

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
July 18, 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 June 20, 2017
- III. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- IV. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - School Bus Driver
 - School Custodial Supervisor
 - Child Development Program Assistant-Tier II
 - Fiscal Services Specialist
 - B. Approval of Differential Salary Rate – Paraeducator-Tier I/Tier II
 - C. Approval of Review of the Personnel Commission Handbook
- V. INFORMATION ITEMS
 - Job Announcements:
 - Computer Support Technician
 - Human Resources Technician (Substitutes)
 - Paraeducator-Tier I/Tier II
 - School Bus Driver
 - Supervisor-Transportation
 - Next Regular Commission Meetings (2017) –

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 54957 – Public Employee Discipline/Dismissal/Release
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
June 20, 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, June 20, 2017.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Commissioner Furey.
APPROVAL OF MINUTES –Regular Meeting of May 16, 2017	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of May 16, 2017, be approved. Motion carried 3/0.
APPROVAL OF MINUTES –Special Meeting of June 5, 2017	Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the Minutes of the Special Meeting of June 5, 2017, be approved. Motion carried 2/0/1 Abstention.
APPROVAL OF ELIGIBILITY LIST – 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	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the eligibility lists of 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, be approved. Motion carried 3/0.
APPROVAL OF 2017 RECLASSIFICATION REPORT	Commissioner Furey moved, seconded by Commissioner Kuwahara, that the 2017 Reclassification Report, be approved. Motion carried 3/0.
APPROVAL OF REVISED JOB DESCRIPTION – Supervisor-Transportation	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the revised job description of Supervisor-Transportation, be approved. Motion carried 3/0.
APPROVAL OF NEW JOB DESCRIPTION – Career Planning and Placement Coordinator	Commissioner Furey moved, seconded by Commissioner Kuwahara, that the new job description of Career Planning and Placement Coordinator, be approved. Motion carried 3/0.
SECOND READING – PC Rule 16.3.2 Long-Term Assignment	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the proposed revision to PC Rule 16.3.2 Long-Term Assignment with the District's requested amendment, be approved. Motion carried 3/0. Ms. Schugt noted that the District requested the term "limited term employee" replace "employee" in 16.3.2.4 for additional clarification.
INFORMATION ITEMS	Next Regular Commission Meeting (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
CLOSED SESSION – Pursuant to Section 54954.5(e) to 54957 – Public Employee Discipline/Dismissal/Release	Commissioner Muhammed stated there was nothing to report from the closed session.
ADJOURNMENT	Meeting adjourned at 5:43 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

July 11, 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 DIFFERENTIAL SALARY RATE – Paraeducator-Tier I/Tier II

BACKGROUND

The Personnel Commission received a request from the Board of Education to designate a position in the Paraeducator-Tier I/Tier II classification as requiring a special skill.

Based upon a review of the information provided by the District, it was determined that the stipulations to designate the position as requiring a special skill have been met. American Sign Language (ASL) is a complete, complex language that is a communication method for people who are deaf or hard-of-hearing.

Per Personnel Commission Rule 3.2.10.1, the Commission shall then have the right to designate a differential salary rate to compensate incumbents in such special positions for their special skills.

In order to identify the appropriate differential rate, a salary survey was conducted for corresponding positions which included benchmark districts and additional districts of a similar size within the geographical area. The study also included a review of other classifications' salary rates to prevent internal misalignment.

DIRECTOR RECOMMENDATION

It is recommended that a differential salary rate of seven and a half percent (7.5%) for positions within the Paraeducator-Tier I/Tier II classification that require the special skill of fluency in American Sign Language (ASL) be approved.

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FROM: MARION SCHUGT
DIRECTOR-PERSONNEL COMMISSION

SUBJECT: APPROVAL OF REVIEW OF THE PERSONNEL COMMISSION HANDBOOK

BACKGROUND

The Personnel Commission Handbook was last reviewed and revised in April 2013. Although the Commission continuously updates specific rules as needed, it is advisable to have the complete set of rules and regulations reviewed.

During the review completed in April 2013, Personnel Commission Legal Counsel Attorney Kwong provided input and amended the rules and regulations for added clarity and to ensure compliance with any recent legal updates .

DIRECTOR RECOMMENDATION

It is recommended that the review of the Personnel Commission Handbook by Personnel Commission Legal Counsel Attorney Kristine Kwong of Musick, Peeler & Garrett LLP be approved.