

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
May 16, 2017

4:30 p.m.

Classified Conference Center  
2336 Plaza del Amo, Torrance

**CELEBRATING CLASSIFIED EMPLOYEES WEEK**

The Board of Education and Personnel Commission officially recognize the contributions of the members of the classified staff toward providing an outstanding school system for the students in Torrance and hereby proclaim May 21-27, 2017 as Classified School Employees Week.

**A heartfelt thank you to all the Classified Employees for your hard work and commitment  
in serving the students and families of our district!**

**AGENDA**

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES – Regular Meeting of April 18, 2017
- III. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- IV. NEW BUSINESS
  - A. Approval of Eligibility Lists –  
Adult Education Student Support Services Technician  
Educational Assistant-Special Education-ASSISTT  
Licensed Vocational Nurse  
Nutrition Services Assistant I  
Paraeducator-Tier I/Tier II
  - B. Approval of Re-Employment List – Instructional Assistant
  - C. Approval of New Job Description – Pool Maintenance Technician
  - D. Approval of New Job Description – Pool Supervisor
  - E. First Reading – Proposed Revision to PC Rule 16.3.2 Long-Term Assignment
- V. INFORMATION ITEMS
  - Job Announcements:  
Custodian  
School Bus Driver  
Transportation Dispatcher/Scheduler
  - Next Regular Commission Meetings (2017) –  
June 20, 2017 4:30 p.m. – Classified Conference Center  
July 18, 2017 4:30 p.m. – Classified Conference Center  
August 15, 2017 4:30 p.m. – Classified Conference Center  
September 19, 2017 4:30 p.m. – Classified Conference Center  
October 17, 2017 4:30 p.m. – Classified Conference Center  
November 14, 2017 4:30 p.m. – Classified Conference Center  
December 5, 2017 4:30 p.m. – Classified Conference Center
- VI. COMMENTS FROM STAFF
- VII. COMMENTS FROM PERSONNEL COMMISSIONERS
- VIII. COMMENTS FROM THOSE IN ATTENDANCE #2
- IX. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission  
April 18, 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, April 18, 2017.

**PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was led by Ms. Furey.

**PUBLIC HEARING – PERSONNEL COMMISSION BUDGET – 2017-2018** Dr. Muhammed opened the public hearing requesting input on the Personnel Commission Budget – 2017-2018.  
  
Upon hearing no comments, Dr. Muhammed requested a motion to close the public hearing. Mr. Kuwahara moved, seconded by Ms. Furey, that the public hearing be closed. Motion carried 3/0.

**APPROVAL OF MINUTES – Regular Meeting of March 21, 2017** Ms. Furey moved, seconded by Mr. Kuwahara, that the Minutes of the Regular Meeting of March 21, 2017, be approved. Motion carried 3/0.

**REQUEST FOR AGENDA ITEM – Discussion of Personnel Commission Rule 16.3.2 Long-Term Assignment – CSEA 845** Ms. Schugt provided the legal opinion prepared by Attorney Kwong of Musick, Peeler & Garrett LLP. The Commissioners directed Ms. Schugt to amend PC Rule 16.3.2 and agendize for a "first reading" at the next Regular Meeting of the Personnel Commission

**REQUEST FOR AGENDA ITEM – Discussion of Personnel Commission Rule 17.2.1 Initial Salary Placement – CSEA 845** Ms. Schugt presented her findings based on research of surrounding/benchmark districts' rules in reference to PC Rule 17.2.1. The Commissioners requested additional consideration be made regarding the issue presented by Ms. Kathy Kelley, CSEA Chapter 845 President, and to bring back to the Commission, if necessary.

**APPROVAL OF PERSONNEL COMMISSION BUDGET – 2017-2018** Ms. Furey moved, seconded by Mr. Kuwahara, that the Personnel Commission Budget – 2017-2018, be approved. Motion carried 3/0.

**INFORMATION ITEMS** Next Regular Commission Meeting (2017) –  
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November 14, 2017 4:30 p.m. – Classified Conference Center  
December 5, 2017 4:30 p.m. – Classified Conference Center

**ADJOURNMENT** Meeting adjourned at 4:51 p.m.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

May 9, 2017

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

FROM: MARION SCHUGT  
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: APPROVAL OF NEW JOB DESCRIPTION – Pool Maintenance Technician

**BACKGROUND**

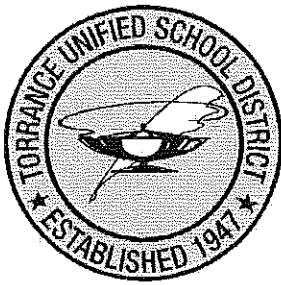
The enclosed memorandum from Dr. Tim Stowe, Deputy Superintendent-Administrative Services, encompasses a request to create a new classified position that would fulfill an extensive need due to the construction of the Aquatics Complex.

The primary function of this new classified full-time position will be to perform pool maintenance, custodial and maintenance services for the pool and equipment; ensure sanitary conditions and safety; assist the pool manager in the operations of the District pool while assuring compliance of all County Health Department standards.

Based upon the level of responsibility, duties and salary comparison, it is recommended that this position be placed on the Classified Salary Schedule- Bargaining Unit A-Operations/Support at Range 15, \$3547-\$4309.

**DIRECTOR RECOMMENDATION**

It is recommended that the new job description of Pool Maintenance Technician be approved with a salary recommendation on the Classified Salary Schedule Bargaining Unit A-Operations/Support Range 15, \$3547-\$4309.



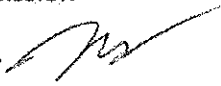
## TORRANCE UNIFIED SCHOOL DISTRICT

2335 PLAZA DEL AMO  
P.O. BOX 2954  
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**BOARD OF EDUCATION**  
MARTHA DEUTSCH  
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MARK STEFFEN  
MICHAEL WERMERS

**SUPERINTENDENT  
OF SCHOOLS**  
GEORGE W. MANNON, Ed.D.

DATE: May 10, 2017  
TO: Personnel Commission  
FROM: Tim Stowe, Ed.D.   
Deputy Superintendent  
SUBJECT: Torrance USD Aquatic Center Positions

Currently, the District is constructing an Aquatic Complex to serve the four high schools located adjacent to Torrance Elementary School. Aquatic Complex will consist of:

We request Personnel Commission's approval to create two positions: Pool Maintenance Technician and Pool Supervisor.

The Pool Maintenance Technician will perform general custodial work and maintenance service to assure a safe and sanitary operating condition.

Pool Supervisor will enforce departmental policies and procedures which ensure the effective and efficient operation of the pool facility.

Supervises the Pool Maintenance Technician to maintain a healthy and safe environment for students, staff and the public.

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: POOL MAINTENANCE TECHNICIAN

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, performs skilled to semi-skilled pool maintenance duties for the District pool; independently maintains the District pool facility by performing custodial and maintenance services to the pool and equipment; ensures sanitary conditions and safety; assists the pool manager in the operations of the District pool assuring compliance of all County Health Department standards. *This position may be required to work a flexible schedule in summer and winter and may be required to work evenings, if necessary.*

#### REPRESENTATIVE DUTIES:

Maintain the District swimming pool; brush and vacuum the pool, hose down surrounding decks, backwash filters and run acids through soda lines, adjust all skimmers, fill and level the pool, adjust all control valves. *E*

Conduct daily inspections of pool water, equipment, chemical balances and perform chemical tests; apply chemicals for proper pH and chemistry balance and safety. *E*

Determine proper amount of additive chemicals and adjusts related equipment for injection of proper amount to bring water to pre-determined standards of clarity, purity and alkalinity. *E*

Inspect, maintain, repair and replace a variety of pool equipment including vacuums, mixers, pumps, motors, filters, valve piping, tubing and gauges; troubleshoot chlorinator issues. *E*

Perform a variety of pool maintenance duties periodically including but not limited to acid-washing, changing filter socks, removing and replacing electrical circulating pumps and motors; clean overhaul and repair chlorinators; clean deck drains. *E*

Coordinate and make recommendations to the Pool Supervisor in the repair and cleaning of pool and equipment. *E*

Assist the County Health and Fire Department officials during mandated pool inspections, maintain pool records for review, provides information and receives information for compliance and safety. *E*

Sweep, scrub, mop and vacuum rugs and carpets, pool deck and diving tower; keep pool areas, walkways, and equipment clean and safe. *E*

Clean bottom and sides of pool using underwater vacuum cleaner hose, brush, skimmers and detergent.

Dust and polish furniture, woodwork and metalwork. *E*

Empty and clean waste receptacles; refill dispensers with appropriate soap and paper products. *E*

Clean, scrub and disinfect restrooms, dressing room and showers and related areas; wash windows, walls, tables and benches; clean sinks, mirrors and other restroom fixtures. *E*

Maintain inventory of custodial equipment and materials; maintain restroom supplies, including paper towels, soap and related items; request additional materials according to established procedures. *E*

Open and close facility for various school and community events and activities; assure security of buildings and grounds during assigned times; inspect pool and surrounding areas for vandalism, break-ins, safety and other security purposes; lower flags; lock and unlock doors and gates; report safety and sanitary hazards as appropriate. *E*

Adjust and arrange aquatic athletic equipment and furniture equipment; set up facilities for special events and meetings including raising and lowering water level, raising and lowering diving boards, string lane lines, and installing other special equipment as assigned. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Practices and principles associated with the maintenance, operation and upkeep of swimming pools and pool complexes.
- Principles and practices of swimming pool water chemistry and testing.
- Modern cleaning methods including basic methods of custodial services, carpets, furniture, walls and fixtures.
- Methods, materials and equipment used in custodial work.
- Cleaning materials, disinfectants and equipment used in custodial work.
- Basic principles and practices of plumbing and electricity.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Safety practices and work methods.
- Basic fire, safety and security regulations for public facilities.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Record-keeping techniques.
- Pool and facilities safety procedures.

**ABILITY TO:**

- Operate and maintain pools and related equipment in accordance with prescribed standards.
- Plan, coordinate and perform custodial work.
- Maintain facility and buildings in a clean, orderly and secure manner.
- Inspect, install, maintain and perform basic repair to facilities and equipment.
- Operate a variety of hand and power tools.
- Learn custodial procedures, methods and schedules.
- Use common cleaning equipment and materials in a safe and efficient manner.
- Work cooperatively with others.
- Meet schedules and time lines.
- Plan and prioritize work in order to meet demanding schedules for use of facilities.
- Maintain records.
- Understand and follow oral and written instructions.
- Observe health and safety regulations.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Make basic mathematical calculations.
- Keep technical reports and records to a standard acceptable to regulatory agencies.
- Operate electronic scoring and timing device and operates manual scoreboard.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from High School and two (2) years of experience performing custodial services for large facilities. Experience in pool maintenance is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

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

Must possess Los Angeles County Swimming Pool Technician Certification

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

**PHYSICAL ABILITIES:**

Bending, pushing, moving, lifting up to 75 pounds, standing and walking for extended period, bending at the waist, pushing, pulling, carrying, twisting/turning, climbing ladders, seeing to assure proper and complete cleaning, and dexterity of hands and fingers to operate power cleaning equipment.

**HAZARDS:**

Exposure to cleaning chemicals and related fumes. Working around and with machinery having moving parts.

ADOPTED:

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

May 9, 2017

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

FROM: MARION SCHUGT  
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: APPROVAL OF NEW JOB DESCRIPTION – Pool Supervisor

**BACKGROUND**

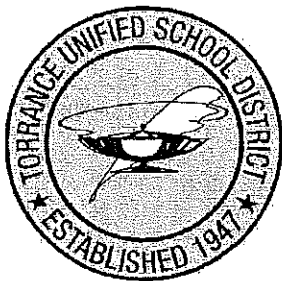
The enclosed memorandum from Dr. Tim Stowe, Deputy Superintendent-Administrative Services, encompasses a request to create a new classified position that would fulfill an extensive need due to the construction of the Aquatics Complex.

The primary function of this new classified position will be to act as the pool operator, supervise, manage, plan, organize and coordinate pool activities; inspect the grounds, building and equipment to assure standards of cleanliness and appearance; responsible for staff supervision and facility operations; communicate with staff, pool users and the community in the coordination of programs and operations; maintain a safe environment for pool users and ensure departmental policies, state and county regulations and safety regulations are followed.

Based upon the level of responsibility, duties and salary comparison, it is recommended that this position be placed on the Classified Supervisory and Confidential Salary Schedule at Range 84, \$5130-\$6241.

**DIRECTOR RECOMMENDATION**

It is recommended that the new job description of Pool Supervisor be approved with a salary recommendation on the Classified Supervisory and Confidential Salary Schedule at Range 84, \$5130-\$6241.




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GEORGE W. MANNON, Ed.D.

DATE: May 10, 2017  
TO: Personnel Commission  
FROM: Tim Stowe, Ed.D.   
Deputy Superintendent  
SUBJECT: Torrance USD Aquatic Center Positions

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The Pool Maintenance Technician will perform general custodial work and maintenance service to assure a safe and sanitary operating condition.

Pool Supervisor will enforce departmental policies and procedures which ensure the effective and efficient operation of the pool facility.

Supervises the Pool Maintenance Technician to maintain a healthy and safe environment for students, staff and the public.



## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: POOL SUPERVISOR

#### BASIC FUNCTION:

Under the direction of the Deputy Superintendent-Administrative Services or assigned supervisor, acts as the pool operator, supervises, manages, plans, organizes and coordinates pool activities; inspects grounds, building and equipment to assure standards of cleanliness, appearance and efficiency; responsible for staff supervision and facility operations; communicates with staff, pool users and the community in the coordination of programs and operations; maintains a safe environment for pool users and ensures departmental policies, state and county regulations and safety regulations are followed.

#### REPRESENTATIVE DUTIES:

Manage and direct the maintenance and cleaning of the facility and swimming pool; develop policies of operation; identify preventative and emergency maintenance. *E*

Plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed. *E*

Ensure that aquatics facilities are in compliance with government, health, safety and occupational standards; regularly update staff on changes in state code and new quality standards in aquatics. *E*

Maintain order in the pool and enforce pool safety rules and regulations. *E*

Act as the direct contact for program participants to explain policies, procedures and resolve issues. *E*

Provide leadership and direction in the development of short and long range plans; prepare reports and recommendations; coordinate activities and training with other departments and outside agencies as needed. *E*

Issue written and oral instructions; assign duties and examine work for completeness, neatness and conformance to policies and procedures. *E*

Prepare attendance, accident, incident and routine accounting reports as required. *E*

Document and maintain log of security incidents or incidents involving injury. *E*

Coordinate staff in the development and implementation of pool programs. *E*

Manage, coordinate, monitor and schedule various aquatics events, special pool programs and other contracted events. *E*

Perform a variety of miscellaneous duties such as answering phone, typing correspondence, selling passes, collecting fees, making arrangements for rental and use of pool, helping set up for classes and events. *E*

Respond to public inquiries about pool programs. *E*

Assist in the absence of the Pool Maintenance Technician in the monitoring of pool water chemistry through testing; test for disinfectant residual and pH; monitor pool water temperature. *E*

Respond to emergency and non-emergency calls as needed; evaluate situations and act properly and quickly in emergencies. *E*

Assist in compiling pool budget; maintain controls for budgetary balances; expedite purchases, work orders, reconcile site budget with District records; make budget transfers as directed. *E*

Maintain daily records of test results and equipment readings. *E*

Coordinate activities with master calendar, including all schedules for pool use, coordinate daily setups and athletic events with appropriate personnel. *E*

Coordinate and approve outside use of facilities; assign appropriate personnel as needed. *E*

Coordinate with contractors and District-approved consultants for the scheduling of construction projects and problem-solving documentation issue. *E*

Maintain records related to budget and equipment inventories, maintenance, and other records and prepare reports as assigned. *E*

Assist with plant security by notifying appropriate authorities concerning intruders or potential threats to security of facilities and grounds or safety of personnel. *E*

Maintain various records relating to keying systems, labor, materials and work orders; maintain inventory of keys and related hardware. *E*

Attend a variety of meetings as appropriate; conduct meetings as required. *E*

May provide lifeguard services including but not limited to water rescue and first aid/CPR procedures as necessary.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Methods and practices of aquatics planning and administration.
- Facilities operations and techniques used in a community aquatics program.
- Budgeting methods and practices.
- Financial and statistical record keeping techniques.
- Oral and written communication skills.
- Policies and objectives of assigned classified activities.
- Custodial and grounds maintenance equipment and supplies.
- Office supplies and equipment.
- Applicable sections of State Education Code, fire and other applicable laws.
- Requirements of maintaining school buildings and grounds in a safe, clean and orderly condition.
- Health and safety regulations.
- Basic principles of training and supervising employees.
- CPR, First Aid, disaster preparation.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Safety practices and work methods.
- Methods for keeping water and surrounding areas safe for public use.
- Federal, State, and local codes, laws and regulations related to operation of a municipal swimming pool.
- Department policies and procedures, including health and safety rules.

ABILITY TO:

- Develop, coordinate and direct activities involved in an aquatics program.
- Assist in developing, monitoring and controlling a site operating budget.
- Inspect custodial, grounds, building and equipment maintenance activities to assure standards of cleanliness, safety, appearance and efficiency are met.
- Coordinate work assignments and activities of assigned classified employees.
- Train, supervise and evaluate assigned personnel.
- Schedule, assign and review the work of others.
- Maintain records and prepare reports.
- Operate a variety of equipment including computer, copier, adding machine, electric cart and two-way radio.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Plan and coordinate maintenance work.
- Use and instruct others in the proper usage of cleaning equipment and materials.
- Perform minor repairs to facilities and equipment.
- Perform water chemistry tests and use appropriate safety equipment when handling pool chemicals and equipment.
- Establish and maintain effective working relationships with the public and with other personnel.
- Exercise tact and judgment when resolving problems.
- Make accurate arithmetic computations and accurately process cash transactions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree in business administration or related field and three (3) years of experience supervising aquatics programs or large public facilities.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.
- Must possess a Pool Operator Certificate.
- Must be able to obtain the Los Angeles County Swimming Pool Technician certification obtain certification within six (6) months of employment.
- Valid American Red Cross CPR/AED and American Red Cross First Aid.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to constant interruptions. Indoor and outdoor work environment. Outdoor work may include being exposed to variable weather conditions; subject to evening or variable hours.

**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.

**HAZARDS:**

Exposure to cleaning chemicals and related fumes. Working around and with machinery having moving parts.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

May 9, 2017

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

FROM: MARION SCHUGT  
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: FIRST READING – Proposed Revision to PC Rule 16.3.2 LONG-TERM ASSIGNMENT

**Background**

At the Regular Meeting of the Personnel Commission on March 21, 2017, the CSEA Chapter 845 President inquired about the current application of Personnel Commission Rule 16.3.2 in regards to the passing of the Healthy Workplace / Healthy Family Act of 2014 (AB 1522). The District implemented the mandatory sick leave law to its non-union staff to include part-time, temporary and substitute employees.

After discussion and consideration of the legal opinion prepared by Attorney Kwong of Musick, Peeler & Garrett LLP, the Personnel Commissioners requested an item be brought forth to amend Personnel Commission Rule 16.3.2.

16.3.2 LONG-TERM ASSIGNMENT: A person employed to fill a long-term temporary assignment (limited-term substitute or provisional) shall be entitled to paid holidays or holiday compensation under the following conditions:

- 16.3.2.1 A "long-term" assignment refers to work performed in a single position for more than **at least** twenty (20) consecutive days.
- 16.3.2.2 The holiday(s) for which the person is to be compensated occur(s) during the working period following the twenty-first (21) day in the same position.
- 16.3.2.3 The person worked the last scheduled work day before the holiday and the first scheduled work day following the holiday. Added 3/21/95

**16.3.2.4** ***An employee taking a paid leave of absence pursuant to any federal or state law shall be credited as "work performed" under Section 16.3.2.1 for purposes of qualifying for holiday compensation.***

REFERENCE: Education Code Sections 45203, 45260 and 45261

**Director's Recommendation:**

It is recommended that PC Rule 16.3.2 Long-Term Assignment be amended.