



2022-2023 ANNUAL REPORT

PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSIONERS
TERESA K. FUREY - CHAIR
TERRY RAGINS - VICE-CHAIR
MARK STEFFEN - MEMBER

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.
- Establishing reasonable causes for demotion, suspension and dismissal.
- 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 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.

ACTIVITIES AT A GLANCE

RECRUITMENTS	2019-2020	2020-2021	2021-2022	2022-2023
Number of Recruitments	59	51	88	78
Total Number of Applicants	2636	2139	3066	4847
Applicants Tested	988	746	1161	1494
Applicants Interviewed	674	732	1148	1197
Applicants Eligible	542	597	1039	1083
Eligibility Lists Created	98	95	196	254
Avg Recruitment Time (Days)	27	27	26	25
PROCESSING	2019-2020	2020-2021	2021-2022	2022-2023
Certification Lists Created	353	161	409	382
Transfer Requests Received	123	81	127	175
Requisitions Received	566	536	1272	1101
Requisitions Filled	316	163	338	409
HIRING	2019-2020	2020-2021	2021-2022	2022-2023
Total Perm Employees Hired	233	116	303	349
Open Perm Employees Hired	178	76	219	263
Promo Employees Hired	48	40	73	85
Substitute Employees Hired	265	218	347	492
Transfer Request Fulfilled	30	12	29	34
Reemployment	7	0	11	1

RECRUITMENTS

CSEA 19

- Administrative Assistant
- Benefits Specialist
- Clerical Battery Level I, II, III
- Communications Coordinator
- District Office Assistant
- Enrollment & Student Services Technician
- Fiscal Services Specialist
- Health Services Assistant
- Human Resources Specialist
- Human Resources Technician
- Licensed Vocational Nurse
- Nutrition Services Specialist

- Office Assistant
- School Staff Assistant I
- School Staff Assistant II
- School-to-Career Employment Assistant
- Senior Office Assistant
- Special Education Data Specialist
- Special Education Office Assistant
- Staff Assistant
- Staff Assistant – FWEC
- Staff Secretary
- State Information Exchange Specialist
- Technology Support Specialist

CSEA 845

- Adult Education Instructional Assistant
- Behavior Analyst
- Campus Security
- Child Development Instructor
- Child Development Program Assistant Tier II
- Educational Assistant Special Education – ASSISTT

- Instructional Assistant
- Lead Instructional Assistant – ELOP
- Paraeducator – Health Care
- Paraeducator – Tier I/Tier II
- Registered Behavior Technician

SEIU 99

- Computer Support Technician
- Custodian
- Electrician
- Facilities & Projects Specialist
- Grounds Maintenance Lead
- Grounds Maintenance Worker
- HVAC Mechanic
- Maintenance Mechanic

- Material Support Technician
- Nutrition Services Assistant II
- Nutrition Services Satellite Operator I & II
- Nutrition Services Transport/Stock Assistant
- Painter
- Plumber
- School Bus Driver

SUPERVISORY, CONFIDENTIAL, MANAGEMENT, UNREPRESENTED

- Director – Communications
- Program Analyst
- Student Supervision Assistant
- Senior Administrative Assistant – HR

RECRUITMENT OUTREACH

In an effort to recruit the most qualified candidates for classified vacancies, the Personnel Commission participated in active outreach through job fairs, community events, trainings, conferences, and more.



PTA Spring Brunch



**Magruder Middle School's
Movie Night**



**WHS Community Event:
"West Fest"**



**Monthly/Bi-monthly Presence at
Torrance Farmers Market**



LACOE's Educational Employment Fair



**El Camino College's Blueprint
for Success Job Fair**

CLASSIFICATION AND COMPENSATION STUDY

OVERVIEW

Ewing Consulting completed a district-wide study of all classified positions to ensure all classifications are aligned and adapted to current requisites as well as conduct a comprehensive salary analysis.

GOALS

- Conduct a comprehensive and thorough analysis of all classified positions
- Allocate and assign the District's classified employees to appropriate job classes
- Conduct a comprehensive salary review

HIGHLIGHTS

COMPENSATION

- TUSD salaries were compared to identified benchmark districts and the compensation portion of the study resulted in the consolidation of several classes and adjustments to ranges for internal alignment

CLASSIFICATION

- Classifications were analyzed based on feedback from current employees through questionnaires and interviews
- The consultants provided recommendations for classification specifications based on their findings which included but were not limited to the development of new classifications, reclassifications or revisions to titles.
- Other recommendations and revisions to classification specifications also included:
 - Revising/proposing minimum qualifications and position requirements
 - Standardizing class titles
 - Clarification of reporting relationships

2022-2023

EMPLOYEES OF THE YEAR

Every year, six classified employees are recognized by the Board of Education to receive the Classified Employee of the Year Award in one of the following categories: Elementary Schools, Middle Schools, High School, Adult Education, District Office and Management.



VICTOR RAMIREZ

Custodian
Seaside Elementary School



CHRISTINE TAKAHASHI

Office Assistant
Bert Lynn Middle School



CAROLYN SARUWATARI

Office Assistant
North High School



ANNIE KWONG

Accounting Specialist
Hamilton Adult School



ERIC LOCKHART

Testing Coordinator
Educational Services



RONALDO MAGLONZO

Manager, Employee
Compensation, District Office



PERSONNEL COMMISSION STAFF

MARION SCHUGT

Director - Personnel Commission

TRICIA FLORESCA

Personnel Analyst

ERIN CHO

Associate Personnel Analyst

JONELLE REQUENA

Personnel Commission Specialist



BOARD OF TRUSTEES

DR. JEREMY L. GERSON - PRESIDENT

JASMINE PARK - VICE PRESIDENT

DR. ANIL MUHAMMED - CLERK

BETTY LIEU, ESQ - MEMBER

JAMES HAN - MEMBER

DR. TIM STOWE - SUPERINTENDENT

