

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
September 19, 2017

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 15, 2017
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Approval of Eligibility Lists –
    - Assistant Director-Nutrition Services
    - Career Planning and Placement Coordinator
    - Electrician
    - Library Media Technician
    - Licensed Vocational Nurse
    - Occupational Therapist
  - B. Appointment of Commissioner – Commissioner's Appointment
  - C. Approval of Advanced Step Placement – Assistant Director-Nutrition Services
  - D. Approval of Advanced Step Placement – Occupational Therapist
  - E. Approval of Meeting Date Change for December 5, 2017
  - F. Approval of *Proposed* 2018 Personnel Commission Meeting Schedule
  - G. Approval of 2016-2017 Annual Report
- VI. INFORMATION ITEMS
  - Job Announcements:
    - Budget Specialist
    - College-Career Counseling Coordinator
    - Health Services Assistant
    - Licensed Vocational Nurse
    - Nutrition Services Assistant II
    - Paraeducator-Tier I/Tier II
    - Pool Supervisor
    - Pool Technician
    - School Bus Driver
    - School-to-Career Employment Assistant
  - Next Regular Commission Meetings (2017) –
    - 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
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. COMMENTS FROM THOSE IN ATTENDANCE #2
- X. CLOSED SESSION – Pursuant to Section 54954.5(e) to 54957 –  
Public Employee Discipline/Dismissal/Release
- XI. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission  
August 15, 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, August 15, 2017.

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

**APPROVAL OF MINUTES – Regular Meeting of July 18, 2017** Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of July 18, 2017, be approved. Motion carried 3/0.

**APPROVAL OF MINUTES – Special Meeting of July 21, 2017** Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Special Meeting of July 21, 2017, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST – Computer Support Technician, Human Resources Technician (Substitutes), Paraeducator-Tier I/Tier II, Supervisor-Transportation** Commissioner Furey moved, seconded by Commissioner Kuwahara, that the eligibility lists of Computer Support Technician, Human Resources Technician (Substitutes), Paraeducator-Tier I/Tier II, Supervisor-Transportation, be approved. Motion carried 3/0.

**INFORMATION ITEMS** Next Regular Commission Meeting (2017) –  
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

**ADJOURNMENT** Meeting adjourned at 4:32 p.m.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

September 13, 2017

TO: PERSONNEL COMMISSIONERS

FROM: DIRECTOR-PERSONNEL COMMISSION  
MARION SCHUGT

SUBJECT: APPOINTMENT OF COMMISSIONER – The Commissioners' Appointment

The term of Dr. Anil Muhammed (4307 W. 190<sup>th</sup> Street, Torrance, CA 90504), the Commissioners' Appointment to the Personnel Commission, will expire on December 1, 2017.

In accordance with Personnel Commission Rules 2.1.2 and 2.1.2.3, notification to the Board of Education and the classified employee organization and the Personnel Commissioners, who have the authority to nominate, is required.

Additionally, Rule 2.1.2.3, THE COMMISSIONERS' APPOINTMENT: By September 30th, the appointee of the Board of Education and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after 30, and within 45 days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations, and members of the Board of Education the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

Dr. Muhammed has expressed an interest in being reappointed.

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

The proposed schedule for compliance with the procedural aspects of the Rules is as follows:

1. Announce the candidate at the meeting on September 19, 2017.
2. Conduct the public hearing on October 17, 2017.

It is noted that by publishing this memorandum with the Commission's meeting agenda for September 19, 2017; it is recognized that all parties acknowledge that there has been substantial compliance with all procedural issues concerning this matter.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

September 13, 2017

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
MARION SCHUGT

SUBJECT: ADVANCED SALARY PLACEMENT – Assistant Director-Nutrition Services

**BACKGROUND:**

Attached is memorandum from Ms. Leeza Woodbury, Director-Nutrition Services, requesting advanced salary placement for the new Assistant Director-Nutrition Services, Lillian Ivanov. In accordance with Personnel Commission Rule 17.2.1, Ms. Woodbury is requesting that the new Assistant Director-Nutrition Services be granted advanced step placement at Step 3, Range 94, on the Classified Management Employees Salary Schedule.

The request is based on substantial years of valuable school district experience in the area of nutrition services administration, possession of specialized certifications and a salary cut 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; (2) District salary reflected a decrease for the valued applicant; and/or (3) extreme difficulty in recruitment for the particular position.

It is duly noted that this candidate possesses extensive school district experience and this salary placement would merely meet the current salary of this experienced candidate.

**DIRECTOR RECOMMENDATION:**

Approve advanced step placement, as requested by Ms. Leeza Woodbury, Director-Nutrition Services for Lillian Ivanov to Step 3, Range 94, on the Classified Management Employees Salary Schedule for the position of Assistant Director-Nutrition Services, effective as of the date of hire.

Torrance Unified School District

Nutrition Services

To: Marion Schugt

From: Leeza Woodbury – Nutrition Services

Date: September 6, 2017

**RE: Assistant Director Selection – Lilian Ivanov**

This is to request an advance step placement for the Assistant Director selection, Lilian Ivanov. I would like to start her at Step 3, pending your approval. This will be paid for out of the Nutrition Services fund. Lilian's level of experience is above and beyond what the position requires; the position asks for 5 years of experience and Lilian has over 13 years' experience in the school nutrition field. She will be a true asset to our department. The combination of her education, experience and proven track record at the previous districts she has worked for justify this step increase. In addition, Step 3 most closely matches her current salary at Downey Unified School District.

If you have any questions, please contact Leeza Woodbury (ext 6351 or email [woodbury.leeza@tusd.org](mailto:woodbury.leeza@tusd.org)) in the Nutrition Services Department. Thank you in advance for your consideration.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

September 13, 2017

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

**FROM:** DIRECTOR-PERSONNEL COMMISSION  
MARION SCHUGT

**SUBJECT:** ADVANCED SALARY PLACEMENT – Occupational Therapist

**BACKGROUND:**

Attached is a memo from Ms. Kumi Smart, Coordinator-Special Education, requesting advanced salary placement for the new Occupational Therapists, Sylvia Kim and Kathryn Haas. In accordance with Personnel Commission Rule 17.2.1, Ms. Smart is requesting that the new Occupational Therapists be granted advanced step placement at Step 5, Range A40, on the Classified Aide/Instructional Assistant/Paraprofessional Employees Bargaining Unit C Salary Schedule.

The request is based on substantial years of valuable experience in the area of occupational therapy and possession of advanced degrees and certifications in occupational therapy.

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; (2) District salary reflected a decrease for the valued applicant; and/or (3) extreme difficulty in recruitment for the particular position.

It is duly noted that the number of recruitment candidates within the classification of Occupational Therapist are severely limited due to the technical expertise and experience required.

**DIRECTOR RECOMMENDATION:**

Approve advanced step placement, as requested by Ms. Kumi Smart, Coordinator-Special Education for Sylvia Kim and Kathryn Haas to Step 5, Range A40, on the Classified Aide/Instructional Assistant/Paraprofessional Employees Bargaining Unit C Salary Schedule, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

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## Request for Advanced Salary Placement

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Kumi Smart <smart.kumi@tUSD.org>  
To: Marion Schugt <schugt.marion@tUSD.org>

Wed, Sep 13, 2017 at 3:27 PM

Based on the work experience and documentation provided by the candidates our Special Education Department would like to request Advanced Salary placement on Step 5 for the following Licenced Occupational Therapists:

Sylvia Kim  
Kathryn Haas

Kumi Smart, Ed. D  
Coordinator  
Special Education  
310 972-6124  
310 892-1042 (District Cell)  
310 972-6122  
smart.kumi@tUSD.org

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

September 13, 2017

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
MARION SCHUGT

SUBJECT: *Proposed* 2018 Personnel Commission Meeting Schedule

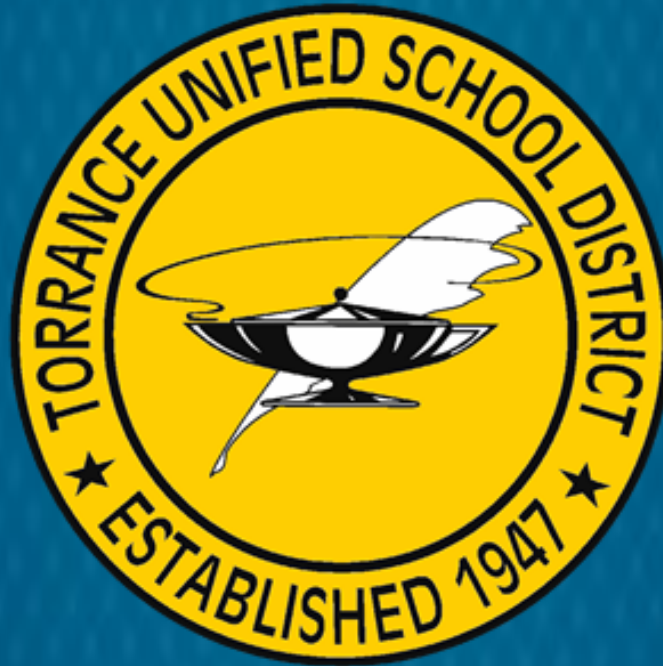
The Personnel Commission shall meet on the first (if needed) and third Tuesday of each month at 4:30 p.m. in the Torrance Unified School District Classified Conference Center, 2336 Plaza del Amo, Torrance, CA.

The following are the *proposed* dates for the 2018 calendar year:

January 16  
February 20  
March 20  
April 17  
May 15  
June 19  
July 17  
August 21  
September 18  
October 16  
November 6 (Holiday Schedule)  
December 4 (Holiday Schedule)



# PERSONNEL COMMISSION



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# ANNUAL REPORT

**2016-2017**

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## 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.

### 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.**

## COMMISSIONERS

### **Anil S. Muhammed, Ed.D—Chair**

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.

### **Terry K. Furey—Vice-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 Voter 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.

### **Gary S. Kuwahara, CPA—Member**

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 Citizen's 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.

## 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 educational 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.

# *Congratulations to our 2016-2017 Classified Employees of the year!*



**Razia Khan**  
Instructional Assistant  
Torrance Adult School



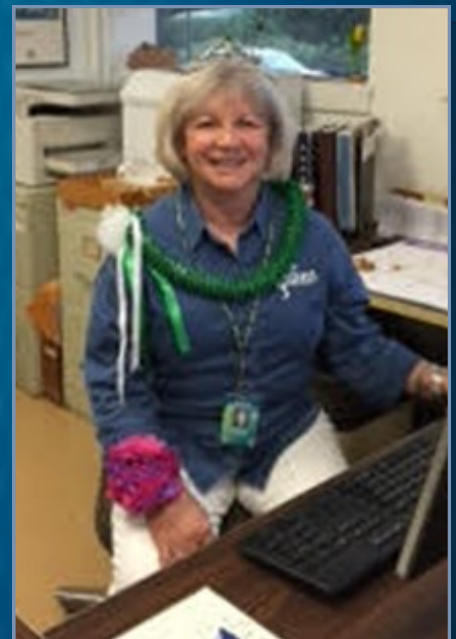
**Doreen Asari**  
Library Media Technician  
Calle Mayor Middle School



**Miguel Moreno**  
Custodian  
Yukon Elementary



**Hiroko Sumi**  
Staff Assistant  
Special Education



**Andy Jones**  
School Staff Assistant I  
South High School

## PERSONNEL COMMISSION RULE REVISION

The Personnel Commission has the right and responsibility for establishing rules and regulations as may be necessary to ensure efficiency in the selection and retention of employees upon a basis of merit and fitness.

The following Personnel Commission rule was amended during 2016-2017:

- ◆ **16.3.2 LONG-TERM ASSIGNMENT—Amended 6/20/2017**



## JOB DESCRIPTIONS

The Personnel Commission is responsible for maintaining a classification plan for all positions. To classify shall include, but not 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 the occupational hierarchies.
- ◆ Determination of reasonable percentage relationships between occupational hierarchies.
- ◆ Preparation of written class specifications.

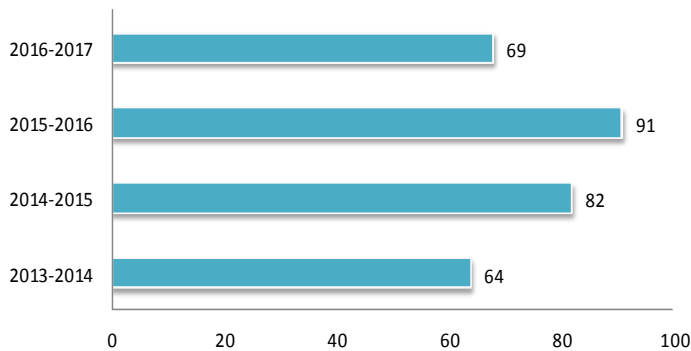


During 2016-2017, the following job descriptions were created or revised:

- ◆ **Benefits Specialist—NEW**
- ◆ **Career Planning and Placement Coordinator—NEW**
- ◆ **Pool Maintenance Technician—NEW**
- ◆ **Pool Supervisor—NEW**
- ◆ **Supervisor—Transportation—REVISED**
- ◆ **Transportation Dispatcher/Scheduler—REVISED**

# 2016-2017 Activities

**Total Number of Recruitments**

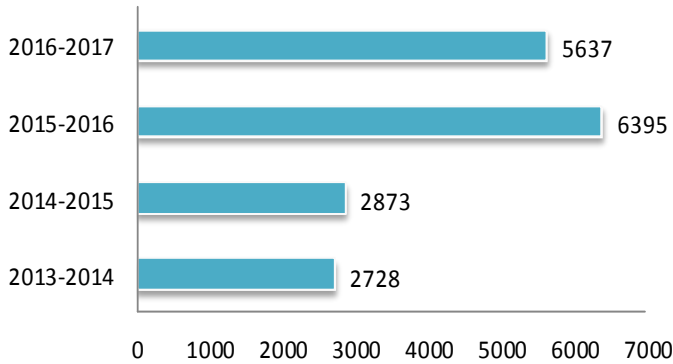


- Administrative Assistant
- Adult Education Instructional Assistant
- Adult Education Instructional Assistant - Computer Science
- Adult Education Proctor
- Adult Education Specialist
- Adult Education Student Support Services Technician
- Behavior Analyst
- Benefits Analyst
- Benefits Specialist
- Benefits Technician
- Campus Security (x3)
- Child Development Instructor (x2)
- Child Development Program Assistant - Tier II
- College-Career Counseling Coordinator
- Custodian (x2)
- Database Analyst
- Educational Assistant - Special Education ASSISTT (x2)
- Equipment/Cart Mechanic
- Fabricating Welder
- Fiscal Services Specialist
- Health Services Assistant
- High School Site Supervisor
- Human Resources Specialist

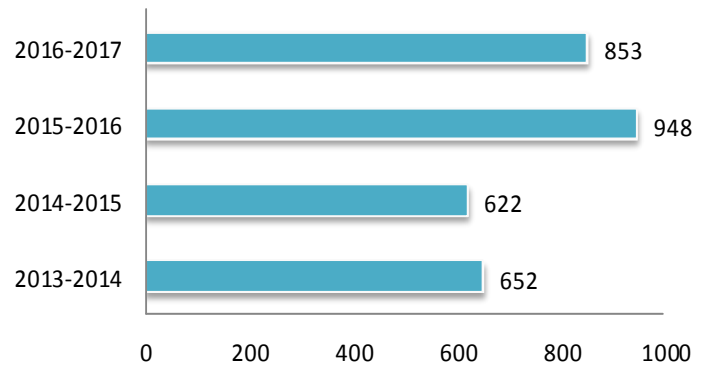
- HVAC Mechanic
- Instructional Assistant
- Job Coach
- Language Assessment Proctor Tier I
- Language Assessment Proctor Tier II - Korean
- Language Assessment Proctor Tier II - Tamil
- Licensed Vocational Nurse (x3)
- Mechanic
- Mechanic-Parts Technician
- Network Analyst (x2)
- Nutrition Services Assistant I (x2)
- Nutrition Services Assistant II
- Nutrition Services Assistant Supervisor
- Nutrition Services Satellite Operator I
- Nutrition Services Satellite Operator II
- Nutrition Services Supervisor I
- Nutrition Services Transport/Stock Assistant
- Office Assistant
- Paraeducator - Tier I/Tier II (x3)
- Purchasing Technician
- School Bus Driver (x3)
- School Custodial Supervisor
- School Staff Assistant I
- School-To-Career Employment Assistant
- Senior Office Assistant
- Staff Assistant-Facilities
- Staff Assistant-Special Education
- Staff Secretary
- Systems Analyst
- Transportation Assistant
- Transportation Dispatcher/Scheduler (x2)
- Workforce Investment Act (WIA) Testing Specialist

# 2016-2017 Activities

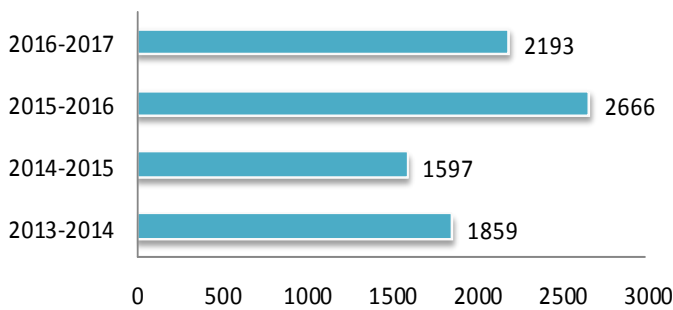
**Total Number of Applicants**



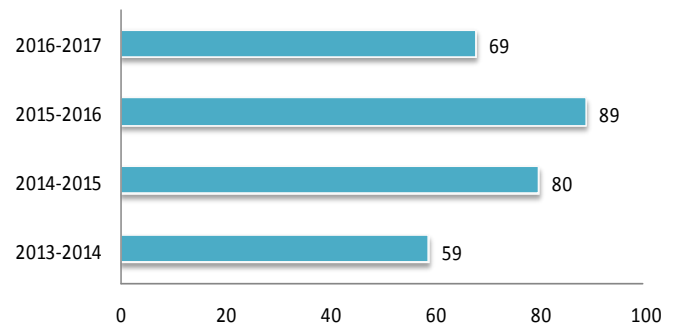
**Total Number of Eligibles**



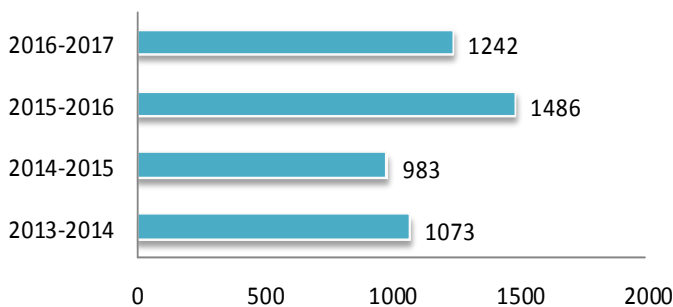
**Total Number of Applicants Tested**



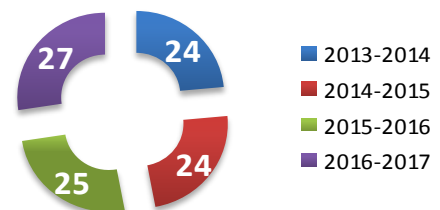
**Total Number of Eligibility Lists Created**



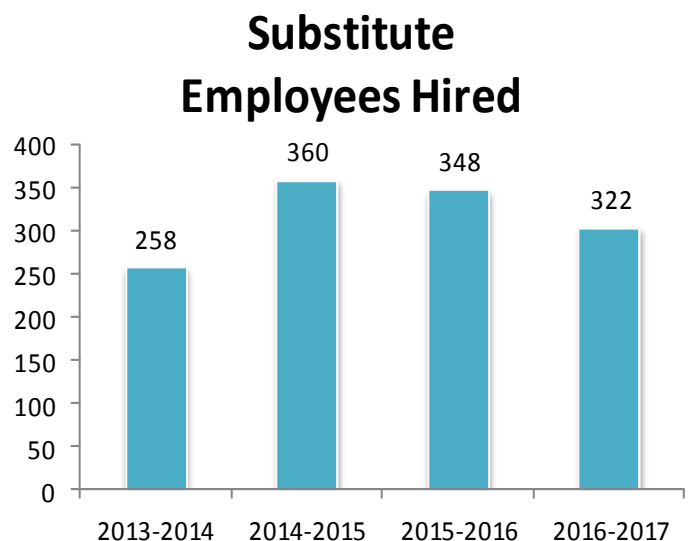
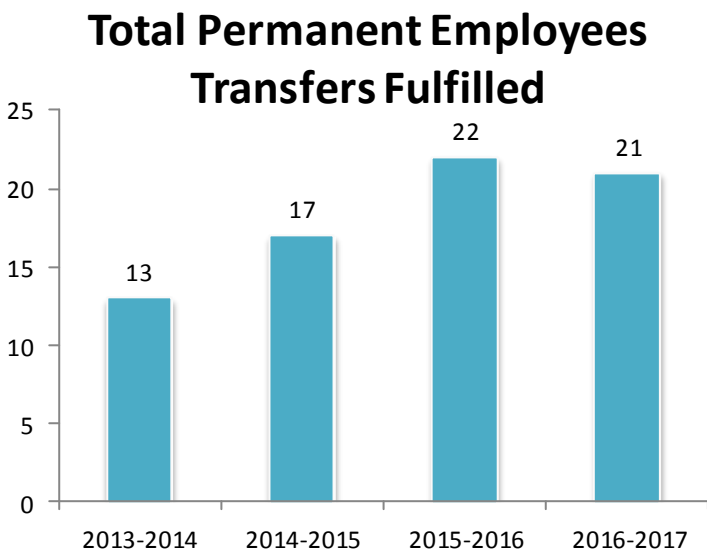
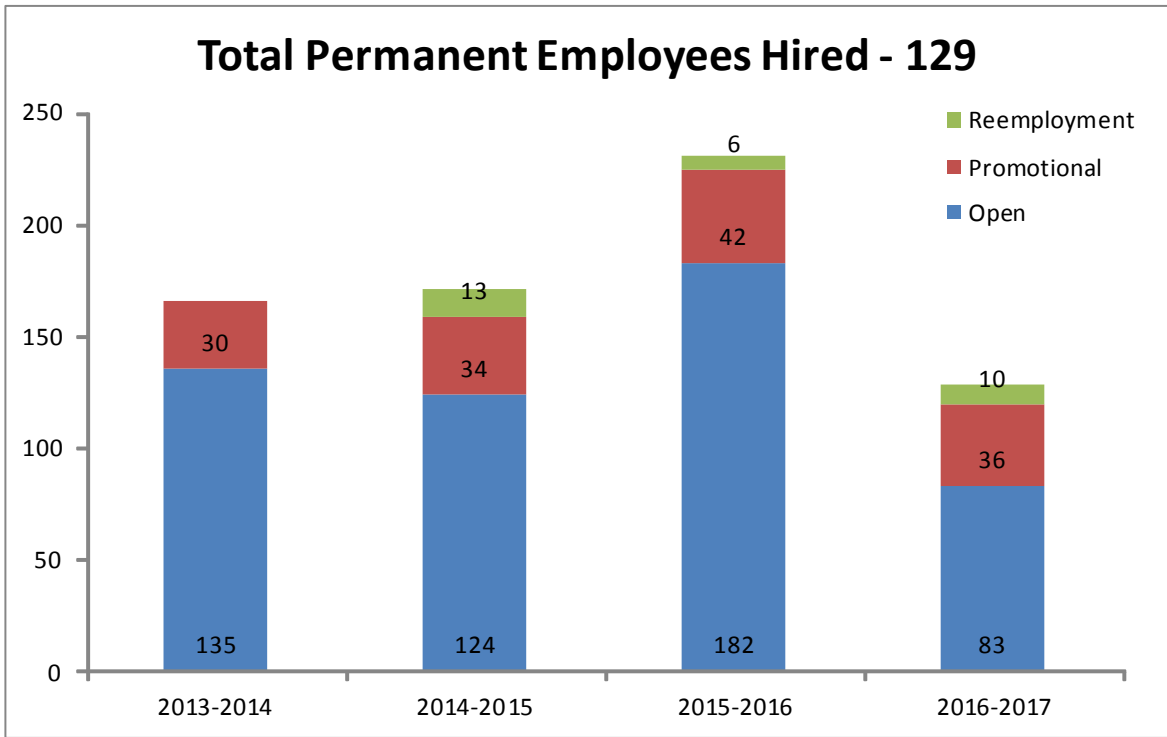
**Total Number of Applicants Interviewed**



**Average Recruitment Turnaround Time (DAYS)**

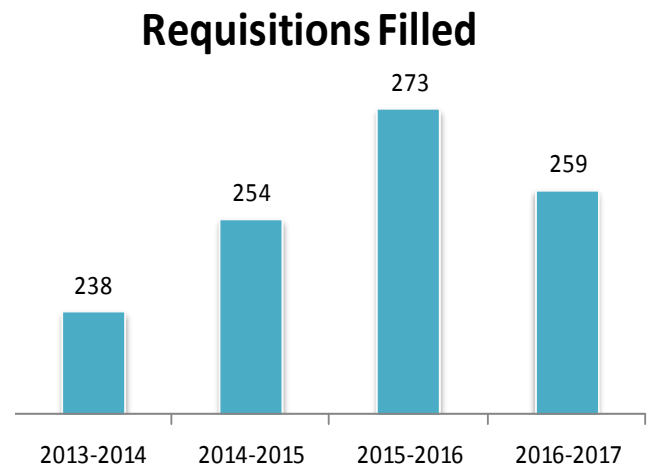
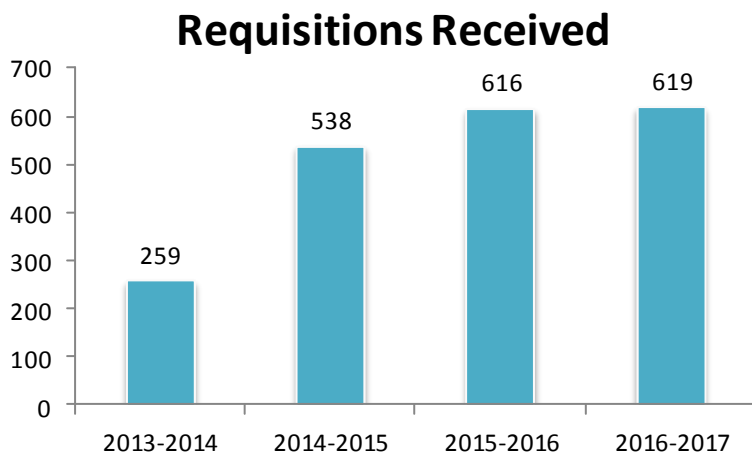
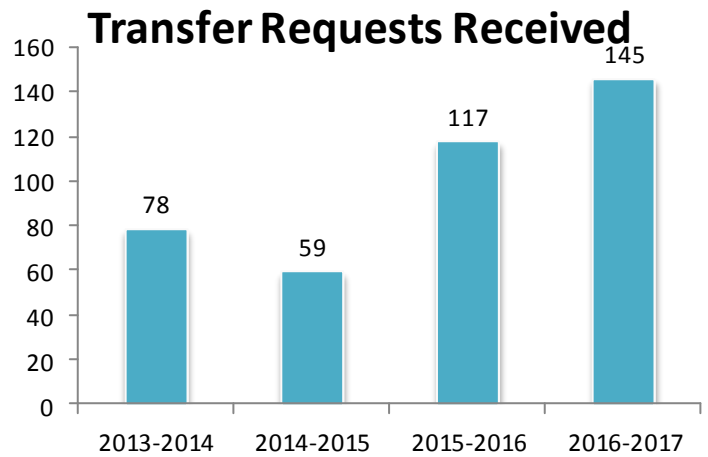
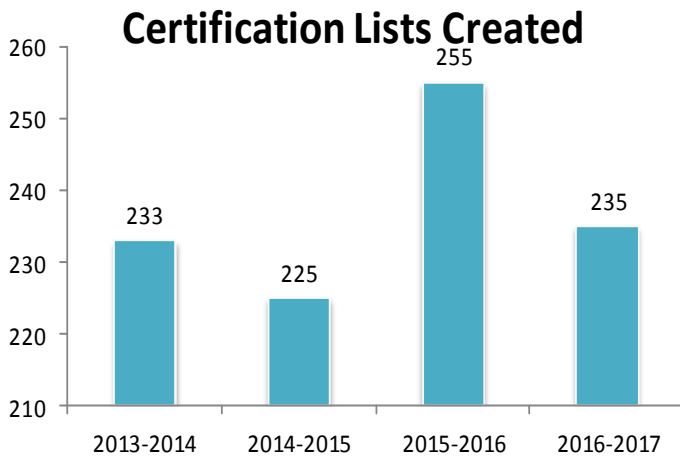


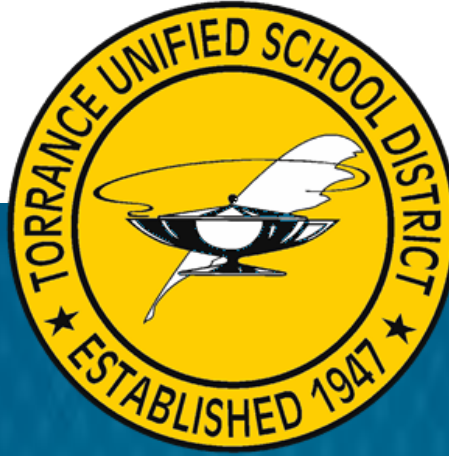
# 2016-2017 Activities





# 2016-2017 Activities





**BOARD OF TRUSTEES**

**Terry Ragins—President**

**Michael Wermers—Vice-President**

**Martha Deutsch—Clerk**

**Don Lee—Member**

**Mark Steffen—Member**

**COMMISSIONERS**

**Anil S. Muhammed, Ed. D-Chair**

**Terry K. Furey-Vice-Chair**

**Gary S. Kuwahara, CPA-Member**

**MARION SCHUGT—DIRECTOR-PERSONNEL COMMISSION**

**CEYLIDA LOPEZ—PERSONNEL ANALYST**

**TRICIA FLORESCA—ASSOCIATE PERSONNEL ANALYST**

**LEAH ORDINARIO—PERSONNEL COMMISSION SPECIALIST**