

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
May 15, 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 April 17, 2018
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Approval of Eligibility Lists –  
Licensed Vocational Nurse  
Paraeducator-Tier I/Tier II
  - B. Approval of Re-Employment List – Instructional Assistant
  - C. Approval of 2018 Reclassification Report
    - a. Approval of New Job Description – Senior Administrative Assistant-ETIS
    - b. Approval of New Job Description – Senior Buyer
- VI. INFORMATION ITEMS
  - Job Announcements:  
Budget Specialist  
School Staff Assistant I  
Staff Secretary
  - Next Regular Commission Meetings (2018) –

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  
April 17, 2018**

**CALL TO ORDER** The meeting was called to order by Commissioner Furey at 4:30 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, April 17, 2018.

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

**PUBLIC HEARING – PERSONNEL COMMISSION BUDGET – 2018-2019** Commissioner Furey opened the public hearing requesting input on the Personnel Commission Budget – 2018-2019.

Upon hearing no comments, Commissioner Furey requested a motion to close the public hearing. Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the public hearing be closed. Motion carried 3/0.

**APPROVAL OF MINUTES – Regular Meeting of March 20, 2018** Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of March 20, 2018, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST – Adult Education Specialist, Budget Specialist, Campus Security, Child Development Program Assistant-Tier II, Language Assessment Proctor-Tier II (Korean), Language Assessment Proctor-Tier II (Spanish), Material Support Technician, Nutrition Services Assistant I, Occupational Therapist, Paraeducator-Tier I/Tier II** Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the eligibility lists of Adult Education Specialist, Budget Specialist, Campus Security, Child Development Program Assistant-Tier II, Language Assessment Proctor-Tier II (Korean), Language Assessment Proctor-Tier II (Spanish), Material Support Technician, Nutrition Services Assistant I, Occupational Therapist, Paraeducator-Tier I/Tier II, be approved. Motion carried 3/0.

**APPROVAL OF REVISED JOB DESCRIPTION – Testing Coordinator** Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the revised job description of Testing Coordinator, be approved. Motion carried 3/0.

**APPROVAL OF PERSONNEL COMMISSION BUDGET – 2018-2019** Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the 2018-2019 Personnel Commission budget, be approved. Motion carried 3/0.

**INFORMATION ITEMS**

Next Regular Commission Meeting (2018) –

May 15, 2018,	4:30 p.m. – Classified Conference Center
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December 4, 2018,	4:30 p.m. – Classified Conference Center

**ADJOURNMENT** Meeting adjourned at 4:40 p.m.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

May 7, 2018

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: APPROVAL OF 2018 RECLASSIFICATION STUDY – Valerie Spolsky

This memorandum forwards Valerie Spolsky's Reclassification Report on the above-referenced subject.

In accordance with Personnel Commission Rule 3.3 (Reclassification), reclassification requests were received between January 15, 2018 and February 16, 2018. Note: An additional day was added to the deadline due to the holiday.

The Commission received three (3) requests for review. The report covers two (2) requests as one (1) incumbent withdrew from the process.

I have reviewed and evaluated the report, and copies have been sent to each person who requested a reclassification. Copies of the report are hereby provided to Dr. Tim Stowe, Deputy Superintendent-Administrative Services, and the relevant union representative.

The report from the consultant, as well as the recommended job descriptions for two (2) new classified positions, Senior Administrative Assistant-ETIS and Senior Buyer are attached.

**DIRECTOR RECOMMENDATION**

- That the 2018 Reclassification Report, be approved.
- That the new job description of Senior Administrative Assistant-ETIS on the Classified Salary Schedule Bargaining Unit B-Clerical/Technical at Range 30, \$5119-\$6220 per month, be approved.
- That that new job description of Senior Buyer on the Classified Salary Schedule Bargaining Unit B-Clerical/Technical at Range 34, \$5647-\$6863 per month, be approved.

**Classification Study:** Administrative Assistant  
**Incumbent:** Ms. Veronica Flores  
**Supervisor:** Mr. Gil Mara, Chief Educational Technology and Information Services (ETIS) Officer

**Background:**

A classification request was submitted for Ms. Veronica Flores, incumbent in the current classification of Administrative Assistant. The incumbent has been in this position for more than 2 years. This position is housed in Torrance Unified School District, Education Technology and Information Services (ETIS) Department.

The Human Resources Consultant reviewed the submitted written information (Position Description Questionnaire), and conducted fact finding meetings with the incumbent and their supervisor, to discuss the duties and responsibilities of the position of Administrative Assistant. The Human Resources Consultant met with the incumbent's supervisor, Mr. Gil Mara, Chief Educational Technology and Information Services Officer on March 8, 2018.

**Summary and Conclusion:**

The Human Resources Consultant reviewed other related classifications currently in use in the District: Office Assistant, Senior Administrative Assistant, Senior Administrative Assistant-Education Services, and Executive Assistant in order to determine the appropriate classification placement for the duties and responsibilities currently being performed in the position and in order to maintain internal alignment within the District's current classification structure.

The position is required to have considerable training and experience in order to perform the full range of the secretarial and administrative support responsibilities and to resolve recurring problems. The work is structured in nature. The supervisor sets the priority of assignments and the position uses initiative to carry out recurring assignments independently without specific instruction, but refers more complex problems or issues to the supervisor for guidance and resolution. Regulations, rules and standard office procedures have been established, and resources are available (Ex. Department guidelines, Board policies, District guidelines, standardized forms, dedicated software system instructions and manuals, account codes, etc.), and the position uses judgment in selecting the most appropriate resources to complete assigned work and resolve problems.

The position held by the incumbent serves a Cabinet-level administrator, so the next step taken was to review administrative support positions serving Cabinet-level administrators and identify their relative employee/supervisor reporting relationships. At Cabinet-level administration it was found that Administrative Assistant positions typically report directly to a Senior Director (ie. Sr. Director – Human Resources, Sr. Director – Secondary Schools, Sr. Director – Elementary Schools). Senior Administrative Assistant positions typically report directly to the Deputy Superintendent and the Chief Academic Officer). In the current employee/supervisor reporting relationship structure within Cabinet administration, it would be reasonable to assign the Chief Educational Technology and Information Services Officer with the same employee/supervisor reporting relationship as that currently assigned to the Chief Academic Officer.

After a thorough review of the written information (Position Description Questionnaire), review of related administrative support classification descriptions, identification of the relative placement of the position within the organization and its reporting relationship to the Chief Educational Technology and Information Services Officer, and having met and discussed the position requirements with the administrator in charge, it has been determined that the current duties and responsibilities performed by the position are similar in nature to those performed by Senior Administrative Assistant and that the position should be reclassified.

**Recommendation:**

Based on a review of the information provided, it is recommended that this position be reclassified as Senior Administrative Assistant on the Torrance Unified School District Classified Salary Schedule, Bargaining Unit B – Clerical/Technical.

**Classification Study:** Buyer  
**Incumbent:** Ms. Diana M. Kean  
**Supervisor:** Ms. Gioconda Padilla, Director–Purchasing and Communication Services

**Background:**

A classification request was submitted by Ms. Diana Kean, incumbent in the current classification of Buyer. The incumbent has been in this position for approximately four years and six months. This position is housed in Torrance Unified School District, Purchasing Department.

The Human Resources Consultant reviewed the submitted written information (Position Description Questionnaire), and conducted fact finding meetings with the incumbent and their supervisor, to discuss the duties and responsibilities of the position of Buyer. The Human Resources Consultant met with the incumbent on February 28, 2018; and met with the incumbent’s supervisor, Ms. Gioconda Padilla on March 2, 2018.

**Summary and Conclusion:**

The Human Resources Consultant reviewed other classifications currently in use in the District in order to determine the appropriate classification and compensation placement for the duties and responsibilities currently being performed in the position and in order to maintain internal alignment within the District’s current classification structure.

The position requires practical knowledge of an extensive body of rules, regulations, and established procedures in order to complete the work. The position is responsible for keeping current with trends in the industry, and attends conferences and trainings and reviews current codes, policies, rules, and regulations governing the work. The position uses judgment in interpreting and adapting guidelines and regulations for application to specific work related issues. The position is responsible for independently planning and carrying out the work assignments, resolving most of the conflicts that arise, and coordinating the work with other District and outside agency personnel as necessary. The position keeps the supervisor informed of progress and potentially controversial matters. Guidelines and resources are available to assist in completing work (i.e. State regulations/requirements, Department of Industrial Relations (DIR) requirements and forms, Public Works Contracts requirements and forms, Purchasing Operations Handbook, Education Code, Board Policies, District guidelines and reporting requirements, standardized forms, dedicated software system instructions and manuals, accounting codes, etc.), and the position uses judgment in selecting the most appropriate resources to complete assigned work and resolve problems.

After a thorough review of the written information (Position Description Questionnaire), review of related classification descriptions, and having met and discussed the position requirements with the incumbent and the administrator directly involved with the work performed as noted above, it has been determined that the duties and responsibilities of this position are inconsistent with the current classification of Buyer and that the position is not properly classified.

**Recommendation:**

The Director-Purchasing and Communications Services has indicated that the business objectives of the department have changed in response to additional reporting and monitoring requirements in relation to construction and modernization projects, ongoing facilities’ needs, as well as procurement of goods and services for the District. With these additional reporting and monitoring requirements, it is recommended that a senior-level classification be developed in order to allow the Purchasing department to serve in a lead capacity in order to meet the business demands placed on the District due to these requirements, and to plan and build efficiencies within the department.

Based on a review of the information provided by the District employee and supervisor, as well as information obtained from the various educational agencies having classifications with similar scope of work performed, it is recommended that the position under study (Buyer), be reclassified to a classification more appropriate for the scope of work currently being performed by the incumbent.

The proposed new classification will have responsibility for the development and refinement of departmental procedures, and in the prioritization of activities for the work unit. The position will provide training and ongoing technical guidance for department staff serving under their leadership. The position will be responsible for preparing a variety of narrative and statistical reports, and composing communications to department staff, District administrators and external agency representatives in order to assist in the provision of quality services to its clients and the District.

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: SENIOR ADMINISTRATIVE ASSISTANT–ETIS

#### BASIC FUNCTION:

Under the direction of the Chief Educational Technology and Information Services (ETIS) Officer, perform a wide variety of specialized and responsible secretarial and administrative support duties related to Educational Technology and Information Services; organize and coordinate office activities and communications to assist the Chief Educational Technology and Information Services Officer in all ETIS services throughout the school district.

#### REPRESENTATIVE DUTIES:

Provide executive assistance to the Chief Educational Technology and Information Services Officer by performing a wide variety of highly responsible and specialized complex secretarial and administrative assistant duties working independently in support of functions assigned by the Chief Educational Technology and Information Services Officer; interpret and apply rules and regulations as appropriate; perform duties with administrative details as appropriate. *E*

Coordinate communication between the Chief Educational Technology and Information Services Officer, as well as other District Office personnel. Coordinate communication with site administrators and teachers, employee unions, educational institutions, outside civic and service organizations, vendors and parents to provide information; coordinate activities and resolve problems. *E*

Assist the Chief Educational Technology and Information Services Officer with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators. *E*

Plan and schedule major events, such as conferences, school district meetings, and staff development attended by District personnel, students, parents, coordinating sponsors and participants, monitor funding, applications of participants and communication as appropriate. *E*

Perform a variety of tasks associated with the preparation, revision, and administration of the District's Local Education Achievement Plan, Comprehensive Educational Achievement Plan, Technology Plan, and Curriculum Development and Educational Materials Handbook, and Strategic Plan which includes committee meetings. *E*

Research, review, check, correct and compile a variety of information; including assisting state auditors, verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required. *E*

Prepare and maintain a variety of records, logs and files including staff development information and attendance records; start of school enrollment numbers to determine teacher staffing; high school course outlines and course number assignments; grants received and accounting of grant funds spent; testing information and results; personnel requisitions; textbook sufficiency assurances to comply with state requirements; the TUSD school year calendar; and information of a confidential nature; maintain confidentiality of information and records. *E*

Conduct research of problems and situations, consulting with involved staff members, investigating procedures and gathering background materials. *E*

Consult with District personnel and others concerning specific issues and situations. *E*

Maintain the Chief Educational Technology and Information Services Officer's calendar; arrange for meetings of the Chief Educational Technology and Information Services Officer with various groups both within and outside the District; make travel arrangements as required. *E*

Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions. *E*

Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Chief Educational Technology and Information Services Officer in personal, electronic and telephone contacts and meetings. *E*

Coordinate, compile, research and prepare agenda materials for the Board and various committees pursuant to the Education Code and Brown Act. *E*

Provide assistance to the Board of Education and Committee members as needed, including research of questions and coordination of Board and Committee requests and activities. *E*

Respond to complaints, concerns, requests for information from students, parents staff and the general public regarding District programs, policies, procedures and regulations. Refer issues and complaints with confidentiality, tact, sensitivity, and expedite referrals to appropriate responsible party for resolution with expediency. Be sensitive and aware of our diverse and multicultural community. **E**

Coordinate numerous budgets, maintain spreadsheets, and accurately enter and monitor purchases related to grants, Instructional Materials Fund Realignment Program, testing professional development books, services and materials; and general office supplies and equipment. **E**

Independently research, compose and type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents. **E**

Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions. **E**

Operate a computer work station to maintain records and generate reports, lists and other materials; utilize word processing and other software as required. **E**

Train and provide work direction to departmental and school site clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality. **E**

Receive, process and route mail; order, issue and maintain department supplies, forms and equipment.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Record-keeping and report writing techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
District organization, operations, policies and objectives.  
Oral and written communication skills.  
Applicable sections of State Education Code and other applicable laws.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette dealing with the news media/press and the public.  
Operation of a computer work station and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment.

##### **ABILITY TO:**

Perform secretarial and administrative assistant duties.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Type at 50 words net per minute from clear copy.  
Work independently with little direction.  
Establish and maintain effective working relationships with others.  
Meet schedules and timelines.  
Prepare reports by gathering and organizing data from a variety of sources.  
Work confidentially with discretion.  
Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Work efficiently with many interruptions.  
Operate a variety of office equipment including computer workstations, calculator, typewriter, copiers and dictation equipment.  
Make arrangements for meetings and conferences locally and out of town; conferences, hotel, car rentals, etc.  
Maintain a variety of files, records and logs.  
Plan and organize work.  
Provide work direction to others as assigned.

#### **EDUCATION AND EXPERIENCE:**

Graduation from high school and four years of responsible secretarial experience involving the use of word processing and record-keeping software.

**LICENSES AND OTHER REQUIREMENTS:**

Some positions in this classification require the ability to take and transcribe dictation.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.

Adopted:



## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: SENIOR BUYER

#### BASIC FUNCTION:

Under general direction of the Director–Purchasing and Communication Services, assists in the coordination of work activities as related to the acquisition of supplies, materials, equipment and services; reviews, researches and analyzes contracts, construction/modernization projects and supporting documentation for the District.

#### REPRESENTATIVE DUTIES:

Serve as a liaison for vendors, contractors, subcontractors and District personnel to provide and obtain information, collaborate on special projects, and coordinate activities related to purchasing and procurement services. **E**

Prepare and review formal bids and documentation in accordance with Education Code, Public Contract Code and requirements. **E**

Analyze bids received and make recommendations to the Director on awarding contract. **E**

Compose and prepare bid specifications and Requests for Proposals (RFPs) for assigned areas of responsibility. **E**

Research and identify purchasing and procurement services information and provide information to administration as requested. **E**

Enter, update, review, verify and maintain purchasing and procurement information into a variety of dedicated database management systems. **E**

Interprets apply and communicate laws, rules, regulations and procedures as related to purchasing and procurement services. **E**

Provide procedural training and ongoing technical guidance to purchasing technical and clerical support staff. **E**

Participate in meetings and provide input to administration for future decision making in the areas of department policies, procedures and activities as related to purchasing and procurement services. **E**

Attend workshops and seminars to keep current with the industry, laws and regulations as related to purchasing and procurement services. **E**

Performs related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Principles and practices of public agency purchasing and procurement;  
Current laws, rules, regulations, and governance as applicable to purchasing and procurement services, including Education Code, Department of Industrial Relations (DIR), Public Works Contracts (PWC);  
Market practices and specific commodity trends related to school districts;  
Basic research methods;  
Conflict resolution methods and practices;  
Report preparation methods and techniques;  
Computer software applications, including Microsoft Office, Excel, and internet-based software;  
Principles and practices of database management and recordkeeping;  
Intermediate math;  
English usage, grammar, spelling and punctuation.

##### ABILITY TO:

Understand, interpret, apply, and explain applicable laws, rules, regulations, and policies;  
Use knowledge and judgment in applying appropriate methods and techniques to ensure speed, quality and consistency in work products;  
Effectively communicate information both orally and in writing;  
Prepare and write complex formal bid specifications;  
Work independently with little direction;  
Inform others in a timely manner; respond appropriately to the needs of customers;  
Establish and maintain effective work relationships with others in order to achieve shared goals;  
Maintain professional composure in demanding work situations;

Identify the central issue of a problem and differentiate relevant from irrelevant information;  
Perform accurate mathematical computations;  
Identify and correct discrepancies in forms, documents, and other information;  
Effectively organize and prioritize tasks and consistently meet timelines;  
Effectively utilize computer and internet-based software applications;  
Keep current with trends in the industry.

**EDUCATION AND EXPERIENCE:**

Associate's degree in business administration, public administration or related field and five years of technical experience in purchasing, procurement or contracts administration. Experience in public works bidding is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California Driver's license. Employees in this class must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, lifting objects weighing up to 25 pounds. Seeing to read and research specifications, speaking and hearing to communicate with vendors and District staff, reaching to file documents, sitting for extended periods of time, and dexterity of hands and fingers to operate a computer terminal and standard office equipment.