

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
Tuesday
December 4, 2007
3:30 p.m.
District Office Board Room
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES – Regular Meeting of November 6, 2007
- III. NEW BUSINESS
 - A. Seating of Commissioner – Owen Griffith, Ph.D.
 - B. Election of Officers
 - C. Approval of Eligibility Lists –
Custodian
Language Assessment Proctor-Tier I/Tier II
Pre-Employment Technician
 - D. Approval of Revision to Job Description-Heavy Duty Diesel Mechanic
 - E. Approval of New Application for Reclassification-Job Description Questionnaire
 - F. Approval of Revision to Job Description-Staff Assistant-Staff Development
- IV. INFORMATION ITEMS
 - Job Announcements:
Child Development Instructor
Child Development Program Assistant-Tier II
Food Services Assistant
Grounds Maintenance Worker
School Bus Driver
 - Next Regular Commission Meeting –
January 15, 2008, 3:30 p.m.--District Office Board Room
 - PCASC Quarterly Dinner Meeting-December 5, 2007, 5:30 p.m.- Downey, CA
 - CSPCA Annual Conference -February 21-24, 2008, Westin Hotel, Millbrae, CA
 - PCASC Spring Conference-April 25-26, 2008-Hilton Irvine/Orange County Airport
- V. COMMENTS FROM STAFF
- VI. COMMENTS FROM PERSONNEL COMMISSIONERS
- VII. COMMENTS FROM THOSE IN ATTENDANCE
- VIII. CLOSED SESSION – Pending Litigation, Case No. BC 375230 [§ 54956.9]
- IX. ADJOURNMENT