

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
September 18, 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 August 21, 2018
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Educational Assistant-Special Education-ASSISTT
 - Fiscal Services Specialist
 - Grounds Maintenance Worker
 - Locksmith
 - Nutrition Services Assistant I
 - Paraeducator-Health Care
 - Paraeducator-Tier I/Tier II
 - Senior Office Assistant
 - B. Approval of 2017-2018 Annual Report
 - C. Approval of *Proposed* 2019 Personnel Commission Meeting Schedule
 - D. Appointment of Commissioner – Union Appointee
 - E. Information on Paraeducator Competency Exam and Clerical Battery Exam
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Adult Education Proctor
 - Child Development Program Assistant-Tier II
 - Nutrition Services Satellite Operator I
 - Nutrition Services Transport/Stock Assistant
 - Painter
 - Staff Assistant-Human Resources
 - Next Regular Commission Meetings (2018) –
 - 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. CLOSED SESSION
 - A. Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation,
Title: Director-Personnel Commission
- XI. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
August 21, 2018**

CALL TO ORDER

The meeting was called to order by Commissioner Kuwahara at 4:30 p.m.

PRESENT

Personnel Commissioners:

Terry K. Furey, Chair [Excused Absence]
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, August 21, 2018.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Muhammed.

**APPROVAL OF MINUTES – Regular
Meeting of July 17, 2018**

Commissioner Muhammed moved, seconded by Commissioner Kuwahara,
that the Minutes of the Regular Meeting of July 17, 2018, be approved. Motion
carried 2/0.

**APPROVAL OF ELIGIBILITY LIST –
Adult Education Instructional Assistant,
Electrician, Fiscal Services Specialist,
Paraeducator-Tier I/Tier II, Paraeducator-
Health Care, Personnel Commission
Specialist, School Custodial Supervisor**

Commissioner Muhammed moved, seconded by Commissioner Kuwahara,
that the eligibility lists of Adult Education Instructional Assistant, Electrician,
Fiscal Services Specialist, Paraeducator-Tier I/Tier II, Paraeducator-Health
Care, Personnel Commission Specialist, School Custodial Supervisor, be
approved. Motion carried 2/0.

**REQUEST FOR ADVANCED STEP
PLACEMENT – Fiscal Services Specialist**

Commissioner Muhammed moved, seconded by Commissioner Kuwahara,
that the advanced step placement request for Juan Garcia, Fiscal Services
Specialist to Step 2, Range 19, on the Classified Clerical/Technical Salary
Schedule, effective as of the date of hire, be approved. Motion carried 2/0.

**REQUEST FOR ADVANCED STEP
PLACEMENT – Computer Support
Technician**

Commissioner Muhammed moved, seconded by Commissioner Kuwahara,
that the advanced step placement request for Mohammadali Akbari to Step 3,
Range 23, on the Classified Operations and Support Salary Schedule,
effective as of the date of hire, be approved. Motion carried 2/0.

INFORMATION ITEMS

Job Announcements:

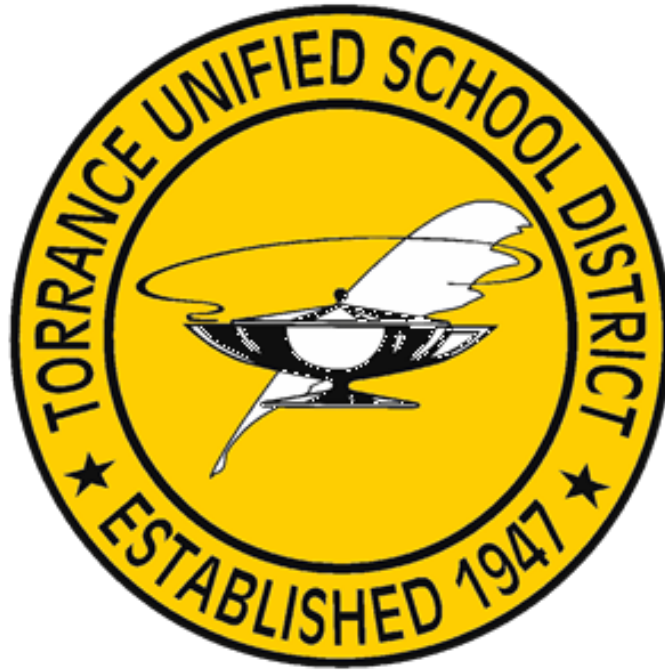
Director-Nutrition Services
Fiscal Services Specialist
Grounds Maintenance Worker
Locksmith
Nutrition Services Assistant I
Paraeducator-Tier II (Braille)
Paraeducator-Tier II (Sign Language)
Personnel Commission Specialist
Senior Office Assistant

Next Regular Commission Meeting (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

ADJOURNMENT

Meeting adjourned at 4:43 p.m.



PERSONNEL COMMISSION 2017-2018 ANNUAL REPORT

Mission Statement

Consistent with the mission statement of the Torrance Unified School District, the Personnel Commission provides essential services for classified positions in a cost-effective, responsive, pro-active and professional manner with an emphasis on service excellence.

ABOUT TUSD

The Torrance Unified School District (TUSD) was established in 1947 and encompasses the City of Torrance, covering approximately 21 square miles. TUSD consists of thirty-four school campuses and numerous district departments serving the estimated 25,000 students enrolled. Approximately 1,000 permanent classified employees and hundreds of classified substitute employees perform duties and services for the student population and the community.

THE MERIT SYSTEM

The classified employees of the Torrance Unified School District have operated under the Merit System since 1989. The Merit System is a system of rules and procedures that provide equal opportunity for employees and applicants by requiring merit-based competition for positions.

The Personnel Commission is the mainstay of the Merit System by enforcing the rules established to ensure equitable selection, promotion and retention of employees based on merit and fitness, without favoritism and prejudice.

In accordance with California Education Code §45240-45320, the Personnel Commission is responsible for:

- Protecting applicants and employees from unfair and discriminatory treatment.
- Ensuring utilization of objective, job-related examinations.
- Announcing job vacancies to employees and the public.
- Establishing eligibility lists of candidates.
- Classifying and reclassifying positions.
- Determining job-related education and work experience requirements.
- Recommending salary schedules consistent with the principle of like-pay for like-service.
- Establishing reasonable causes for demotion, suspension and dismissal.
- Investigating and hearing appeals of permanent employees who have been suspended, demoted or dismissed.
- The Merit System operates in approximately 96 California school districts. Almost 60% of all classified school personnel in the state work under the Merit System.

GOALS AND OBJECTIVES OF THE COMMISSION

- Work collaboratively with school administrators, staff, employees and applicants in recruitment, classification, salary recommendations and employee relations.
- Improve recruitment and selection processes to hire the best qualified candidates for the District.
- Continuously improve and update the Personnel Commission website to provide information to applicants, District administrators, employees and the Torrance community.
- Ensure preservation of the rights of employees affected by layoffs or employment actions.
- Reduce production costs and delivery time by utilizing email and the District website to distribute Personnel Commission agendas, job announcements and certification lists.
- Revise processes to clarify and increase efficiency of office procedures.
- Support the District's programs for management and staff training, development, ethics and character building.

JOB DESCRIPTIONS

The Personnel Commission is responsible for maintaining a classification plan for all positions. To classify shall include, but not be limited to:

- ◆ Allocation of all positions to appropriate classes.
- ◆ Arrangement of classes into occupational hierarchies (job families).
- ◆ Determination of reasonable percentage relationships between classes within occupational hierarchies.
- ◆ Determination of reasonable percentage relationships between occupational hierarchies.
- ◆ Preparation of written class specifications.

During the 2017-2018 year, the following job descriptions were created or revised:

- ◆ **Heavy Duty Diesel Mechanic—REVISED**
- ◆ **Paraeducator—Health Care—NEW**
- ◆ **Senior Administrative Assistant—ETIS—NEW**
- ◆ **Senior Buyer—NEW**
- ◆ **Testing Coordinator—REVISED**

RECLASSIFICATION

The Commission administers a system whereby classifications will be reviewed to maintain internal alignment in the Classified Service.

- ◆ Three reclassification requests were received and studied, two (2) of which resulted in reclassification.

SALARY ALLOCATION

The following special skill stipends have been added to the Student Support salary schedule:

Paraeducator—Tier II (Sign Language)

Paraeducator—Tier II (Braille)

TESTING ACCOMPLISHMENTS

During the 2017-2018 year, the Personnel Commission staff worked closely with subject matter experts to seek input on the test design and content of examinations. Of the 74 recruitments conducted, 16 included newly developed or revised performance examinations in addition to the already established examination plan for each classification.

A key benefit of a performance examination is that it allows candidates to be assessed in an environment that replicates actual or similar work conditions.

2017-2018 ACTIVITIES

RECRUITMENTS	2014/2015	2015/2016	2016/2017	2017/2018
Number of Recruitments	82	91	69	74
Total Number of Applicants	2873	6394	5637	3453
Applicants Tested	1597	2666	2193	1364
Applicants Interviewed	983	1486	1242	909
Applicants Eligible	622	948	853	752
Eligibility Lists Created	80	89	69	87
Average Recruitment Turnaround Time (Days)	24	25	27	26

Adult Education Assessment & Attendance Technician	Director-Nutrition Services	Nutrition Services Satellite Operator II
Adult Education Instructional Assistant	Director-Purchasing and Communication Services	Occupational Therapist (x2)
Adult Education Instructional Assistant—Computer Science (x2)	Educational Assistant—Special Education ASSISTT	Office Assistant
Adult Education Specialist	Electrician	Paraeducator-Tier I/Tier II (x3)
Assistant Director—Nutrition Services	Fiscal Services Specialist	Pool Maintenance Technician (x3)
Behavior Analyst	Health Services Assistant	Pool Supervisor (x2)
Budget Specialist (x4)	Heavy Duty Diesel Mechanic	School Bus Driver (x2)
Buyer	High School Site Supervisor	School Staff Assistant I
Campus Security	Human Resources Technician (Substitutes)	School-To-Career Employment Assistant
Career Planning and Placement Coordinator	Instructional Assistant	Senior Fiscal Services Specialist
Child Development Instructor	Job Coach	Senior Office Assistant
Child Development Program Assistant-Tier II (x3)	Language Assessment Proctor (x6)	Special Education Office Assistant
College-Career Counseling Coordinator	Library Media Technician	Staff Assistant
Computer Support Technician (x2)	Licensed Vocational Nurse (x4)	Staff Assistant-Special Education
Custodian	Material Support Technician	Staff Secretary
Director-Facilities/Operations	Nutrition Services Assistant I (x2)	Supervisor-Transportation
	Nutrition Services Assistant II (x2)	Testing Coordinator

PROCESSING	2014/2015	2015/2016	2016/2017	2017/2018
Certification Lists Created	225	255	235	301
Transfer Requests Received	59	117	145	128
Requisitions Received	538	616	619	571
Requisitions Filled	254	273	259	284

HIRING	2014/2015	2015/2016	2016/2017	2017/2018
Total Permanent Employees Hired	171	230	129	209
Open Permanent Employees Hired	124	182	83	161
Promotional Employees Hired	34	42	36	40
Substitute Employees Hired	360	348	322	253
Transfer Requests Fulfilled	17	22	21	27
Reemployments	13	6	10	8

Congratulations to our Classified Employees of the year!



Elementary School Level

*Ruth Marshall-Coulter
School Staff Assistant /
Hickory Elementary School*



Middle School Level

*Shelley Stallings
School Staff Assistant /
Richardson Middle School*



High School Level

*Vilma Carrizales
Custodian
Sherry High School*



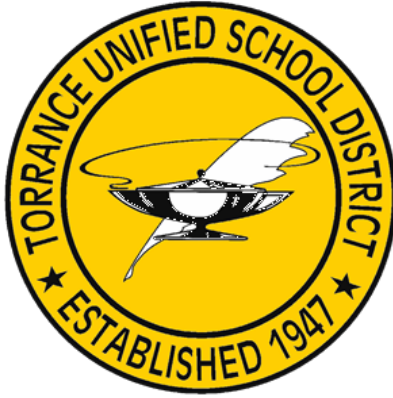
Adult School Level

*Sandy Matsumura
Adult Education Specialist
Griffith Adult Center*



District Level

*Truc Le
Custodian
District Office*



PERSONNEL COMMISSIONERS

Terry K. Furey—Chair

Teresa Furey is a long-time resident of the City of Torrance, a retired TUSD employee and a consummate community volunteer. Ms. Furey and her family have resided in Torrance for almost 30 years. In May of 2016, she retired from TUSD after a 25 year career as a classified employee. During her career, Ms. Furey served as an Instructional Assistant, a Paraeducator and for the last nine years as a Job Developer for the District's School-To-Career program. Ms. Furey presently serves as a board member on the Torrance Education Foundation; the North Torrance Homeowners Association; the American Cancer Society;

Torrance Relay for Life; and the League of Women Voters Torrance area. As a retired classified employee, Ms. Furey is well versed in and fully understands the Merit System. She is a huge supporter of the tenets of the system. She is the appointee of the Torrance Unified School District classified employee organization.

Gary S. Kuwahara, CPA—Vice-Chair

Gary Kuwahara was appointed to the Commission in December 2013. He served as a member of the Torrance Unified School District Board of Education, 1993-2005. He served on the Torrance Unified School District Independent Citizens Oversight Committee for Measure Y and Z, 2009-2012. He is active in non-profit organizations. He is the appointee of the Torrance Unified School District Board of Education.

Anil S. Muhammed, Ed.D—Member

Dr. Anil S. Muhammed has over 10 years of combined experience in public education, technology and leadership. His experience ranges from serving as a human resources director, college instructor and software consultant to an entrepreneur. During his spare time, Dr. Muhammed actively volunteers for numerous non-profit organizations and serves on various committees, sharing best practices and applying knowledge to benefit the welfare of the people in and around his community. He is the Commissioners' appointee.

SUPERINTENDENT

DR. GEORGE MANNON

BOARD OF TRUSTEES

MICHAEL WERMERS-PRESIDENT

MARK STEFFEN-VICE-PRESIDENT

TERRY RAGINS-CLERK

MARTHA DEUTSCH-MEMBER

DON LEE-MEMBER

PERSONNEL COMMISSION STAFF

MARION SCHUGT—DIRECTOR-PERSONNEL COMMISSION

CEYLIDA LOPEZ—PERSONNEL ANALYST

TRICIA FLORESCA—ASSOCIATE PERSONNEL ANALYST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

PROPOSED 2019 PERSONNEL COMMISSION MEETING SCHEDULE

Site: **Classified Conference Center-** 2336 Plaza del Amo, Torrance

Calendar Year – 2019

First (if needed) and Third Tuesdays
(Except Holidays)

January 15

February 19

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 15

November 5 (Holiday Schedule)

December 3 (Holiday Schedule)

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

September 12, 2018

TO: PERSONNEL COMMISSIONERS

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: APPOINTMENT OF COMMISSIONER – The Classified Employees' Appointment

The term of Ms. Terry Furey, the Classified Employees' Appointment to the Personnel Commission, will expire on December 1, 2018.

In accordance with Personnel Commission Rules 2.1.2 and 2.1.2.2 (attached for reference), notification to the Board of Education and classified employee organization having the authority to nominate is required.

Additionally, Rule 2.1.2.2, THE CLASSIFIED EMPLOYEES' APPOINTMENT, requires that by November 1, the classified employee organization having authority to nominate the classified employees' appointee to the Commission shall submit to the Board the name of the person it wishes to appoint to the Commission. The Board shall appoint the nominee unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee, which the Board shall then appoint.

It is noted that the classified employee organization that represents the largest number of the District's classified staff is the California School Employees Association. As such, that is the Union authorized to submit the recommended appointment to the Board as required by law and the Commission's Rules and Regulations.

It is suggested that this memorandum serve as the notification to the relevant parties indicated above.

It is noted that by publishing this memorandum with the Commission's meeting agenda for September 18, 2018, all parties acknowledge that there has been substantial compliance with all procedural issues concerning this matter.

cc: Tim Stowe, Ed.D., Deputy Superintendent-Administrative Services
Illissa Gold, CSEA Labor Representative
Kathy Kelley, President, CSEA Chapter 845
Monica Ingold, President, CSEA Chapter 19

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

September 12, 2018

TO: PERSONNEL COMMISSIONERS

FROM: DIRECTOR-PERSONNEL COMMISSION
MARION SCHUGT

SUBJECT: Paraeducator Competency Exam and Clerical Battery Exam

BACKGROUND

In an ongoing effort to review the effectiveness of exam process and procedure, Personnel Commission staff evaluated the testing parameters for the position of Paraeducator-Tier I/Tier II and all positions that fall under the clerical hierarchy.

The assessment began by reviewing all job descriptions under the clerical hierarchy to establish grouping mechanisms and relevance. Each essential task, minimum education and experience requirement and the knowledge and ability requirements were categorized and linked to competencies to develop a Clerical Battery examination.

For the revision of the Paraeducator written exam to a Paraeducator Competency exam, current exam materials were reviewed against state mandated requirements and standards for paraprofessionals.

Commission staff also worked closely with subject matter experts that hold the classification, supervise the classification and have decision making authority for changes to the classification. Information was gathered through surveys, interviews and work sample reviews.

After the development of the exams, test groups took the exams and Commission staff performed item analysis to review the quality and validity of the tests.

Commission staff then identified procedures based on Uniform Guidelines on Employee Selection Procedures, Education Code and Personnel Commission Rules to ensure a fair and competitive process.