

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
August 21, 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 July 17, 2018
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Adult Education Instructional Assistant
 - Electrician
 - Fiscal Services Specialist
 - Paraeducator-Tier I/Tier II
 - Paraeducator-Health Care
 - Personnel Commission Specialist
 - School Custodial Supervisor
 - B. Request for Advanced Step Placement – Fiscal Services Specialist
 - C. Request for Advanced Step Placement – Computer Support Technician
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Director-Nutrition Services
 - Fiscal Services Specialist
 - Grounds Maintenance Worker
 - Locksmith
 - Nutrition Services Assistant I
 - Paraeducator-Tier II (Braille)
 - Paraeducator-Tier II (Sign Language)
 - Personnel Commission Specialist
 - Senior Office Assistant
 - Next Regular Commission Meetings (2018) –
 - 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
July 17, 2018**

CALL TO ORDER The meeting was called to order by Commissioner Furey at 4:37 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, July 17, 2018.

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

APPROVAL OF MINUTES – Regular Meeting of June 19, 2018 Commissioner Kuwahara moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of June 19, 2018, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST – Buyer, Custodian, Director-Facilities/Operations, Enrollment and Student Services Technician, Testing Coordinator Commissioner Muhammed moved, seconded by Commissioner Kuwahara, that the eligibility lists of Buyer, Custodian, Director-Facilities/Operations, Enrollment and Student Services Technician, Testing Coordinator, be approved. Motion carried 3/0.

INFORMATION ITEMS

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December 4, 2018, 4:30 p.m. – Classified Conference Center

ADJOURNMENT Meeting adjourned at 4:40 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

August 15, 2018

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

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: ADVANCED SALARY PLACEMENT – Fiscal Services Specialist

BACKGROUND:

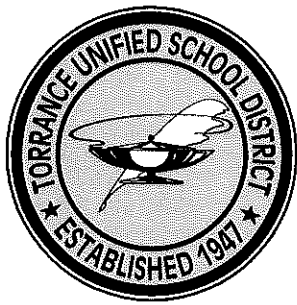
Attached is memorandum from Marc Milton, Director-Nutrition Services, requesting advanced salary placement for the new Fiscal Services Specialist, Juan Garcia. In accordance with Personnel Commission Rule 17.2.1, Mr. Milton is requesting that the new Fiscal Services Specialist be granted advanced step placement at Step 2, Range 19, on the Classified Clerical/Technical Salary Schedule.

The request is based on possessing education above the minimum required and years of valuable experience in the area of accounting.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive experience and (2) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Mr. Marc Milton, Director-Nutrition Services for Juan Garcia to Step 2, Range 19, on the Classified Clerical/Technical Salary Schedule for the position of Fiscal Services Specialist, effective as of the date of hire.



TORRANCE UNIFIED SCHOOL DISTRICT

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

August 7, 2018

TO: Marion Schugt, Director-Personnel Commission
FROM: Marc Milton, Director-Nutrition Services
SUBJECT: Salary Step Advance Placement for Juan Garcia

This memorandum is requesting an advance step placement for the new Fiscal Services Specialist in Nutrition Services, Mr. Juan Garcia, starting on August 20, 2018.

Mr. Garcia holds a Bachelor's Degree in Finance and has over 8 years of work experience in the accounting field. Based on these factors, I request Mr. Garcia starts at Step 2 on the salary scale.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

August 15, 2018

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

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: ADVANCED SALARY PLACEMENT – Computer Support Technician

BACKGROUND:

Attached is memorandum from Mr. Gil Mara, Chief Educational Technology and Information Services Officer, requesting advanced salary placement for the new Computer Support Technician, Mohammadali Akbari. In accordance with Personnel Commission Rule 17.2.1, Mr. Mara is requesting that the new Computer Support Technician be granted advanced step placement at Step 3, Range 23, on the Classified Operations and Support Salary Schedule.

The request is based on substantial years of valuable experience in the area of computer support from a comparable public school district.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive school district experience and/or (2) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Mr. Gil Mara, Chief Educational Technology and Information Services Officer for Mohammadali Akbari to Step 3, Range 23, on the Classified Operations and Support Salary Schedule for the position of Computer Support Technician, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

Re: Mohammadali Akbari

Gil Mara <mara.gil@tUSD.org>

Mon, Aug 13, 2018 at 4:28 PM

To: "Schugt, Marion" <Schugt.Marion@tUSD.org>

Marion,

This is to request that Mohammadali Akbari be placed on step 3, range 23 of the classified operations and support schedule. He is the selected candidate for the Computer Support Technician. Akbari was employed by LAUSD and Inglewood USD and has four years in the K-12 environment. Thank you.

Gil Mara
Chief Ed Tech and Information Services Officer
Torrance Unified School District
2336 Plaza Del Amo | Torrance, CA 90509
310-972-6500
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