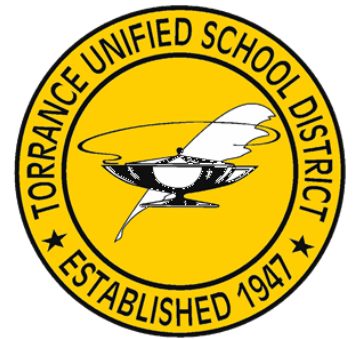


ANNUAL REPORT

2020-2021

TORRANCE UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION



PERSONNEL COMMISSIONERS

Terry Furey-Chair | Gary S. Kuwahara, CPA-Vice-Chair | Mark Steffen-Member

PERSONNEL COMMISSION STAFF

MARION SCHUGT, DIRECTOR-PERSONNEL COMMISSION | TRICIA FLORESCA, ASSOCIATE PERSONNEL ANALYST

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.

Mark Steffen

Member

Mark Steffen was appointed to the Commission in January 2021. He served on the Torrance Unified School District Board of Education for thirteen years. Mark Steffen worked in public education for thirty-six years. Twenty-eight years were spent as a middle school/elementary teacher and 8 years were as the Director of Maintenance and Operations of a local school district.



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.

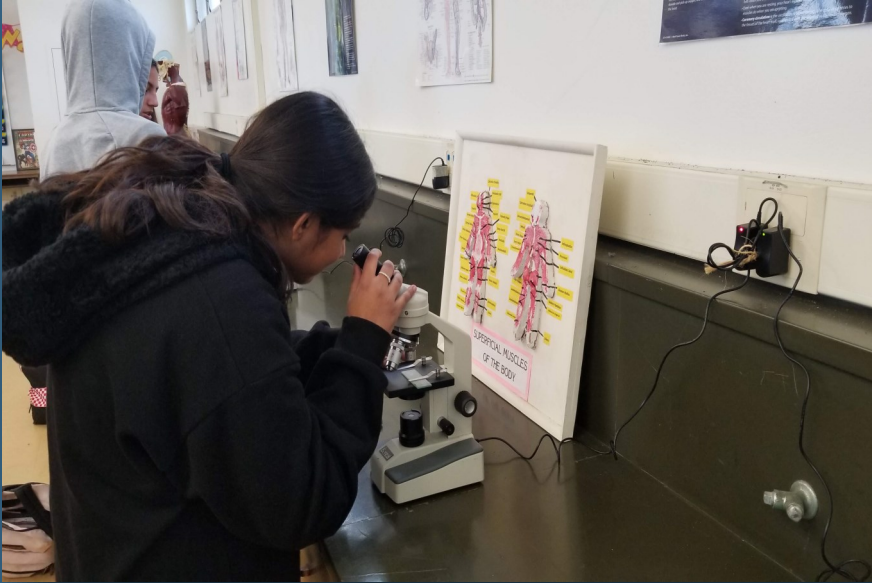
The classified employees of the Torrance Unified School District have operated under the Merit System since 1989. The Merit System is a system of rules and procedures that provide equal opportunity for employees and applicants by requiring merit-based competition for positions.

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.

PERSONNEL COMMISSION ACTIVITIES AT A GLANCE

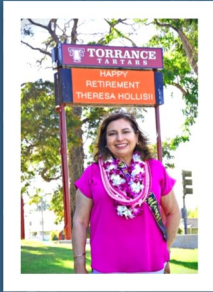
RECRUITMENTS	2017/2018	2018/2019	2019/2020*	2020/2021
Number of Recruitments	74	78	59	51
Total Number of Applicants	3453	4216	2636	2139
Applicants Tested	1364	1681	988	746
Applicants Interviewed	909	1084	674	732
Applicants Eligible	752	856	542	591
Eligibility Lists Created	87	123	98	95
Avg Recruitment Time (Days)	26	26	27	27

PROCESSING	2017/2018	2018/2019	2019/2020*	2020/2021
Certification Lists Created	301	402	353	161
Transfer Requests Received	128	135	123	81
Requisitions Received	571	708	566	536
Requisitions Filled	284	350	316	163

HIRING	2017/2018	2018/2019	2019/2020*	2020/2021
Total Perm Employees Hired	209	258	233	116
Open Perm Employees Hired	161	200	178	76
Promo Employees Hired	40	54	48	40
Substitute Employees Hired	253	385	265	218
Transfer Requests Fulfilled	27	29	30	12
Reemployments	8	4	7	0

*Recruitments were put on hold when school closure went into effect on March 16, 2020 due to Covid-19.

EMPLOYEES OF THE YEAR



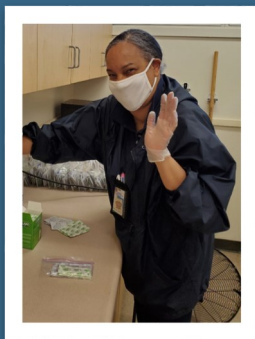
Theresa Hollis
School Staff Assistant II
Torrance High School



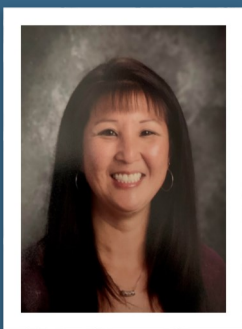
Tania Kalemkarian
Staff Assistant
Language Assessment



Patrick Lujan
Adult Education Instructional
Assistant - Computer Science
Griffith Adult Center



Jacquelyn Miller
Licensed Vocational
Nurse
Casimir Middle School



Jill Tomita
Office Assistant
Arlington Elementary School

2020-2021 RECRUITMENTS

- Administrative Assistant (Confidential)
- Assistant Director-Nutrition Services
- ASB Accounting Specialist
- Behavior Analyst (x2)
- Benefits Analyst
- Benefits Specialist
- Benefits Technician
- Campus Security*
- Child Development Instructor*
- Child Development Program Assistant-Tier II*
- Credential Specialist
- Custodian (x2)
- Director—Purchasing & Communication Services
- ASSISTT (x2)
- Electrician
- Facilities and Projects Specialist
- Grounds Maintenance Worker
- Health Services Assistant*
- High School Site Supervisor
- Human Resources Specialist
- Human Resources Technician (Substitutes)
- Instructional Assistant*
- Licensed Vocational Nurse*
- Maintenance Mechanic
- Manager—Facilities/Operations
- Nutrition Services Assistant II*
- Nutrition Service Satellite Operator I
- Nutrition Service Satellite Operator II
- Nutrition Services Supervisor I
- Nutrition Services Supervisor II
- Occupational Therapist
- Office Assistant
- Paraeducator—Tier I/Tier II*
- Plumber
- Registered Behavior Technician
- School Bus Driver*
- School Custodial Supervisor
- School Staff Assistant I
- School Staff Assistant II
- Senior Office Assistant
- Staff Assistant-Human Resources (Confidential)
- Staff Secretary
- Student Supervision Assistant*
- Supervisor—District Night Custodial Services
- Supervisor—Planning/Facilities
- Technology Support Specialist (x2)
- Transportation Dispatcher/Scheduler

*Continuous Recruitment



BOARD OF TRUSTEES

Betty Lieu-President | James Han-Vice President
Dr. Jeremy L. Gerson-Clerk | Dr. Anil Muhammed-Member | Jasmine Park-Member

SUPERINTENDENT

Dr. Tim Stowe