Region Item Bank (WRIB)
- California School Employment Law Consortium