

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
October 17, 2017

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC HEARING – APPOINTMENT OF COMMISSIONER
- IV. APPROVAL OF MINUTES – Special Meeting of September 18, 2017 and Regular Meeting of September 19, 2017
- V. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- VI. NEW BUSINESS
 - A. Approval of Appointment of Commissioner – Commissioners' Appointee
 - B. Approval of Eligibility Lists –
 - Budget Specialist
 - Computer Support Technician
 - Health Services Assistant
 - Nutrition Services Assistant II
 - Paraeducator-Tier I/Tier II
 - C. Approval of Advanced Step Placement – Computer Support Technician
 - D. Approval of Revised Job Description – Heavy Duty Diesel Mechanic
- VII. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Assessment and Attendance Technician
 - Behavior Analyst
 - Budget Specialist
 - Child Development Instructor
 - College-Career Counseling Coordinator
 - Director-Purchasing and Communication Services
 - Licensed Vocational Nurse
 - Paraeducator-Tier I/Tier II
 - Special Education Office Assistant
 - Next Regular Commission Meetings (2017) –
 - October 17, 2017 4:30 p.m. – Classified Conference Center
 - November 14, 2017 4:30 p.m. – Classified Conference Center
 - Wednesday, December 13, 2017** 4:30 p.m. – Classified Conference Center
- VIII. COMMENTS FROM STAFF
- IX. COMMENTS FROM PERSONNEL COMMISSIONERS
- X. COMMENTS FROM THOSE IN ATTENDANCE #2
- XI. CLOSED SESSION – Pursuant to Section 54954.5(e) to 54957 –
Public Employee Discipline/Dismissal/Release
- XII. ADJOURNMENT

**Minutes of the Special Meeting of the Personnel Commission
September 18, 2017**

CALL TO ORDER	The meeting was called to order by Dr. Muhammed at 9:08 a.m.
PRESENT	Personnel Commissioners: Anil S. Muhammed, Ed.D., Chair Terry K. Furey, Vice-Chair Gary Kuwahara, CPA, Member Marion Schugt, Director-Personnel Commission Attorney Kristine Kwong, PC Legal Counsel
PLACE AND DATE OF MEETING	District Office Board Room, 2336 Plaza del Amo, Torrance, September 18, 2017.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Commissioner Furey.
CLOSED SESSION	The Commissioners met in closed session to discuss: A. Pursuant to Government Code Section 54954.5(e) to 54957 – Public Employee Discipline/Dismissal/Release
ADJOURNMENT	Meeting adjourned at 11:45 a.m.

**Minutes of the Regular Meeting of the Personnel Commission
September 19, 2017**

CALL TO ORDER	The meeting was called to order by Dr. Muhammed at 4:30 p.m.
PRESENT	Personnel Commissioners: Anil S. Muhammed, Ed.D., Chair Terry K. Furey, Vice-Chair Gary Kuwahara, CPA, Member Marion Schugt, Director-Personnel Commission
PLACE AND DATE OF MEETING	Classified Conference Center, 2336 Plaza del Amo, Torrance, September 19, 2017.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Commissioner Kuwahara.
APPROVAL OF MINUTES – Regular Meeting of August 15, 2017	Commissioner Furey moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of August 15, 2017, be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LIST – Assistant Director-Nutrition Services, Career Planning and Placement Coordinator, Electrician, Library Media Technician, Licensed Vocational Nurse, Occupational Therapist	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the eligibility lists of Assistant Director-Nutrition Services, Career Planning and Placement Coordinator, Electrician, Library Media Technician, Licensed Vocational Nurse, Occupational Therapist, be approved. Motion carried 3/0.
APPOINTMENT OF COMMISSIONER – COMMISSIONER’S APPOINTMENT	Commissioner Furey and Commissioner Kuwahara announced that they intend to reappoint Commissioner Muhammed. A public hearing will be held on October 17, 2017.
APPROVAL OF ADVANCED STEP PLACEMENT – ASSISTANT DIRECTOR-NUTRITION SERVICES	Commissioner Furey moved, seconded by Commissioner Kuwahara, that Lillian Ivanov, receive advanced step placement to Step 3, Range 94, on the Classified Management Employees Salary Schedule, effective as of the date of hire. Motion carried 3/0.
APPROVAL OF ADVANCED STEP PLACEMENT – OCCUPATIONAL THERAPISTS	Ms. Schugt amended the item to state the request will be for approval at Step 3, Range A40. Commissioner Kuwahara moved, seconded by Commissioner Furey, that Sylvia Kim and Kathryn Haas, receive advanced step placement to Step 3, Range A40, on the Classified Aide/Instructional Assistant/ Paraprofessional Employees Bargaining Unit C Salary Schedule, effective as of the date of hire. Motion carried 3/0.
APPROVAL OF MEETING DATE CHANGE FOR DECEMBER 5, 2017.	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Regular Meeting of the Personnel Commission on December 5, 2017 be moved to Wednesday, December 13, 2017 at 4:30 PM in the Classified Conference Center. Motion carried 3/0.
APPROVAL OF PROPOSED 2018 PERSONNEL COMMISSION MEETING SCHEDULE	Commissioner Kuwahara moved, seconded by Commissioner Furey, that proposed 2018 Personnel Commission meeting schedule, be approved. Motion carried 3/0.
APPROVAL OF 2016-2017 Annual Report	Commissioner Kuwahara moved, seconded by Commissioner Furey, that 2016-2017 Annual Report, be approved. Motion carried 3/0.
INFORMATION ITEMS	Next Regular Commission Meeting (2017) – October 17, 2017 4:30 p.m. – Classified Conference Center November 14, 2017 4:30 p.m. – Classified Conference Center December 13, 2017 4:30 p.m. – Classified Conference Center
COMMENTS FOR PERSONNEL COMMISSIONERS	Commissioner Muhammed expressed his appreciation to Commissioner Furey and Commissioner Kuwahara for the nomination.
ADJOURNMENT	Meeting adjourned at 4:44 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

October 11, 2017

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

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: ADVANCED SALARY PLACEMENT – Computer Support Technician

BACKGROUND:

Attached is memorandum from Mr. Gil Mara, Chief Educational Technology and Information Services Officer, requesting advanced salary placement for the new Computer Support Technician, Anibal Corsi. In accordance with Personnel Commission Rule 17.2.1, Mr. Mara is requesting that the new Computer Support Technician be granted advanced step placement at Step 3, Range 23, on the Classified Operations and Support Salary Schedule.

The request is based on substantial years of valuable experience in the area of computer support from a comparable public school district.

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 school district experience; (2) District salary reflected a decrease for the valued applicant; and/or (3) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Mr. Gil Mara, Chief Educational Technology and Information Services Officer for Anibal Corsi to Step 3, Range 23, on the Classified Operations and Support Salary Schedule for the position of Computer Support Technician, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

Re: Anibal Corsi

1 message

Gil Mara <mara.gil@tUSD.org>

Tue, Oct 3, 2017 at 1:37 PM

To: "Schugt, Marion" <Schugt.Marion@tUSD.org>

Marion,

This is to request that Anibal Corsi be placed on step 3, range 23 of the classified operations and support schedule. He is the selected candidate for the Computer Support Technician. Mr. Corsi was employed by the Pasadena Unified School District for thirteen years and has valuable experience in the K-12 environment.

Gil Mara
Chief Ed Tech and Information Services Officer
Torrance Unified School District
2336 Plaza Del Amo | Torrance, CA 90509
310-972-6500
www.tUSD.org

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

October 11, 2017

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

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: APPROVAL OF REVISED JOB DESCRIPTION – Heavy Duty Diesel Mechanic

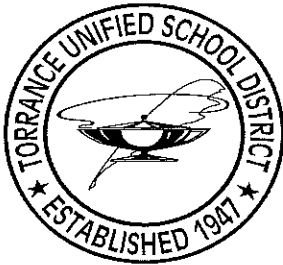
BACKGROUND

The enclosed memorandum from Mark Plumb, Manager-Transportation, encompasses a request to revise the job description of Heavy Duty Diesel Mechanic.

The proposed revisions reflect a rewording of existing duties and requirements to make them more align to the current changes that have occurred within the transportation and repair sector. The District transitioned to utilizing alternative fuel vehicles and the recommended changes to the minimum qualifications are necessary to meet these standards. These changes are not sufficient to alter the salary allocation.

DIRECTOR RECOMMENDATION

It is recommended that the revised job description of Heavy Duty Diesel Mechanic be approved with no change in salary.



TRANSPORTATION DEPARTMENT
MEMORANDUM

Date: October 10, 2017
To: Marion Schugt
From: Mark Plumb, Manager – Transportation & Safety
Subject: Revision of Job Description for
Heavy Duty Diesel Mechanic

Due to the time since the last revision of this job description, and the changes in the field regarding fuel types and the obsolete shop practices, we found that a review of this job description was in order.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: HEAVY DUTY DIESEL MECHANIC

BASIC FUNCTION:

Under the direction of the ~~Mechanic Supervisor-Transportation~~, perform journey-level mechanical repair and maintenance on District school buses, trucks and other diesel, alternative fuel vehicles (compressed natural gas (CNG), electric) or ~~gas-powered~~ mechanical or automotive equipment; maintain, repair or replace various systems and components, including electrical, brakes, transmissions, differentials, steering and cooling systems; assure buses meet CHP safety and operation requirements.

REPRESENTATIVE DUTIES:

Perform skilled mechanical repair and maintenance on District school buses and other diesel ~~or gas-powered~~, alternative fuel or mechanical or automotive equipment to maintain in a safe and proper operating condition. *E*

Inspect and diagnose mechanical defects in school buses, trucks, automobiles, backhoes, mowers, tractors and other mechanical equipment. *E*

Perform road tests to diagnose needed repairs and to test completed repairs; ~~assure buses meet California Highway Patrol inspection requirements.~~ Perform scheduled preventative maintenance safety checks and inspections as required; assure compliance with California Highway Patrol school bus maintenance regulations and other requirements; prepare related documentation. *E*

Perform complete overhauls on transmissions, differentials and clutch systems; repair or remove and replace rear end and front end systems in buses and other vehicles. *E*

Perform complete overhauls on hydraulic air brake systems; repair and adjust air and hydraulic brakes; design and install high-pressure hoses for hydraulic brakes, power steering, air lines and oil pressure hoses. *E*

Tune, repair and rebuild diesel and gas engines; disassemble motors and repair and replace parts; recondition and adjust ignition and carburetor systems; service and maintain fuel and cooling systems. *E*

Align wheels, make body and fender repairs and perform minor sanding and painting of buses as needed; operate wire and gas welding equipment to repair and fabricate metal parts. *E*

Repair electrical systems in vehicles; install and repair generators, starters, lighting systems, buzzers, warning devices and wiring; inspect, repair and replace wheel bearings, fuel pumps, water pumps and injector pumps; inspect, clean and replace air and fuel filters. *E*

Grind valves and perform welding; make parts on lathe and mill; rebuild equipment as needed. *E*

Operate electronic testing equipment and other hand and power tools; operate a tire changer, and wheel balancer ~~and flywheel surface machine.~~ *E*

Replace or repair windows, doors, emergency exits, floors and seats on buses and vehicles. *E*

Communicate with vendors to obtain required parts and supplies; drive to vendors and other locations to pick up and deliver parts, equipment and vehicles. *E*

Maintain records of repairs, parts used and names of suppliers; prepare and maintain records of work orders and work performed. *E*

Conduct periodical mechanical safety checks on buses as mandated by law. *E*

Steam clean engines and transmissions; maintain the garage area in a clean, orderly and safe working condition. *E*

Respond to emergency road service calls and perform repairs as needed. *E*

Perform lubrication, oil changes, battery maintenance, tire changes and repairs, and servicing of equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of gasoline and diesel-powered internal combustion engines and alternative fuel vehicles (CNG, electric).

Methods, tools, equipment and materials used in journey-level repair and maintenance of motorized equipment.

Air and hydraulic brake systems and components.

Operation and use of electrical testing equipment, lathes, milling machines, tire changer and balancer, and welding equipment.

Health and safety regulations and procedures.

Proper lifting techniques.

ABILITY TO:

Diagnose mechanical difficulties.

Operate shop equipment and tools including electronic testing equipment, welders and lathes.

Make major and minor repairs to a variety of automatic equipment.

Estimate labor and cost of materials for repairs as needed.

Understand and follow oral and written directions.

Lift heavy objects.

Observe legal and defensive driving practices.

Maintain routine records related to work performed.

Work cooperatively with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in gas and diesel engine and alternative fuel vehicles (CNG, electric) repair and four years increasingly responsible automotive repair experience, including large diesel buses, trucks, tractors and other large equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license with "Passenger" endorsement within six (6) months of employment.

Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 75 pounds.