

**Minutes of the Regular Meeting of the Personnel Commission
November 15, 2005**

- CALL TO ORDER** The meeting was called to order by Dr. Griffith at 3:30 p.m.
- PRESENT** Personnel Commissioners:
Dr. Harold M. Klonecky (excused absence)
Dr. Owen H. Griffith
Mr. Steven M. Busch

Dr. Kris Koga, Director-Personnel Commission
Mr. Walt Heath, Associate Personnel Analyst
Mrs. Hiroko Sumi, Staff Assistant-Personnel Commission
- PLACE AND DATE OF MEETING** Torrance Unified School District Office Board Room, 2336 Plaza del Amo, Torrance, November 16, 2005.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Dr. Koga.
- MOTION TO ADD CLOSED SESSION ITEM** Mr. Busch moved, seconded by Dr. Griffith, to add a Closed Session-Consider Appointment or Employment of Public Employees (Director-Human Resources), Government Code § 54957. Motion carried 2/0.
- APPROVAL OF MINUTES –Regular Meeting of November 1, 2005** Mr. Busch moved, seconded by Dr. Griffith, that the Minutes of the Regular Meeting of November 1, 2005 be approved. Motion carried 2/0.
- APPROVAL OF ELIGIBILITY LISTS – Paraeducator-Tier I/Tier II** Mr. Busch moved, seconded by Dr. Griffith, that the Eligibility List – Paraeducator-Tier I/Tier II be approved. Motion carried 2/0.
- APPROVAL OF REORGANIZATION REPORT – Mr. Richard Ide, Consultant** Mr. Busch moved, seconded by Dr. Griffith, that the Reorganization Report – Mr. Richard Ide, Consultant be approved as follows:
- Revise the Class of **Deputy Superintendent-Business Services** in accordance with the attached Class Specification for **Deputy Superintendent-Administrative Services**.
 - Revise the Class of **Director-Human Resources** to **Director-Employee Resources** in accordance with the attached Class Specification.
 - Recommend that the Board revise the salary placement of **Director-Human Resources** at Range M3 to the Class of **Director-Employee Resources** on Range M6 of the Classified Management Salary Schedule to reflect the additional duties and responsibilities.
 - Create the Class of **Human Resources Analyst** in accordance with the attached Class Specification.

**APPROVAL OF
REORGANIZATION
REPORT – Mr. Richard
Ide, Consultant
(continued)**

- Recommend that the Board place the Class of **Human Resources Analyst** on Range 87 of the Classified Supervisory and Confidential Employees Salary Schedule.
- Create the Class of **Benefits Specialist** in accordance with the attached Class Specification.
- Recommend that the Board place the Class of **Benefits Specialist** on Range 18 of the Classified Salary Schedule–C, Bargaining Unit B–Clerical/Technical, which is the same as the Accounting Specialist.
- Revise the Class of **Accounting Specialist** in accordance with the attached Class Specification with no recommended salary change.
- Abolish the Classes of **Certificated Personnel Technician, Classified Personnel Operations Technician** and **Human Resources System (HRS) Technician**
- Create the new Class of **Human Resources Technician** in accordance with the attached Class Specification.
- Recommend that the Board place the Class of **Human Resources Technician** on Range 16 of the Classified Salary Schedule–C, Bargaining Unit B–Clerical/Technical, which is the same as the current class specifications.
- Revise the Class of **Manager-Employee Compensation to Manager-Payroll** in accordance with the attached Class Specification.
- Recommend that the Board place the Class of **Manager-Payroll** on Range 88 of the Classified Management Salary Schedule.

Motion carried 2/0.

Mr. Busch requested clarification of Mr. Ide's report referencing the certificated director position.

Dr. Koga pointed out that Mr. Ide was citing the Education Code in defining the designation between "classified" and "certificated." He noted that all positions are classified unless they perform duties outlined in the Code for more than 50 percent of the time. Dr. Koga further noted that when a classified position is advertised, every qualified person (certificated or classified) is eligible to apply. She cited the example of Dr. Stabler who is a certificated employee in a classified position. She continued with this example citing that if this position (Deputy Superintendent) were changed to certificated, the current (second in command position) Fiscal Services Officer would be barred from consideration since she is classified.

In response to Mr. Busch's inquiry as to whether this reorganization reflected a cost savings, Dr. Don Stabler, Deputy Superintendent, noted that the Sr. Director of Certificated Personnel would replace the former Assistant Superintendent-Human Resources position and that the Manager-Employee Compensation position (without the supervision of employee benefits) would become a lower level position of Manager-Payroll. He summarized that these changes would reflect no additional cost to the District.

APPROVAL OF INVOICE FOR LEGAL SERVICES (Merit System Ballot Measure)

Mr. Busch moved, seconded by Dr. Griffith, that the Invoice for Legal Services (Merit System Ballot Measure) in the amount of \$151.37 be approved. Motion carried 2/0.

Dr Koga noted that the total cost for legal services pertaining to Measure X totaled \$7,444.61. She pointed out that continuing legal fees would cease since the resounding defeat of Measure X.

INFORMATION ITEMS

Job Announcements:
Account-Payroll Clerk, Child Development Program Assistant-Tier I/Tier II, Child Development Instructor, Food Services Assistant, Instructional Assistant-Computer Lab and Office Assistant II, III.

Next Regular Commission Meeting:
December 6, 2005, 3:30 p.m., District Office Board Room

COMMENTS FROM STAFF

Dr. Koga thanked CSEA, Local 99, TTA and all employees/community members for supporting the Personnel Commission.

COMMENTS FROM PERSONNEL COMMISSIONERS

Dr. Griffith noted that he had attended several of the board candidate forums held throughout the City of Torrance in reference to Measure X.

Mr. Busch thanked Dr. Griffith for being a fine spokesperson for the Personnel Commission. He extended sincere appreciation to Maureen O'Donnell, Board of Education member, Hope Witkowsky, City Councilmember, Anna San Roman, CSEA Chapter 19 President, and Kathy Kelley, CSEA, Chapter 845, for their endorsement of the ballot statements.

COMMENTS FROM THOSE IN ATTENDANCE

Mr. Isidro Herrera, Shop Steward, SEIU Local 99, congratulated the Personnel Commission on defeating Measure X at the recent election.

Ms. Anna San Roman, CSEA Chapter 19 President, and Ms. Reta Twaitte, CSEA Chapter 845, congratulated the Personnel Commission on defeating Measure X.

ADJOURNMENT

The Commissioners adjourned from Closed Session at 4:16 p.m. with no action taken. The meeting was adjourned 4:17 p.m.