

**Minutes of the Regular Meeting of the Personnel Commission
August 9, 2005**

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

PRESENT Personnel Commissioners:
Dr. Harold M. Klonecky
Dr. Owen H. Griffith
Mr. Steven M. Busch
Ms. Kris Koga, Director-Personnel Commission
Mr. Walt Heath, Associate Personnel Analyst
Ms. Hiroko Sumi, Staff Assistant-Personnel Commission

PLACE AND DATE OF MEETING Torrance Unified School District Office Board Room, 2336 Plaza del Amo, Torrance, August 9, 2005.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Mr. Busch.

APPROVAL OF MINUTES –Regular Meeting of July 12, 2005 and the Special Meeting of July 26, 2005. Mr. Busch moved, seconded by Dr. Griffith, that the Minutes of the Regular Meeting of July 12, 2005 and the Special Meeting of July 26, 2005 be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LISTS – Administrative Assistant, Categorical Funding Specialist Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility Lists – Administrative Assistant and Categorical Funding Specialist be approved. Motion carried 3/0.

APPROVAL OF ANNUAL REPORT, 2004-2005 Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility Lists – Administrative Assistant and Categorical Funding Specialist be approved. Motion carried 3/0.

Mr. Busch requested that copies of the Annual Report be sent to each classified employee.

APPROVAL OF JOB DESCRIPTION – Director-Human Resources Mr. Busch moved, seconded by Dr. Griffith, that the Job Description – Director-Human Resources be approved. Motion carried 3/0.

APPROVAL OF REVISION JOB DESCRIPTIONS – Heavy Duty Diesel Mechanic and School Bus Driver Dr. Griffith moved, seconded by Mr. Busch, that the Revision of Job Descriptions – Heavy Duty Diesel Mechanic and School Bus Driver be approved. Motion carried 3/0.

RESULTS OF 2004-2005 LACOE CLASSIFIED SALARY SURVEY Ms. Koga pointed out that this item was provided for information noting that the County’s survey also showed TUSD classified employee salaries as below the median.

INFORMATION ITEMS Job Announcements: Health Clerk and Accounting Specialist.
Next Regular Commission Meeting:
September 6, 2005, 3:30 p.m.–**District Office Conference Room (DOCR)**

ADJOURNMENT The meeting was adjourned 4:21 p.m.