

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
July 17, 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 June 19, 2018
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Buyer
 - Custodian
 - Director-Facilities/Operations
 - Enrollment and Student Services Technician
 - Testing Coordinator
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Instructional Assistant
 - Director-Facilities/Operations
 - Educational Assistant-Special Education-ASSISTT
 - Paraeducator-Health Care
 - Paraeducator-Tier I/Tier II
 - Personnel Commission Specialist
 - School Custodial Supervisor
 - Next Regular Commission Meetings (2018) –
 - 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
June 19, 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, June 19, 2018.

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

APPROVAL OF MINUTES – Regular Meeting of May 15, 2018 Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of May 15, 2018, be approved. Motion carried 3/0.

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

Information on Process and Procedures for Recruiting and Staffing Per Commissioner request at the May meeting, Ms. Schugt provided information on the procedures for recruitment and staffing. Ms. Schugt began by providing details on the evaluation and assessment review prior to opening a recruitment. It is a standing practice to go over scope of work to ensure classification alignment and efficient and effective recruiting practices. Commissioner Kuwahara asked about the use of contractors. Ms. Schugt stated the Commission has only employed one independent contractor to complete the annual reclassification study. The District may use the services of an independent contractor on a temporary basis for specific projects. Ms. Schugt stated there are ongoing discussions with departments that employ independent contractors to review the need to potentially create new positions. Commissioner Muhammed asked about the timeline for the use of contractors. Ms. Schugt stated the use of the independent contractors must be for a specified time. Commissioner Kuwahara referenced a complaint about the use of an outside agency. Ms. Schugt stated the services provided by the agency were services that could not be provided by the current classified staff. Commissioner Furey asked if the agency was recruiting for the District. Ms. Schugt stated that although the agency has a contract to provide specialized services to our students in our Special Education program, the agency was not hired to recruit for the District. Recruiting for all classified positions remains within the Personnel Commission.

Commissioner Muhammed asked for an overview of a current recruitment process. Ms. Schugt stated that there was an assessment of which type of recruitment, such as open or promotional, would generate the most qualified candidate pool. Commission staff met with the hiring authority to discuss requirements and needs to identify the best testing mechanisms, which could consist of multiple choice test, performance test, oral technical interviews, etc. Ms. Schugt explained that Commission staff utilizes competency-based testing to reinforce that candidates that succeed possess the necessary knowledge, skills and abilities to perform the requirements of the position. Commissioner Muhammed asked if the PC Rules are available on the website. Ms. Schugt stated that the rules and additional recruitment information are available on the site, as well as multiple notices are sent out to candidates. Ms. Schugt stated Commission staff prioritizes communicating with all parties to carry out an efficient process.

Information on Process and Procedures for Recruiting and Staffing (Cont.)

Commissioner Kuwahara asked about the eligibility list and rule of three. Ms. Schugt clarified that the rule of three does not limit the candidate pool to only three people. A candidate's placement on the eligibility list is based on individual performance during the examination process. If two candidates complete the process with a similar score, they will share a rank. Hiring managers receive the top three ranks of those ready and willing to accept the position. Commissioner Furey asked if the department must select from the three ranks. Ms. Schugt stated that based on Merit System rules, a selection must be made from the top three ranks and reiterated that testing is based on a discussion of needs and requirements of the position.

Commission Kuwahara asked about lengths of probation. Ms. Schugt stated that probation periods are based on Education Code. New employees serve six months or 130 days and those in supervisory or management serve 260 days.

INFORMATION ITEMS

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COMMENTS FROM STAFF

Ms. Schugt announced it was the Personnel Commission Specialist Leah Ordinario's last week.

ADJOURNMENT

Meeting adjourned at 4:53 p.m.