

**Minutes of the Regular Meeting of the Personnel Commission
September 6, 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
- PLACE AND DATE OF MEETING** Torrance Unified School District Office Board Room, 2336 Plaza del Amo, Torrance, September 6, 2005.
- PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Ms. Koga.
- APPROVAL OF MINUTES –Regular Meeting of August 9, 2005** Mr. Busch moved, seconded by Dr. Griffith, that the Minutes of the Regular Meeting of August 9, 2005 be approved. Motion carried 3/0.
- APPROVAL OF ELIGIBILITY LISTS – Health Clerk and Job Developer** Dr. Griffith moved, seconded by Mr. Busch, that the Eligibility Lists – Health Clerk and Job Developer be approved. Motion carried 3/0.
- APPROVAL OF REEMPLOYMENT LISTS – Certificated Personnel Technician, Instructional Assistant, Office Assistant II and Staff Secretary** Mr. Busch moved, seconded by Dr. Griffith, that the Reemployment Lists – Certificated Personnel Technician, Office Assistant II, and Staff Secretary be approved. Motion carried 3/0.
Ms. Koga noted that after several requests, the Instructional Assistant list had still not been received by the Personnel Commission. She noted that another request would be submitted to Human Resources.
- APPROVAL OF JOB DESCRIPTION – Adult Education Specialist** Mr. Busch moved, seconded by Dr. Griffith, that the Job Description – Adult Education Specialist be approved. Motion carried 3/0.
Ms. Koga noted that the Adult Education Principal, Richard Rose, had requested that a selective certification be performed in order to place a bilingual Spanish person in this position at the Hamilton Adult Center.
Commissioners moved to approve the job description but denied the request for selective certification of one particular language. They noted that the school district population consisted of over 81 different languages and that the specification of one particular language may create discriminatory selection and practices.
- INFORMATION ITEMS** Job Announcements: School Bus Driver, Heavy Duty Diesel Mechanic, Director-Human Resources, Instructional Assistant-Bilingual, Paraeducator-Tier I/Tier II, Pre-Employment Technician.
Next Regular Commission Meeting:
September 20, 2005, 3:30 p.m.–District Office Board Room
- ADJOURNMENT** The meeting was adjourned 4:07 p.m.