



TORRANCE UNIFIED SCHOOL DISTRICT

ANNUAL REPORT 2021-2022

PERSONNEL COMMISSION

Marion Schugt | Director
Tricia Floresca | Personnel Analyst
Erin Cho | Associate Personnel Analyst
Jonelle Requena | Personnel Commission Specialist



The Merit System

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.

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.
- Investigating and hearing appeals of permanent employees who have been suspended, demoted or dismissed.

GOALS AND OBJECTIVES

- 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 most qualified candidates for the District.
- Ensure preservation of the rights of employees affected by layoffs or employment actions.



Activities At A Glance

Recruitments

	2018-2019	2019-2020	2020-2021	2021-2022
Number of Recruitments	78	59	51	88
Total Number of Applicants	4216	2636	2139	3066
Applicants Tested	1681	988	746	1161
Applicants Interviewed	1084	674	732	1148
Applicants Eligible	856	542	597	1039
Eligibility List Created	123	98	95	196
Avg Recruitment Time (Days)	26	27	27	26

Processing

	2018-2019	2019-2020	2020-2021	2021-2022
Certification Lists Created	402	353	161	409
Transfer Requests Received	135	123	81	127
Requisitions Received	708	566	536	1272
Requisitions Filled	350	316	163	338

Hiring

	2018-2019	2019-2020	2020-2021	2021-2022
Total Perm Employees Hired	258	233	116	303
Open Perm Employees Hired	200	178	76	219
Promo Employees Hired	54	48	40	73
Substitute Employees Hired	385	265	218	347
Transfer Requests Fulfilled	29	30	12	29
Reemployment	4	7	0	11



2021-2022 RECRUITMENTS

CSEA 19

- Administrative Assistant
- Adult Education Assessment & Attendance Technician
- Adult Education Instructional Assistant - Computer Science
- Adult Education Specialist
- Benefits Specialist
- Career Planning and Placement Coordinator
- Categorical Funding Specialist
- College-Career Counseling Coordinator
- District Office Assistant
- Fiscal Services Specialist
- Health Services Assistant
- Human Resources Specialist
- Information Technologies Database Specialist
- Library/Media Specialist
- Licensed Vocational Nurse
- Nutrition Services Operations Supervisor
- Office Assistant
- Personnel Commission Specialist
- School Staff Assistant I
- School Staff Assistant II
- Senior Fiscal Services Specialist
- Senior Office Assistant
- Staff Assistant
- Staff Assistant-Facilities
- State Information Exchange Specialist
- Systems Support Specialist
- Transportation Assistant

CSEA 845

- Campus Security
- Child Development Enrollment Clerk I
- Child Development Instructor
- Child Development Program Assistant-Tier II
- Educational Assistant-Special Education ASSISTT
- Instructional Assistant
- Occupational Therapist
- Paraeducator-Health Care
- Paraeducator-Tier I/Tier II
- Paraeducator-Tier II (Sign Language)
- Registered Behavior Technician

SEIU 99

- Audio-Visual/Telecommunications Equipment Technician
- Carpenter
- Custodian
- Glazier
- Grounds Maintenance Worker
- Locksmith
- Nutrition Services Assistant II
- Nutrition Services Satellite Operator II
- Nutrition Services Transport/Stock Assistant
- Painter
- Pest Control Technician
- Plumber
- Pool Maintenance Technician
- School Bus Driver
- Transportation Dispatcher/Scheduler

Supervisory, Confidential, Management, Unrepresented

- Assistant Director-Nutrition Services
- Associate Personnel Analyst
- Director-Employee Resources
- Executive Director-Fiscal Services
- Manager-Accounting and Finance
- Manager-Employee Compensation
- Manager-Nutrition Services
- Nutrition Services Assistant Supervisor
- Personnel Analyst
- Risk Manager
- Supervisor-Facilities Usage
- Supervisor-Carpentry Maintenance
- Supervisor-Plumbing Maintenance

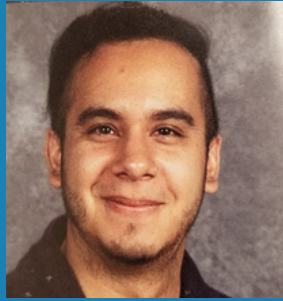


CLASSIFIED EMPLOYEES OF THE YEAR



Ana Lemus

Nutrition Services Assistant II
Elementary School



Emmanuel Plascencia

Library/Media Specialist
Middle School



Theresa Gereaux

School Staff Assistant I
High School



Erin Cho

Human Resources Specialist
District Office



Baron Sia

Adult Education Specialist
Adult School

PERSONNEL COMMISSIONERS

MARK STEFFEN | CHAIR
TERRY FUREY | VICE-CHAIR
TERRY RAGINS | MEMBER

SUPERINTENDENT

DR. TIM STOWE

BOARD OF TRUSTEES

JAMES HAN | PRESIDENT
DR. JEREMY GERSON | VICE-PRESIDENT
JASMINE PARK | CLERK
DR. ANIL MUHAMMED | MEMBER
BETTY LIEU, ESQ. | MEMBER