

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
June 20, 2017

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER/PLEDGE OF ALLEGIANCE
- II. APPROVAL OF MINUTES – Regular Meeting of May 16, 2017 and Special Meeting of June 5, 2017
- III. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- IV. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Benefits Technician
 - Custodian
 - Language Assessment Proctor Tier II-Korean
 - Language Assessment Proctor Tier II-Tamil
 - Nutrition Services Satellite Operator I
 - Nutrition Services Satellite Operator II
 - Transportation Dispatcher/Scheduler
 - B. Approval of 2017 Reclassification Report
 - C. Approval of Revised Job Description – Supervisor-Transportation
 - D. Approval of New Job Description – Career Planning and Placement Coordinator
 - E. Second Reading – Personnel Commission Rule 16.3.2 Long-Term Assignment
- V. INFORMATION ITEMS
 - Job Announcements:
 - School Custodial Supervisor
 - Child Development Program Assistant-Tier II
 - Fiscal Services Specialist
 - Next Regular Commission Meetings (2017) –

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. CLOSED SESSION – Pursuant to Section 54954.5(e) to 54957 –
Public Employee Discipline/Dismissal/Release
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
May 16, 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, May 16, 2017.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Mr. Kuwahara.
APPROVAL OF MINUTES – Regular Meeting of April 18, 2017	Mr. Kuwahara moved, seconded by Ms. Furey, that the Minutes of the Regular Meeting of April 18, 2017, be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LIST – Adult Education Student Support Services Technician, Education Assistant-Special Education-ASSISTT, Licensed Vocational Nurse, Nutrition Services Assistant I, Paraeducator Tier I/Tier II	Ms. Furey moved, seconded by Mr. Kuwahara, that the eligibility lists of Adult Education Student Support Services Technician, Education Assistant-Special Education-ASSISTT, Licensed Vocational Nurse, Nutrition Services Assistant I, Paraeducator Tier I/Tier II, be approved. Motion carried 3/0.
APPROVAL OF RE-EMPLOYMENT LIST – Instructional Assistant	Ms. Furey moved, seconded by Mr. Kuwahara, that the re-employment list of Instructional Assistant, be approved. Motion carried 3/0.
APPROVAL OF NEW JOB DESCRIPTION – Pool Maintenance Technician	Mr. Kuwahara moved, seconded by Ms. Furey, that the new job description of Pool Maintenance Technician, be approved. Motion carried 3/0.
APPROVAL OF NEW JOB DESCRIPTION – Pool Supervisor	Mr. Kuwahara moved, seconded by Ms. Furey, that the new job description of Pool Supervisor, be approved. Motion carried 3/0.
FIRST READING – Proposed Revision to PC Rule 16.3.2 Long-Term Assignment	First Reading closed. Item will appear on the June 20, 2017 agenda for the Second Reading.
INFORMATION ITEMS	Next Regular Commission Meeting (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
COMMENTS FROM STAFF	In honor of Classified Employees' Week, Ms. Schugt expressed her gratitude to the hardworking and dedicated classified employees. It is through combined efforts with the certificated staff that we are able to provide students with all they need to thrive and succeed.

**COMMENTS FROM
COMMISSIONERS**

Commissioners Furey, Kuwahara and Muhammed congratulated our classified employees. They stated the classified employees are the backbone and unsung heroes. We would not have a district without our classified staff and that we are partners with our certificated staff.

ADJOURNMENT

Meeting adjourned at 4:40 p.m.

**Minutes of the Special Meeting of the Personnel Commission
June 5, 2017**

CALL TO ORDER The meeting was called to order by Dr. Muhammed at 9:04 a.m.

PRESENT Personnel Commissioners:
Anil S. Muhammed, Ed.D., Chair
Terry K. Furey, Vice-Chair [Excused Absence]
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,
June 5, 2017.

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

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 1:34 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

June 12, 2017

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

FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

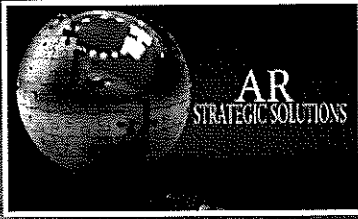
SUBJECT: APPROVAL OF 2017 RECLASSIFICATION STUDY -
Dr. Albert Roman, ARSS Consultant

This memorandum forwards Dr. Albert Roman's Reclassification Report on the above-referenced subject.

In accordance with Personnel Commission Rule 3.3 (Reclassification), reclassification requests were received between January 15, 2017 and February 17, 2017. Note: Additional days were added to the deadline due to the holiday and January 15 being a weekend date.

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.

Herewith is the report from the consultant:



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Reclassification Report

Classification: Payroll-Position Control Coordinator
Incumbent: Donna Ain
Supervisor: Ronnie Maglonzo
Manager-Employee Compensation

Overview:

Ms. Donna Ain serves as a Payroll-Position Control Coordinator in the Fiscal Services Department. The Payroll-Position Control Coordinator is responsible for coordinating the District's position control system and advises on position control protocols and procedures. The position is also responsible for working with a variety of accounting and payroll duties in support of the fiscal services functions.

On April 25, 2017 AR Strategic Solutions (ARSS) interviewed Ms. Ain and her supervisor, Mr. Ronnie Maglonzo, Manager-Employee Compensation. The purpose of the interviews was to gather additional information about Ms. Ain's duties in relationship to her reclassification request. Specifically, ARSS examined the changes in duties that Ms. Ain believes form the basis for a reclassification.

Analysis of Duties:

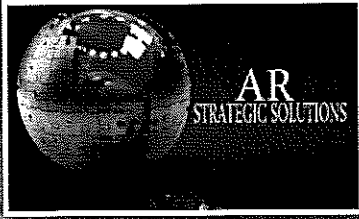
After an in-depth analysis of this case, it was determined that the duties of the Payroll-Position Control Coordinator are technical in nature and require some specialized knowledge to administer the position control system. The incumbent in this position also requires working knowledge of accounting, auditing, budgeting and recordkeeping. In addition, the incumbent requires the ability to prepare reports and maintain accurate records. The fiscal aspects of the job require the incumbent to have the ability to perform advance payroll and accounting functions.

Conclusion and Recommendation:

Following the interviews with Ms. Ain and Mr. Maglonzo, and a review of the employee questionnaire and the Payroll-Position Control Coordinator job description, it was determined that the duties Ms. Ain stated to have gained fall within her classification and are consistent with the Payroll-Position Control Coordinator. The tasks described by Ms. Ain during the interview and in her survey, are at the level and complexity of her existing job description. As a Payroll-Position Control Coordinator, Ms. Ain is

expected to work independently and with minimal oversight. Furthermore, she is expected to serve in a lead capacity, train staff and answer questions in the absence of the Manager of Employee Compensation.

Based upon the general description given of Ms. Ain's role in "file review", her classification accurately reflects the skill-set required for this particular task. Decisions about worker's compensation cases are ultimately made by upper management. Providing payroll data to inform worker's compensation cases is also considered a general function that should be part of her current job.



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Reclassification Report

Classification: Human Resources Assistant
Incumbent: Carol Chang
Supervisor: Dr. Mario Liberati
Senior Director – Human Resources

Overview:

Ms. Carol Chang currently serves as a Human Resources Assistant in the Human Resources Department. The position is primarily responsible for monitoring classified substitute assignments. Ms. Chang also performs other clerical and some administrative duties in support of the Human Resources Department.

On April 25, 2017 AR Strategic Solutions (ARSS) interviewed Ms. Chang and her supervisor, Dr. Mario Liberati, Senior Director – Human Resources. The purpose of the interview was to gather additional information about Ms. Chang's duties in relationship to her reclassification request. Specifically, ARSS examined the changes in duties that Ms. Chang believes form the basis for a reclassification.

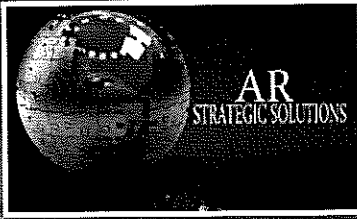
Analysis of Duties:

After an in-depth analysis of the case, it was determined that the duties of the Human Resources Assistant are clerical and to a lesser degree administrative in nature. The incumbent primarily supports the substitute management system for classified staff and attends to other human resources functions within the normal course and scope of her job. The duties of the incumbent require an understanding of how to maintain electronic files and records. In addition, the incumbent must have good customer service skills, and must be able to perform clerical functions and other routine and reoccurring tasks. The Human Resources Assistant is the first level classification in the Human Resources Department. The tasks described by Ms. Chang are consistent with the level of responsibility and complexity defined in her job description. Although Ms. Chang uses a variety of software programs to maintain, retrieve and review information pertinent to perform her job, the use of these systems is routine and does not require specialized technical skills.

Conclusion and Recommendation:

Following the interviews with Ms. Chang and Dr. Liberati, and a review of the employee questionnaire and the Human Resources Assistant job description, it was determined that the duties Ms. Chang performs fall within her current classification. While some of Ms. Chang's duties changed with the implementation of a new substitute management system, these duties are considered to be at the same level of her existing classification. Moreover, the new duties resulted in the automation of some tasks, which in the long run, will facilitate her work. Accordingly, the use of the new system is intended to simplify and expedite her work, not complicate it.

In sum, the analysis of Ms. Chang's tasks shows that the level of complexity and the nature of the duties fall within her classification and are consistent with the Human Resources Assistant. Additionally, the changes in duties reported by Ms. Chang to substantiate her reclassification request were not assumed in a gradual manner and happened less than two years ago. Thus, Ms. Chang does not meet the requirements of Personnel Commission Rule 3.3.6 which requires two (2) complete years of gradual accretion of duties.



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Reclassification Report

Classification: Categorical Funding Specialist

Incumbent: Orlino David

Supervisor: Ben Egan
Director State & Federal Projects

Overview:

Mr. Orlino David currently serves as a Categorical Funding Specialist and is responsible for monitoring the District's categorical funding allocations to school sites and departments. The position is also responsible for performing technical duties in support of categorical programs such as preparing, disseminating, compiling and generating a variety of reports, in addition to assisting with the preparation of the consolidated application.

On April 25, 2017 AR Strategic Solutions (ARSS) interviewed Mr. David and his supervisor, Mr. Ben Egan, Director State & Federal Projects. The purpose of the interviews was to gather additional information about Mr. David's duties in relationship to his reclassification request. Specifically, ARSS examined the changes in duties that Mr. David believes form the basis for a reclassification.

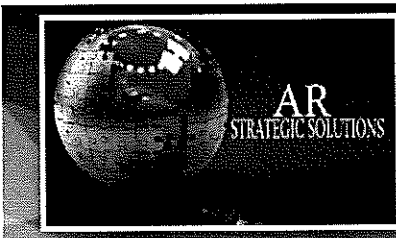
Mr. David stated that his position changed in 2006 when the Resource Teacher (certificated position in the department) was not replaced, which resulted in Mr. David absorbing duties that were previously performed by the Resource Teacher. During the interview, Mr. David described the duties and responsibilities that he believes substantiate a change in his classification. These duties were considered in making the final determination.

Analysis of Duties:

After an in-depth analysis of this case, it was determined that the incumbent in the Categorical Funding Specialist performs technical work in support of the categorical funding programs. Monitoring and supporting categorical programs requires planning, organizing, coordinating and preparing program and budget information. The work of this position is guided by State and Federal guidelines and approved by the Director of State and Federal Programs.

Conclusion and Recommendation:

Following the interviews with Mr. David and Mr. Egan, and a review of the employee questionnaire and the Categorical Funding Specialist job description, it was determined that the duties Mr. David performs fall within his current classification. The tasks described by Mr. David during the interview and in his survey, are technical in nature and require knowledge of funding, categorical programs and preparation of reports using defined program guidelines. These tasks and content knowledge is expected of the incumbent in this classification. The level of complexity and responsibility is defined and appropriately reflected in his job description. Although Mr. David purported gaining duties that were previously performed by a Resource Teacher in the department, these duties are not considered to be more complex and fall within the job description. There is no evidence to substantiate that the duties as described by Mr. David require a higher level of knowledge or skill-set beyond what is stated in the classification of Categorical Funding Specialist.



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Reclassification Report

Classification: Special Education Staffing Specialist

Incumbent: Cynthia Elorriaga

Supervisor: Dr. Elaine Semple
Director of Special Education

Overview:

Ms. Cynthia Elorriaga serves as a Special Education Staffing Specialist in the Special Education department. She is responsible for coordinating and implementing staffing and assignments of special education employees. In addition, she oversees and maintains records within the Special Education Information System (SEIS), the California Special Education Management Information System (CASEMIS) and other student information databases.

On April 25, 2017 AR Strategic Solutions (ARSS) interviewed Ms. Elorriaga and her supervisor Dr. Elaine Semple, Director of Special Education. The purpose of the interviews was to gather additional information about Ms. Elorriaga's duties in relationship to her reclassification request. Specifically, ARSS examined the changes in duties that Ms. Elorriaga believes form the basis for a reclassification.

Analysis of Duties:

After an in-depth analysis of the case, it was determined that the duties of the Special Education Staffing Specialist require foundational and technical knowledge of databases used in the Special Education department. The knowledge in this context is used for extraction, manipulation, maintenance and reporting of student data. In addition, the incumbent is responsible for working closely with the Director of Special Education to monitor and ensure employees are properly placed, given the needs of students in special education programs. The incumbent uses information from multiple sources to help decide the best fit for staffing students' needs. The IEP records, training and skill-set of the employee are also factored into the decision. The work performed by the incumbent is approved by the Director of Special Education.

Conclusion and Recommendation:

Following the interviews with Ms. Elorriaga and Dr. Semple, and a review of the employee questionnaire and the Special Education Staffing Specialist job description, it was determined that the duties Ms. Elorriaga stated to have gained over time fall within her existing classification and are

consistent with the Special Education Staffing Specialist. The tasks described by Ms. Elorriaga in her survey and during the interview are at the level and complexity defined in her job description. While it was noted that some tasks have a higher degree of complexity, they are considered to be clerical in nature. These tasks require research and coordination of information, all of which is expected of the incumbent in this classification.



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Reclassification Report

Classification: Credential Specialist

Incumbent: Cathy Heffernan

Supervisor: Dr. Mario Liberati
Senior Director – Human Resources

Overview:

Ms. Cathy Heffernan currently serves as a Credential Specialist in the Human Resources Department. The Credential Specialist is responsible for performing specialized duties which includes monitoring, reviewing and approving credentials. In this context, Ms. Heffernan provides highly specialized assistance to district certificated employees in regards to credential processing, monitoring and suitability for assignments. In addition to credentialing, Ms. Heffernan is also responsible for supporting the Human Resources Department in selection and employment functions.

On April 25, 2017 AR Strategic Solutions (ARSS) interviewed Ms. Heffernan and her supervisor, Dr. Mario Liberati, Senior Director – Human Resources. The purpose of the interviews was to gather additional information about Ms. Heffernan's duties in relationship to her reclassification request. Specifically, ARSS examined the changes in duties that Ms. Heffernan believes form the basis for a reclassification.

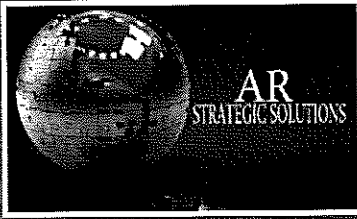
Analysis of Duties:

After an in-depth analysis of this case, it was determined that the duties of the Credential Specialist are technical in nature and require specialization in the administration of state credentialing. The incumbent requires knowledge of state credential requirements and applicable laws, rules and regulations in the selection and processing of employees. The position also requires the incumbent to stay current with information relevant to credential management. The employee independently solves issues using good judgment and applying solutions within a defined set of guidelines, laws and regulations. Matters that fall outside of the set guidelines are discussed with the Senior Director of Human Resources.

Conclusion and Recommendation:

Following the interviews with Ms. Heffernan and Dr. Liberati, and a review of the employee questionnaire and the Credential Specialist job description, it was determined that the duties

performed by Ms. Heffernan fall within her current classification. Ms. Heffernan is expected to perform specialized, and to some extent, technical duties. Furthermore, she is required to process, read and apply guidelines to assess and support the employment and credentialing functions of the Human Resources Department. The tasks described by Ms. Heffernan during the interview and in her survey are consistent with the level of responsibility and complexity of the Credential Specialist.



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Reclassification Report

Classification: Human Resources Technician (Substitutes)
Incumbent: Raquel Wright
Supervisor: Dr. Mario Liberati
Senior Director-Human Resources

Overview:

Ms. Raquel Wright serves as a Human Resources Technician (Substitutes) in the Human Resources Department. The Human Resources Technician (Substitutes) is primarily responsible for monitoring the District's certificated substitute program. This position assists the department and school site staff in effectively using the absence management system.

On April 25, 2017 AR Strategic Solutions (ARSS) interviewed Ms. Wright and her supervisor, Dr. Mario Liberati, Senior Director – Human Resources. The purpose of the interviews was to gather additional information about Ms. Wright's duties in relationship to her reclassification request. Specifically, ARSS examined the changes in duties that Ms. Wright believes form the basis for a reclassification.

Analysis of Duties:

After an in-depth analysis of this case, it was determined that the duties of the Human Resources Technician (Substitutes) are clerical and to some degree technical. The tasks are routine and defined by technical standards of substitute management. The incumbent in this position is responsible for providing effective customer service to school sites and the department as it relates to the use of the substitute management system. The Human Resources Technician (Substitutes) is the second level classification in the Human Resources department. Prior to the new substitute system, the incumbent was primarily responsible for assigning substitutes by using a manual process which entailed making phone calls and using written logs. Assigning substitutes comprised the majority of her job.

On March of 2015, Ms. Wright initiated the research for a new Substitute Management System, which was subsequently presented to the Senior Director of Human Resources and approved by the School Board. Ms. Wright led the implementation of the absence management system that changed the way in which absences were tracked and maintained. Since the implementation of the system,

tracking and calling has been automated and staff no longer takes calls to log and assign substitutes. However, the complexity of tasks has remained constant. The technical knowledge and skillset required to lead the implementation and provide technical guidance to others fall within Ms. Wright's existing classification.

Conclusion and Recommendation:

Following the interviews with Ms. Wright and Dr. Liberati, and a review of the employee questionnaire and the Human Resources Technician (Substitutes) job description, it was determined that the duties Ms. Wright stated to have gained resulting from the implementation of a new absences management system, fall within her classification and are consistent with the current classification of Human Resources Technician (Substitutes). While some tasks have changed as a result of the system, they are at the same level and complexity of her existing classification. The tasks are predominately routine and in line with the Human Resources Technician (Substitutes). Additionally, the changes in duties reported by Ms. Wright to substantiate her reclassification request were not assumed in a gradual manner and happened less than two years ago. Thus, Ms. Wright does not meet the requirements of Personnel Commission Rule 3.3.6 which requires two (2) complete years of gradual accretion of duties.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

June 14, 2017

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

FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: APPROVAL OF REVISED JOB DESCRIPTION – Supervisor-Transportation

BACKGROUND

The accompanying correspondence from Jorge Gutierrez, Director-Facilities & Operations, encompasses a request to revise the job description of Supervisor-Transportation.

The current incumbent in the classification of Supervisor-Transportation will be retiring at the end of the school year. In anticipation of the upcoming recruitment, the Personnel Commission staff reviewed the Supervisor-Transportation job description for needed updates and revisions, as well as the overall formatting. The proposed changes are not sufficient to alter the salary allocation.

DIRECTOR RECOMMENDATION

It is recommended that the revised job description of Supervisor-Transportation be approved with no change in salary.



Marion Schugt <schugt.marion@tUSD.org>

REVISED JOB DESCRIPTION

1 message

Jorge Gutierrez <gutierrez.jorge@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>
Cc: Mark Plumb <plumb.mark@tUSD.org>

Wed, Jun 14, 2017 at 7:47 AM

Hi Marion

We request that the job description for the Supervisor- Transportation position be revised to identify new key duties and responsibilities. This position has not been vacant for over 20 years. Thank you

Jorge B. Gutierrez
Director of Facilities & Operations
Torrance Unified School District
310-972-6320
Gutierrez.Jorge@tUSD.org



TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR-TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Manager-Transportation, coordinate, organize and supervise the work of assigned personnel and participate in the repair and servicing of diesel, gasoline, electric, compressed natural gas (CNG) and propane powered school buses, trucks and other gas, diesel-powered, compressed natural gas-powered and liquid propane gas-powered automotive equipment and a variety of grounds District vehicles and equipment; train, supervise and evaluate the performance of assigned personnel; manage the department in the absence of the Manager-Transportation.

REPRESENTATIVE DUTIES:

Plan, organize and supervise and coordinate activities of assigned skilled and semi-skilled personnel involved in the maintenance and repair of District vehicles and grounds equipment including safety equipment such as car seats, child restraints, wheel chair equipment and tie downs. *E*

Operate a computer and other office equipment for inputting of to maintain records and reports related to vehicle maintenance activities as required, maintain vehicle files related to inspections, work orders and maintenance records of all buses and vehicles. *E*

Prepare budget information for Transportation Department. *E*

Find Identify new training classes for mechanics to attend on new compressed natural gas vehicles obtain and maintain certifications on various types of equipment. *E*

Receive and disseminate pertinent Department of Motor Vehicles (DMV) and California Highway Patrol (CHP) written materials; oversee required compliance for vehicle maintenance for annual CHP terminal inspection. *E*

Prepare annual reports for State Board of Equalization on underground fuel tanks, compressed natural gas, CNG and liquid propane gas usage; report to California Energy Commission on new buses. *E*

Maintain records and compile reports regarding the maintenance and minor automotive repair of buses and other equipment as assigned; maintain inventory supply. *E*

Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment. *E*

Monitor, coordinate, maintain, and repair "push-to-talk" radio and cell phones used by the department. *E*

Check buses for conformance to California Highway Patrol standards. *E*

Inspect, Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects gasoline, diesel, CNG and electric powered vehicles including buses, automobiles, trucks, vans and other gas and diesel-powered large equipment. *E*

Monitor and maintain underground storage tanks for diesel and gasoline; maintain Compressed Natural Gas (CNG) compressor system to refuel CNG vehicles. *E*

Determine priority of work orders and their assignment to personnel; plan, organize and schedule work flow as assigned and assign routine, emergency and preventative maintenance work to assigned personnel; advise and assist assigned personnel; inspect work in progress and assure timely completion of work compliance with work orders and applicable regulations. *E*

Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion when appropriate; review completed work and provide feedback as necessary. *E*

Initiate requisition for materials and equipment; authorize small purchases from local vendors; maintain fleet and parts adequate inventory; of parts, equipment and supplies used in repairing and servicing motorized vehicles establish quality standards for the purchase of parts and fuel; determine necessary parts for repairs; requisition equipment, tools, parts and materials according to established procedures. *E*

Provide input in establishing new vehicle specifications and procure replacement vehicles and equipment as necessary; respond and apply to pertinent grant applications for vehicle replacement as necessary. E

Make appearances as needed before the South Coast Air Quality Management District to update them on effectiveness of CNG- and electric powered vehicles. E

Establish and implement prudent shop safety policies and procedures. E

~~Maintain records and reports. E~~

Assist in developing an effective preventive maintenance program maintaining a systematic interval for cost effective service and repair of equipment for automotive, CNG and other gasoline-powered equipment. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training.

Techniques and practices of maintenance and repair of tools, equipment and procedures materials used in the general overhaul, repairs and maintenance of automotive equipment.

Compressed natural gas fuel systems Operational theory and principles of different types of fuel or propulsion systems, gasoline, diesel, CNG, propane and battery.

Principles of internal combustion engines.

Basic technologies involved in Diagnostic procedures for basic technologies; electrical, hydraulics and fuel systems.

Procedures and regulations under CFR Title 49, Part 40 and Part 382.

Record-keeping techniques.

Health and safety regulations.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Coordinate, supervise, diagnose and participate in the repair and servicing of school buses, trucks and other equipment.

Trouble shoot the computer systems and controls on buses.

~~Diagnose malfunctions of and make mechanical repairs to a variety of vehicles and grounds equipment.~~

Operate equipment used in repairing or servicing motorized equipment.

Coordinate activities with other maintenance sections.

Read and interpret schematics and diagrams.

Supervise, train and evaluate others.

~~Evaluate quality of work performed by subordinates.~~

Set priorities, schedule and assign work.

Add, subtract, multiply and divide quickly and accurately.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Drive a vehicle to conduct work.

Observe legal and defensive driving practices.

Meet schedules and time lines.

Operate a computer, software and other equipment.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

ADOPTED: April 1994

REVIEWED: January 2000

REVISED: May 2001

REVISED: May 2006

REVISED:

Any combination equivalent to: graduation from high school and three years increasingly responsible journey-level experience in the repair and maintenance of light and heavy automotive and power-driven equipment including at least one year in the repair of heavy-duty trucks and buses.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with passenger endorsement. Airbrake certification. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor and shop environment; subject to driving a vehicle to conduct work, and noise from equipment operation.

PHYSICAL ABILITIES:

Lifting, bending, pushing, pulling and moving objects weighing up to 75 pounds, standing and walking for extended periods of time, bending at the waist, kneeling, reaching, pulling, pushing, dexterity of hands and fingers to operate power tools and equipment, and seeing to observe needed and completed repairs.

HAZARDS:

Subject to noise and Exposure to vapors and gases and working around and with machinery having moving parts.

ADOPTED: April 1994
REVIEWED: January 2000
REVISED: May 2001
REVISED: May 2006
REVISED:

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SUPERVISOR-TRANSPORTATION

BASIC FUNCTION:

Under the direction of the Manager-Transportation, coordinate, organize and supervise the work of assigned personnel and participate in the repair and servicing of diesel, gasoline, electric, compressed natural gas (CNG) and propane powered school buses, trucks and other District vehicles and equipment; train and evaluate the performance of assigned personnel; manage the department in the absence of the Manager-Transportation.

REPRESENTATIVE DUTIES:

Plan, organize and supervise the maintenance and repair of District vehicles and equipment. *E*

Operate a computer and other office equipment to maintain records and reports related to vehicle maintenance activities as required, maintain vehicle files related to inspections, work orders and maintenance records of all buses and vehicles. *E*

Prepare budget information for Transportation Department. *E*

Identify new training classes for mechanics to obtain and maintain certifications on various types of equipment. *E*

Receive and disseminate pertinent Department of Motor Vehicles (DMV) and California Highway Patrol (CHP) written materials; oversee required compliance for vehicle maintenance for annual CHP terminal inspection. *E*

Prepare annual reports for State Board of Equalization on underground fuel tanks, CNG and liquid propane gas usage; report to California Energy Commission on new buses. *E*

Monitor, coordinate, maintain and repair "push-to-talk" radio and cell phones used by the department. *E*

Inspect, diagnose, supervise and participate in skilled and semi-skilled repairs of gasoline, diesel, CNG and electric powered vehicles including buses, automobiles, trucks, vans and other large equipment. *E*

Monitor and maintain underground storage tanks for diesel and gasoline; maintain CNG compressor system to refuel CNG vehicles. *E*

Determine priority of work orders; schedule and assign routine, emergency and preventative maintenance work to assigned personnel; advise and assist assigned personnel; inspect work in progress and assure compliance with work orders and applicable regulations. *E*

Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action; review completed work and provide feedback as necessary. *E*

Maintain fleet and parts inventory; establish quality standards for the purchase of parts and fuel; determine necessary parts for repairs; requisition equipment, tools, parts and materials according to established procedures. *E*

Provide input in establishing new vehicle specifications and procure replacement vehicles and equipment as necessary; respond and apply to pertinent grant applications for vehicle replacement as necessary. *E*

Make appearances as needed before the South Coast Air Quality Management District to update them on effectiveness of CNG and electric powered vehicles. *E*

Establish and implement prudent shop safety policies and procedures. *E*

Assist in developing an effective preventive maintenance program maintaining a systematic interval for cost effective service and repair of equipment for automotive, CNG and other gasoline-powered equipment. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training.
Techniques and practices of maintenance and repair of tools, equipment and materials used in the general overhaul of automotive equipment.
Operational theory and principles of different types of fuel or propulsion systems, gasoline, diesel, CNG, propane and battery.
Principles of internal combustion engines.
Diagnostic procedures for basic technologies; electrical, hydraulics and fuel systems.
Procedures and regulations under CFR Title 49, Part 40 and Part 382.
Record-keeping techniques.
Health and safety regulations.
Technical aspects of field of specialty.
Interpersonal skills using tact, patience and courtesy.
Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Coordinate, supervise, diagnose and participate in the repair and servicing of school buses, trucks and other equipment.
Trouble shoot the computer systems and controls on buses.
Operate equipment used in repairing or servicing motorized equipment.
Coordinate activities with other maintenance sections.
Read and interpret schematics and diagrams.
Supervise, train and evaluate others.
Set priorities, schedule and assign work.
Add, subtract, multiply and divide quickly and accurately.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Drive a vehicle to conduct work.
Observe legal and defensive driving practices.
Meet schedules and time lines.
Operate a computer, software and other equipment.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible journey-level experience in the repair and maintenance of light and heavy automotive and power-driven equipment including at least one year in the repair of heavy-duty trucks and buses.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with passenger endorsement. Airbrake certification. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, outdoor and shop environment; subject to driving a vehicle to conduct work, and noise from equipment operation.

PHYSICAL ABILITIES:

Lifting, bending, pushing, pulling and moving objects weighing up to 75 pounds, standing and walking for extended periods of time, bending at the waist, kneeling, reaching, pulling, pushing, dexterity of hands and fingers to operate power tools and equipment, and seeing to observe needed and completed repairs.

HAZARDS:

Subject to noise and exposure to vapors and gases and working around and with machinery having moving parts.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

June 14, 2017

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

FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: APPROVAL OF NEW JOB DESCRIPTION –
Career Planning and Placement Coordinator

BACKGROUND

The accompanying correspondence from Dr. Wayne Diulio, Director of Adult and Alternative Education, encompasses a request to create a new classified job description of Career Planning and Placement Coordinator.

In analyzing the scope of work, functions of the job and level of responsibilities, Personnel Commission staff has determined that it is appropriate to establish a new classification of Career Planning and Placement Coordinator, which best reflects the required knowledge, skills, abilities and responsibilities needed to perform the essential functions of the job.

The basic function of the position will be to coordinate the implementation of the Adult Education Block Grant (AEBG). The incumbent will serve as the liaison for the Torrance Adult School and agencies overseeing AEBG, the Workforce Innovation Opportunity Act (WIOA) and other community organizations.

DIRECTOR RECOMMENDATION

It is recommended that the new job description of Career Planning and Placement Coordinator be approved with a salary recommendation on the Classified Salary Schedule-Bargaining Unit B-Clerical/Technical at Range 27, \$4749-\$5774 per month.



Marion Schugt <schugt.marion@tUSD.org>

Re: NEW CLASSIFIED POSITION

1 message

Wayne Diulio <diulio.wayne@tUSD.org>
To: Marion Schugt <schugt.marion@tUSD.org>

Tue, Jun 13, 2017 at 4:50 PM

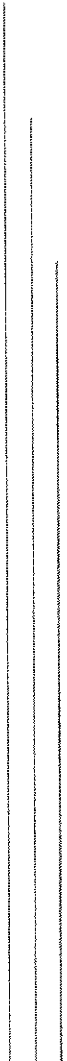
Marion Schugt,

Adult Education is under the guidance of the Adult Education Block Grant (AEBG) which works with the California Department of Ed & California Community Colleges Chancellors Office.

New reporting guidelines have the adult schools working with the EDD, One-Stop and other city or federal organizations. I will need a new employee to work as a liaison to these agencies.

Thank you,

Wayne Diulio, Ed.D.
Director of Adult and Alternative Education
2606 West 182nd Street, Torrance, CA. 90504
310 533-4689 Ext 8400



TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: Career Planning and Placement Coordinator

BASIC FUNCTION:

Under the direction of the Director, Torrance Adult School (TAS) or assigned supervisor, coordinate the implementation of the Adult Education Block Grant (AEBG) in support of career planning of students. Serves as a liaison between students, site, District personnel and community agencies regarding student opportunities and placement; ensures compliance and reporting. Serves as the liaison between the TAS program, state or federal agencies overseeing the AEBG, the Workforce Innovation Opportunity Act (WIOA) and community organizations.

REPRESENTATIVE DUTIES:

Develop and maintain community based resources for student career placement. *E*

Coordinate career planning activities throughout the school year; prepare communications related to student placement opportunities. *E*

Conduct program orientations; communicate with community employers, One-Stop and city organizations regarding job fairs for qualified students. *E*

Consult with employers to assess and determine industry and individual business needs. *E*

Receive and respond to student referrals; schedule and conduct intake interviews with potential program participants; assist students with program registration. *E*

May confer with students regarding career opportunities and successful process for placement. *E*

Develop braided services working with various businesses and organizations to assure training is meeting the needs of industries with high growth potential. *E*

Prepare and maintain comprehensive records, reports, files related to the student, resources and opportunities as required; compute and compile information and prepare statistical reports to identify trends and analyze data. *E*

Attend conferences related to career planning of students and opportunities at various career agencies, college Boards and other related organizations. *E*

Visit various community organizations, local businesses and other city employment agencies to promote career services; prepare and deliver oral presentations to students and school district personnel regarding career services and related activities; develop related promotional material. *E*

Participate in meetings and professional development trainings as offered by the AEBG that may be held at related city and governmental agencies. *E*

Work with the Director, Torrance Adult School or designee to develop and implement a comprehensive plan for meeting the needs of the Adult Education Program. *E*

Respond to inquiries and provide information concerning program activities, policies, procedures and objectives. *E*

Work with guidelines set by the AEBG, the California Department of Education and California Community Colleges Chancellors Office. *E*

Maintain an organized student caseload and accurate records. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of career programs.
Educational system and how it prepares students for career success.
Training and career opportunities in the community.
Grant proposal or budget process.
Career information sources and successful marketing techniques and practices.
Interpersonal skills using tact, patience and courtesy.
Applicable laws, codes, regulations, policies and procedures.
Record-keeping and report preparation techniques.
Public speaking techniques.
Public relations techniques.
Research methods.

ABILITY TO:

Perform a variety of specialized duties in support of career planning.
Interpret, apply, and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Plan and organize work.
Operate a variety of office equipment, including computer and software.
Work with deadlines and under pressure.
Analyze situations, identify needs, prioritize, solve problems independently, as appropriate and take appropriate action.
Adapt easily to work assignments, additional priorities and new procedures.
Work successfully and effectively with diverse groups of people.
Display interpersonal skills using tact, patience and courtesy while demonstrating exemplary customer service in working with students, staff and the public.
Create and identify measurable outcomes.
Operate a personal vehicle to travel to potential businesses and governmental agencies.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree in business, marketing, communications, public relations, rehabilitation, psychology, or related field and three years of professional work experience in marketing or career and/or employment placement. Experience working with adult students in an adult school or community college or with a governmental agency is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment. Must be able to work evening shift(s).

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, lifting, moving objects weighing up to 25 pounds.

ADOPTED:

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

June 12, 2017

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

FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: SECOND 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

At the Regular Meeting of the Personnel Commission on May 16, 2017, the Commissioners requested the proposed amendment be placed on the agenda for a second reading at the Regular Meeting of the Personnel Commission on June 20, 2017.

Director's Recommendation:

It is recommended that the proposed amendment to PC Rule 16.3.2 Long-Term Assignment be approved.