

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
June 19, 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 May 15, 2018
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Budget Specialist
 - Licensed Vocational Nurse
 - School Staff Assistant I
 - Staff Secretary
 - Paraeducator-Tier I/Tier II
 - B. Information on Process and Procedures for Recruiting and Staffing
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Buyer
 - Custodian
 - Director-Facilities and Operations
 - Enrollment and Student Services Technician
 - Fiscal Services Specialist
 - Personnel Commission Specialist
 - Testing Coordinator
 - Next Regular Commission Meetings (2018) –
 - 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
May 15, 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, May 15, 2018.

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

APPROVAL OF MINUTES – Regular Meeting of April 17, 2018 Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of April 17, 2018, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST – Licensed Vocational Nurse, Paraeducator-Tier I/Tier II Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the eligibility lists of Licensed Vocational Nurse and Paraeducator-Tier I/Tier II, be approved. Motion carried 3/0.

APPROVAL OF RE-EMPLOYMENT LIST – Instructional Assistant Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the re-employment list of Instructional Assistant, be approved. Motion carried 3/0.

APPROVAL OF 2018 RECLASSIFICATION REPORT Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the 2018 Reclassification Report which included the new job descriptions for Senior Administrative Assistant-ETIS and Senior Buyer, be approved. Motion carried 3/0.

INFORMATION ITEMS

Next Regular Commission Meeting (2018) –
June 19, 2018, 4:30 p.m. – Classified Conference Center
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COMMENTS FROM STAFF Ms. Schugt stated that she was made aware of concerns regarding the Commission's role and procedures for classified staffing. She stated that she looked into these matters and invited those that have concerns to speak at the Personnel Commission meetings. Ms. Schugt also reiterated the Commission's commitment to adhering to the principles of the merit system. All issues and matters that may be counter to these principals will be investigated thoroughly.

COMMENTS FROM PERSONNEL COMMISSIONERS

Commissioner Muhammed commented that the Board of Education approved the 2018-2019 Personnel Commission budget that reflected the standard step and column increases to staff based on the salary schedule for classified employees. The budget did not include an increase for operating expenses.

Commissioner Kuwahara requested the Director-Personnel Commission present information at the June 19, 2018 meeting regarding the Procedures for Recruiting and Staffing.

ADJOURNMENT Meeting adjourned at 4:42 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

June 12, 2018

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: PROCEDURES FOR RECRUITMENT AND STAFFING

BACKGROUND

Pursuant to Commissioner request at the Regular Meeting of the Personnel Commission on May 15, 2018, the procedures for the Merit System Recruitment Process will be presented.

The presentation will cover the following areas:

- Position Classification Plan: The Position Classification Plan consists of occupational services, occupational groups, classes in series, specifications or written descriptions of the classes and the rules and procedures for the administration and maintenance of the Position Classification Plan.
- Application for Employment: All applicants must possess all requirements that are specified in the qualifications established for the class.
- Recruitment and Examinations: The Personnel Commission shall direct and administer the holding of examinations for the purpose of creating lists for the Classified Service.
- Eligibility for Employment: All appointments to positions in the Classified Services shall be made from eligibles whose names appear on eligibility lists unless specifically authorized in the Personnel Commission Rules and Regulations Handbook. The Director-Personnel Commission shall be responsible for establishing lists as a result of examinations.
- Appointment to Classified Positions: Appointments shall be made from eligibles on lists who are ready and willing to accept position(s).

Additionally, the recruitment, selection and employment summary sheet that is provided to all applicants with the job posting information is included for reference.

Torrance Unified School District Personnel Commission

This is a summary of information related to our recruitment, selection and employment practices. The stated requirements represent only the minimum required and do not guarantee qualification for examination or placement on an eligibility (hiring) list. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision of this bulletin and the job description may be modified or revoked at any time without notice. For more detailed information, check with the TUSD Personnel Commission Rules and Regulations that are incorporated by reference.

RECRUITMENT AND SELECTION

APPLICANT PROCEDURE: Information you supply will be subject to review and verification. PLEASE PRINT LEGIBLY. All application material must be received on or before 4:30 p.m. on the posted deadline date. The Personnel Commission shall assume no responsibility for late notice, delays, or non-delivery due to mail or e-mail service. POSTDATED APPLICATIONS ARE NOT ACCEPTABLE. Resumes are NOT accepted in lieu of a completed District application form. After your application has been reviewed and you appear to meet the employment qualification standards, you will be invited to participate in an examination process as described below. Your application will be accepted only if it is complete and you meet minimum requirements for the position.

CONVICTION RECORD: If you have EVER BEEN CONVICTED OF A MISDEMEANOR AND/OR FELONY OR BEEN CONVICTED OF ANY CRIME UNDER ANY NAME regardless of any subsequent court action or dismissal or expunging of records, you will be required to provide CONVICTION information regarding type of conviction, the type of crime, date and place and circumstances and results of all cases. Give a COMPLETE report of all offenses. A conviction will not automatically prevent you from being considered for hire, but not reporting the conviction is falsification of your application.

EXAMINATION PROCESS: This may consist of any of the following parts: 1. A supplemental evaluation of training and experience. The evaluation is individually and independently conducted by two members of a committee. 2. A written examination of technical knowledge, skills, and abilities. It may cover any subject matter appropriate to the duties of the position and/or subject matter required to meet specific federal and state proficiency. 3. An oral examination, or its equivalent, to assess and verify your qualifications, education, experience, training, and suitability for service. The oral examination will be conducted by an oral interview panel composed of subject matter experts. You must achieve a weighted passing score of 70%. Oral interviews are required by California Education Code to be TAPE RECORDED. 4. Other examination processes which the Personnel Commission Office determines to be related to the job may also be administered. The Director – Personnel Commission determines passing score and assigns relative percentage weight to each part of examination.

Candidates must be on time to every examination since we cannot admit anyone after their scheduled time. Attendance will be at the candidate's expense.

Once on the eligibility list, ensure that you return calls no later than 4:00 p.m. on the next business day after you receive a call for availability for certification from the Personnel Commission. Failure to call will result in your name not being included in a certification list and removal from the eligibility list. It is the candidate's responsibility to notify Personnel Commission of change of address/phone number for contact.

NOTIFICATION OF EXAMINATION AND EXAM RESULTS: Candidates are typically notified by email or U.S. Mail of the time and place of examinations. Examination results are sent out as soon as possible following grading and compilation of scores. Examination scores are NOT given over the phone.

PROTEST PROCEDURE: A protest of any part of an examination must be in writing, and must be submitted during the five day review period, or received in the office of the Director-Personnel Commission no later than the fifth working day following the day candidates' exam results are emailed/mailed. Any protest must include rationale to support the protest.

ELIGIBILITY LIST: An eligible list of candidates will be based on the scores received on the examinations administered. Final selection of appointees will be made from the top THREE RANKS of certified eligibles on the list, along with others such as transfer eligibles, reinstatement eligibles, etc. Any one of the people certified may be appointed to the vacant position, and the names of the persons not selected are returned to their respective eligibility list to be considered for the next vacancy. Lists typically remain in effect for one year, or until there are less than three ranks who are willing and available to accept appointment. Eligibility lists may be extended for up to one additional year.

LONGEVITY PREFERENCE: Longevity credit shall be added to the final passing scores of candidates who have permanency with the District as follows: .5 points for service through the first year but less than two (2) years of service and .5 points thereafter for each completed year with a maximum of three (3) points.

VETERANS PREFERENCE: If the front of this announcement indicates that the examination is being held for an OPEN recruitment, veterans of war service may obtain an additional five (5) points and disabled veterans an additional ten points added to their composite score by submitting proof of veterans status in the form of a DD-214 to the Personnel Commission Office at the time of application. These are the dates that are applicable: WWII - 12/07/41 to 12/31/46, Korea - 06/27/50 to 01/31/55, Viet Nam - 08/04/64 to 05/07/75, Persian Gulf - 08/02/90 to 02/28/92, and Global War on Terrorism - 9/11/01 to present. These points are added to the scores after an applicant obtains a passing score overall for initial employment ONLY.

DISABILITY ACCOMMODATION: By law, we are not permitted to ask if you have a protected disability. If you require special accommodations, it is your responsibility to submit written request from your medical professional at the time of application filing to the Personnel Commission staff so that accommodations may be arranged to meet your requested medical needs.

EMPLOYMENT

State law requires all of our employees to swear or affirm allegiance to the United States and the State of California, and to be finger-printed for the purpose of conducting a confidential background investigation and record check of criminal, military or civil convictions. The Personnel Commission staff may obtain confidential references from your former employer(s). TUSD is a drug, alcohol, smoke, harassment free and diversity-driven work environment.

TUBERCULOSIS AND /OR PHYSICAL EXAMINATION: As required by state law, you must provide a medical release, signed by a medical doctor within the previous 60 days prior to your employment which shows you have a negative TB test result. We can provide you with local agency addresses upon request. It is to your advantage to get and keep your TB test result current, which will help avoid delays if you are offered employment. The results from an intradermal Mantoux or a chest x-ray are acceptable. A tine test is not. We require a physical examination of all new employees which may include a urine sample.

RIGHT TO WORK: ALL NEW EMPLOYEES MUST HAVE A PHOTO ID AND SOCIAL SECURITY CARD, or legal equivalent, at the time they are employed. Non-citizens may be employed if they have an authorizing Alien Registration Card, or can otherwise prove their right to work under federal law.

SAFE DRIVING RECORDS/STANDARDS: An acceptable safe driving record is defined as no more than five moving violations or two avoidable accidents within the past three years; nor any violation of driving while under the influence, intoxicated or reckless driving in the past five years.

OFFICIAL OFFERS OF EMPLOYMENT: Official offers of employment are made by Human Resources and are subject to satisfactory completion of ALL the pre-employment processing including such things as physical, TB clearance, fingerprinting, Oath of Office, resolution of any appeals or protests, proof of eligibility to work in the United States, and so forth, and approval by the TUSD Board of Education.

BENEFITS: As earned by a regular classified employee working at least 50% or more are as follows:

VACATION AND SICK LEAVE: One (1) day of vacation and one (1) day of sick leave are earned for each month worked. These benefits are prorated for part-time employees. Employees are not eligible to use vacation until the probationary period has been

HOLIDAYS: Thirteen (13) paid holidays per year.

PERSONAL NECESSITY LEAVE: Up to seven (7) days of leave are available for certain emergencies (deductible from sick leave).

BEREAVEMENT LEAVE: Up to five (5) days of leave and an additional three (3) days for out-of-state travel or necessary travel beyond 500 miles of the District (as measured by the shortest land route).

INSURANCE: The District provides health, dental and vision benefits for all permanent full-time and part-time (20 hours or more per week) employees. Basic Life Insurance is mandatory provided through Hartford Insurance. The employee may choose between three health care plans, two dental plans and one vision care plan. Dependents may be covered in the same plans selected by the employee, at the employee's expense.

PART-TIME EMPLOYEES: Less than 50% time employees, while eligible for earned vacation, holiday pay, sick leave and similar benefits on a pro rata basis, are NOT eligible for the health and insurance package.

RETIREMENT: Classified employees are members of the Public Employees Retirement System (PERS). Approximately 7% of the employee's salary is contributed to the System while the District's fair share is determined by the state. Retirement may be taken after reaching age 50 and five (5) years of service. Service earned on or after January 1, 2013, then you must be at least age 52 to retire. Upon resignation, the employee's contribution only is refundable. Mandated alternate retirement plans are available to part-time employees who are not eligible for PERS.

PROBATIONARY PERIOD: All classified employees serve a probationary period of 130 days of active service. For positions designated as executive, administrative, or supervisory, the probationary period shall be 260 days of paid regular service in one classification.

SALARY INCREASES: Salary increases are granted based upon satisfactory performance at the end of probation and annually thereafter for the following three (3) years. Longevity increments are given after ten (10), fifteen (15), and twenty (20) years of active service.