

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
January 16, 2018

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of December 13, 2017
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Director-Nutrition Services
 - Language Assessment Proctor-Tier II (Spanish)
 - Language Assessment Proctor-Tier II (Vietnamese)
 - Paraeducator-Tier I/Tier II
 - Staff Assistant-Special Education
 - B. Requests for Advanced Step Placement –
 - Budget Specialist and Senior Fiscal Services Specialist
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Instructional Assistant-Computer Science
 - Job Coach
 - Nutrition Services Assistant II
 - Nutrition Services Satellite Operator II
 - Next Regular Commission Meetings (2018) –
 - February 20, 2018, 4:30 p.m. – Classified Conference Center
 - March 20, 2018, 4:30 p.m. – Classified Conference Center
 - April 17, 2018, 4:30 p.m. – Classified Conference Center
 - May 15, 2018, 4:30 p.m. – Classified Conference Center
 - June 19, 2018, 4:30 p.m. – Classified Conference Center
 - July 17, 2018, 4:30 p.m. – Classified Conference Center
 - August 21, 2018, 4:30 p.m. – Classified Conference Center
 - September 18, 2018, 4:30 p.m. – Classified Conference Center
 - October 16, 2018, 4:30 p.m. – Classified Conference Center
 - November 6, 2018, 4:30 p.m. – Classified Conference Center
 - December 4, 2018, 4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. COMMENTS FROM THOSE IN ATTENDANCE #2
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
December 13, 2017**

CALL TO ORDER The meeting was called to order by Dr. Muhammed at 4:31 p.m.

PRESENT Personnel Commissioners:

Terry K. Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Anil S. Muhammed, Ed.D., Member

Marion Schugt, Director-Personnel Commission

PLACE AND DATE OF MEETING Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, December 13, 2017.

PLEDGE OF ALLEGIANCE The Pledge of Allegiance was led by Commissioner Kuwahara.

APPROVAL OF MINUTES – Regular Meeting of November 14, 2017 Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of November 14, 2017, be approved. Motion carried 3/0.

ELECTION OF OFFICERS Commissioner Muhammed moved to nominate Commissioner Furey for Chair of the Personnel Commission, seconded by Commissioner Kuwahara. Motion carried 2/0.

Commissioner Furey moved to nominate Commissioner Kuwahara for Vice-Chair of the Personnel Commission, seconded by Commissioner Muhammed. Motion carried 2/0.

Commissioner Muhammed noted that as Director-Personnel Commission, Ms. Schugt will serve as Secretary to the Personnel Commission.

APPROVAL OF ELIGIBILITY LIST – Adult Education Instructional Assistant-Computer Science, Budget Specialist, Heavy Duty Diesel Mechanic, Instructional Assistant, Licensed Vocational Nurse, Nutrition Services Assistant I, Paraeducator-Tier I/Tier II, School Bus Driver, Senior Fiscal Services Specialist, Special Education Office Assistant Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the eligibility lists of Adult Education Instructional Assistant-Computer Science, Budget Specialist, Heavy Duty Diesel Mechanic, Instructional Assistant, Licensed Vocational Nurse, Nutrition Services Assistant I, Paraeducator-Tier I/Tier II, School Bus Driver, Senior Fiscal Services Specialist, Special Education Office Assistant, be approved. Motion carried 3/0.

INFORMATION ITEMS Next Regular Commission Meeting (2018) –
January 16, 2018, 4:30 p.m. – Classified Conference Center
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COMMENTS FROM STAFF Ms. Schugt wished everyone a wonderful holiday season.

COMMENTS FROM COMMISSIONERS The commissioners wished everyone happy holidays.

COMMENTS FROM THOSE IN ATTENDANCE #2 Kathy Kelley, CSEA Chapter 845 President, announced they petitioned to change the name of the unit to be more representative of all the classifications and will now be referred to as Torrance Student Support Staff 845.

ADJOURNMENT Meeting adjourned at 4:36 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

January 9, 2018

TO: PERSONNEL COMMISSIONERS
Terry Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Anil Muhammed, Ed.D., Member

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: ADVANCED SALARY PLACEMENT –
Budget Specialist and Senior Fiscal Services Specialist

BACKGROUND:

Attached is memorandum from Ms. Judy Chai, Fiscal Services Officer, requesting advanced salary placement for the new Budget Specialist-Joseph Schugt and Senior Fiscal Services Specialist-Jasmine Bassett. In accordance with Personnel Commission Rule 17.2.1, Ms. Chai is requesting that the new Budget Specialist and Senior Fiscal Services Specialist be granted advanced step placement at Step 2, Range 21, on the Classified Clerical/Technical Employees Salary Schedule.

The request is based on substantial years of valuable experience in the area of accounting and possession of additional related degrees.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive experience beyond what is minimally required; (2) additional education beyond what is minimally required; and/or (3) extreme difficulty in recruitment for the particular position.



salary advancement

Judy Chai <chai.judy@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>
Cc: Tim Stowe <stowe.tim@tUSD.org>, Chris Diaz <diaz.chris@tUSD.org>

Mon, Dec 18, 2017 at 2:43 PM

Marion, Under Personnel Commission Rule 17.2.1, I respectfully request that the new Budget Specialist and the new Senior Fiscal Services Specialist be granted advanced step placement at Step 2, Range 21 on the Classified Clerical/Technical Employees Salary Schedule.

Both Joseph Schugt (Budget Specialist) and Jasmine Bassett (Senior Fiscal Services Specialist) have education beyond the requirements established for entry into their classes.

If I may answer any additional questions, please feel free to contact me. Thank you for your assistance in recruiting quality candidates for our division.

Judy