

**Minutes of the Regular Meeting of the Personnel Commission  
May 15, 2007**

- CALL TO ORDER**                    The meeting was called to order by Dr. Griffith at 4:31 p.m.
- PRESENT**                            Personnel Commissioners:  
Dr. Owen H. Griffith  
Dr. Harold M. Klonecky  
Patrick J. Furey, Esq.  
  
Dr. Kris Koga, Director-Personnel Commission  
Ms. Liane Kwan, Personnel Analyst
- PLACE AND DATE OF MEETING**                    Torrance Unified School District Office Board Room, 2335 Plaza del Amo, Torrance, May 15, 2007.
- PLEDGE OF ALLEGIANCE**                    The Pledge of Allegiance was led by Mr. Robin Fisher
- APPROVAL OF MINUTES –Regular Meeting of May 1, 2007**                    Dr. Klonecky moved, seconded by Mr. Furey, that the Minutes of the Regular Meeting of May 1, 2007. Motion carried 3/0.
- APPROVAL OF ELIGIBILITY LIST- Systems Support Specialist**                    Dr. Klonecky moved, seconded by Mr. Furey, that the Eligibility List – Systems Support Specialist be approved. Motion carried 3/0.
- APPROVAL OF RE-EMPLOYMENT LIST – Staff Secretary**                    Dr. Klonecky moved, seconded by Mr. Furey, that the Re-employment List – Staff Secretary be approved. Motion carried 3/0.
- APPROVAL OF 2007 RECLASSIFICATION STUDY – Mr. Richard Ide, Consultant**                    Dr. Klonecky moved, seconded by Mr. Furey, that this item be approved. Motion carried 3/0.  
  
Dr. Koga noted that the Reclassification Consultant conducted a second assessment on the positions addressed by written correspondence or verbal appeal on the May 1, 2007 Personnel Commission meeting.  
  
The following TUSD employees addressed the Commission:  
1. Mr. Robin Fisher, Manager-Material Support Services.  
2. Ms. Sharon Donald, Manager-Projects & Facilities.  
3. Ms. Marta Rasmussen, Office Assistant II, Hull Middle School.  
4. Mr. Isidro Herrera, Custodian, Torrance High School.  
5. Ms. Karen Brotter, Testing Coordinator.  
  
Ms. Judy Vega, SEIU Labor Representative, spoke on behalf of Isidro Herrera regarding the additional grounds maintenance duties he has been performing and expressed her frustration with District management in handling this matter.  
  
Dr. Koga explained that although Mr. Herrera missed his reclassification appointment due to illness, the consultant submitted a recommendation based upon the reclassification application. She noted that when a custodian performs custodial and grounds maintenance duties, there is a possibility of undefined lines between the two classifications, which may cause conflict over responsibilities between employees in both classifications.

Mr. Furey expressed concern that this situation is not being properly addressed by the District. He suggested a memo be sent to the District requesting a review of Mr. Herrera's position and duties to rectify the situation, stating that the Personnel Commission reserves the right to review the position in the next reclassification period.

Ms. Ana San Roman, CSEA Chapter 19 President, spoke on behalf of the elementary school secretaries.

Ms. Kathy Kelley, CSEA 845 Treasurer, spoke on behalf of the Office Assistant II incumbents.

**INFORMATION ITEMS**

Job Announcements:  
Food Services Transport Assistant  
Maintenance Supervisor (Electrical)

Next Regular Commission Meeting-  
June 5, 2007, 3:30 p.m. – District Office Board Room

**COMMENTS FROM STAFF**

Dr. Koga noted that the Personnel Commission Annual Salary Survey would be completed for the next Commission meeting.

Dr. Koga announced the newly revised Classified Employee Handbook (April 2007) is now available and can be downloaded from the Personnel Commission website or picked up at the Personnel Commission office.

**COMMENTS FROM  
PERSONNEL  
COMMISSIONERS**

Dr. Klonecky suggested announcing in the Classified Employee Newsletter that the newly updated Classified Employee Handbooks are available.

Dr. Griffith announced that the Torrance schools and Junior ROTC will participate in the 48<sup>th</sup> Annual Armed Forces Day Parade on Saturday, May 19, 2007 at the Torrance Cultural Arts Center.

Mr. Furey thanked everyone who worked on the reclassifications. He expressed hope that through the reclassification process inequities will be eliminated.

**COMMENTS FROM  
THOSE IN ATTENDANCE**

In response to Ms. Ralinda Phillips, School Secretary I, West High School, inquiry as to the next steps of the reclassification process, Dr. Koga noted that the approved reclassification report would be sent to Human Resources for placement on the Board of Education agenda with an effective date of July 1, 2007.

Ms. San Roman suggested distribution of the Classified Employee Handbook to all classified employees requesting one.

**ADJOURNMENT**

Meeting adjourned at 5:33 p.m.