

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
September 19, 2023

4:30 p.m.

Classified Conference Center
2336 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC HEARING – APPOINTMENT OF COMMISSIONER
- IV. APPROVAL OF APPOINTMENT OF COMMISSIONER – COMMISSIONERS' APPOINTMENT
- V. APPROVAL OF MINUTES – Regular Meeting of August 1, 2023
- VI. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- VII. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Adult Education Specialist
 - Campus Security
 - Child Development Instructor
 - Child Development Program Assistant-Tier II
 - College-Career Counseling Coordinator
 - Custodian
 - Educational Assistant-Special Education-ASSISTT
 - Electrician
 - Facilities and Projects Specialist
 - Fiscal Services Specialist
 - Grounds Maintenance Worker
 - Health Services Assistant
 - Instructional Assistant
 - Instructional Assistant-Spanish
 - Lead Instructional Assistant - Expanded Learning Opportunities Program
 - Licensed Vocational Nurse
 - Mechanic-Parts Technician
 - Nutrition Services Accounting Analyst
 - Nutrition Services Assistant
 - Nutrition Services Assistant II
 - Nutrition Services Assistant Supervisor
 - Occupational Therapist
 - Paraeducator-Health Care
 - Paraeducator-Tier I/Tier II
 - School Bus Driver
 - Student Supervision Assistant
 - B. Approval of Advanced Salary Placement
 - C. Approval of Revised Job Description – Campus Security
 - D. Approval of Proposed 2024 Personnel Commission Meeting Schedule
- VIII. INFORMATION ITEMS
 - Job Announcements –
 - College-Career Counseling Coordinator
 - Facilities and Projects Specialist
 - Grounds Maintenance Worker
 - High School Site Supervisor
 - Nutrition Services Satellite Operator II
 - Reprographics Technician
 - Staff Assistant-Special Education
 - Supervisor-Facilities Usage
 - Next Regular Commission Meeting (2023) –
 - October 3, 2023, 4:30 p.m. – Classified Conference Center
 - November 7, 2023, 4:30 p.m. – Classified Conference Center
 - December 5, 2023, 4:30 p.m. – Classified Conference Center

Agenda – September 19, 2023

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- IX. COMMENTS FROM STAFF
- X. COMMENTS FROM PERSONNEL COMMISSIONERS
- XI. ADJOURNMENT

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

September 12, 2023

TO: PERSONNEL COMMISSIONERS

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: APPOINTMENT OF COMMISSIONER – COMMISSIONERS' APPOINTMENT

At the Regular Meeting of the Personnel Commission on August 1, 2023, Commissioner Furey and Commissioner Ragins announced Mark Steffen as the candidate they intend to reappoint as the Personnel Commissioners' appointee.

The public hearing is being held at the Regular Meeting of the Personnel Commission on September 19, 2023.

**Minutes of the Regular Meeting of the Personnel Commission
August 1, 2023**

CALL TO ORDER

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

PRESENT

Personnel Commissioners:

Terry K. Furey, Chair
Terry Ragins, Vice-Chair
Mark Steffen, Member

Marion Schugt, Director-Personnel Commission

**PLACE AND DATE
OF MEETING**

Torrance Unified School District, Classified Conference Center,
2336 Plaza del Amo, Torrance, August 1, 2023

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Ragins.

**APPROVAL OF MINUTES – Regular
Meeting of July 11, 2023**

Commissioner Ragins moved, seconded by Commissioner Steffen, that the Minutes of the Regular Meeting of July 11, 2023, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST –
Custodian, Health Services Assistant,
Instructional Assistant, Lead Instructional
Assistant - Expanded Learning Opportunities
Program, Licensed Vocational Nurse,
Manager-Employee Compensation, Nutrition
Services Assistant II, Nutrition Services
Transport/Stock Assistant, Paraeducator-
Health Care, Paraeducator-Tier I/Tier II,
Student Supervision Assistant

Commissioner Steffen moved, seconded by Commissioner Ragins that the eligibility lists of Custodian, Health Services Assistant, Instructional Assistant, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Manager-Employee Compensation, Nutrition Services Assistant II, Nutrition Services Transport/Stock Assistant, Paraeducator-Health Care, Paraeducator-Tier I/Tier II and Student Supervision Assistant, be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED SALARY
PLACEMENT**

Commissioner Steffen moved, seconded by Commissioner Ragins that the requests for advanced salary placement be approved. Motion carried 3/0.

**APPROVAL OF DIFFERENTIAL
SALARY RATE – Instructional
Assistant**

Commissioner Ragins moved, seconded by Commissioner Steffen that the differential salary rate for Instructional Assistant, be approved. Motion carried 3/0.

**APPROVAL OF CLASSIFICATION
REPORT AND RECOMMENDATIONS –
Ewing Consulting**

Commissioner Steffen moved, seconded by Commissioner Ragins that the report and proposed classification recommendations for Classified Bargaining Unit A, Classified Bargaining Unit B, Classified Bargaining Unit C, Classified Supervisory and Confidential and Classified Management be approved. Motion carried 3/0.

**APPROVAL OF REVISION TO 2023
PERSONNEL COMMISSION MEETING
SCHEDULE**

Commissioner Ragins moved, seconded by Commissioner Steffen that the revision to the 2023 Personnel Commission Meeting schedule be approved. Motion carried 3/0.

**APPOINTMENT OF COMMISSIONER –
Commissioners' Appointment**

Commissioner Furey and Commissioner Ragins announced that they intend to reappoint Commissioner Steffen. A public hearing will be held on September 19, 2023.

INFORMATION ITEMS

Job Announcements –

Electrician
Mechanic-Parts Technician
Occupational Therapist

Next Regular Commission Meetings (2023) –

September 19, 2023, 4:30 p.m.	– Classified Conference Center
October 3, 2023, 4:30 p.m.	– Classified Conference Center
November 7, 2023, 4:30 p.m.	– Classified Conference Center
December 5, 2023, 4:30 p.m.	– Classified Conference Center

CLOSED SESSION

The Personnel Commission adjourned to Closed Session at 4:49 p.m., and the meeting resumed at 5:02 p.m.

ADJOURNMENT

Meeting adjourned at 5:05 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

September 11, 2023

TO: PERSONNEL COMMISSIONERS
Terry K. Furey, Chair
Terry Ragins, Vice-Chair
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT

BACKGROUND:

In accordance with Personnel Commission Rule 17.2.1, the hiring authority has requested advanced salary placement for the following:

Classification	Name	Step	Range	Unit
Nutrition Services Assistant	Noelia Poulin	5	C3	Unit A – Operations & Support
Nutrition Services Transport/Stock Assistant	Abel Yoshioka	5	C7	Unit A – Operations & Support
Adult Education Assessment & Attendance Technician	Cynthia Baran	5	17	Unit B – Clerical/Technical
Office Assistant	Melissa Clarkson	2	10	Unit B – Clerical/Technical
Office Assistant	Aleksandra Rosell	5	10	Unit B – Clerical/Technical
Campus Security	Suzette Alfaro	3	A11	Unit C – Student Support Staff
Campus Security	Leo Haneda	3	A11	Unit C – Student Support Staff
Instructional Assistant	Jessica Ramirez	2	A4	Unit C – Student Support Staff
Instructional Assistant	Jaime Ykemiashiro	3	A4	Unit C – Student Support Staff
Nutrition Services Accounting Analyst	Kathleen Nebrida	5	87	Classified Supervisory
Manager-Employee Compensation	Karman Towner	3	97	Classified Management

The request is based on possession of relevant education and experience beyond what is minimally required of this position.

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 related education or experience and/or (2) extreme difficulty in recruiting for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced salary placement, as requested, effective as of date of hire.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

September 14, 2023

TO: PERSONNEL COMMISSIONERS
Terry K. Furey, Chair
Terry Ragins, Vice-Chair
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: APPROVAL OF REVISED JOB DESCRIPTION – Campus Security

BACKGROUND:

The Personnel Commission met with Carrie Skoll, Director-Human Resources, to review the Campus Security job description.

The proposed revision to the job description includes additional duties identified as essential to the position and the requirement of obtaining CPR and First Aid certification within six months of employment.

The recommended salary of Range A12 on the Classified Bargaining Unit C – Student Support Staff Salary Schedule is based on the additional requirements and duties of the position.

DIRECTOR RECOMMENDATION:

Approve the revised job description for Campus Security with a recommended salary of Range A12 (\$3898-\$4741) on the Classified Bargaining Unit C – Student Support Staff Salary Schedule.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY

BASIC FUNCTION:

Under the direction of an assigned supervisor, patrol and monitor an assigned campus to maintain order and security; assure student compliance with school and District policies and regulations.

REPRESENTATIVE DUTIES:

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Patrol and monitor campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms, parking lots and bus stops; maintain order and security of campus; escort students to office for disciplinary action as needed; report unusual activities or unauthorized persons; orient and direct campus visitors. E

Enforce school and District rules, regulations and policies for the safety and security of students, staff and property according to established procedures. E

Respond to emergency situations, such as natural disasters, medical emergencies, criminal activity or acts of violence; follow up after emergency situations to ensure that everyone involved is safe and accounted for. E

Provide clear and concise updates on emergency situations with school administrators, law enforcement, emergency responders, and other personnel in the event of an emergency. E

Observe students during passing periods between classes; assure timely return of students to class. E

Maintain security of high school buildings, grounds and facilities. E

Monitor detention periods as assigned; monitor, and if necessary, intervene to ensure appropriate student and visitor behavior at assemblies, athletic events and other special activities. E

Observe, and if necessary, intervene to ensure appropriate student behavior with school rules; intervene in situations of verbal and physical conflict; write referrals and incident reports according to established guidelines. E

Communicate with Dean concerning individual student's behavior, dress or attitude which reflects need for special concern; communicate with Torrance Police Department as necessary. E

Monitor and report maintenance, graffiti and safety hazards; photograph graffiti and vandalism as required. E

Remain current concerning laws and District regulations regarding child abuse, sexual harassment, hate crimes, depression, suicide, neglect, drug abuse, pregnancy, fights and other policies; work with school administrators to implement any necessary changes to improve campus security and emergency preparedness. E

Maintain positive relationship with the community. E

To become aware of students in special programs such as English Language Development for non-native speakers, Basic Skills for cognitively delayed students, and Resource Specialist and Special Day for students with learning and/or emotional problems. If problems should occur with these students, special skills may be required. The students should be brought to the attention of the advocate or program coordinator when the incident occurs. E

Attend District-sponsored training.

Assist Dean by attending parent conferences to discuss student emotional, physical or legal problems; assist teachers and students by opening classrooms and lockers according to established guidelines.

Testify at District or judicial proceedings as needed. E

Operate walkie-talkie as assigned. E

Maintain accurate and detailed documentation of all emergency situations and response, including but not limited to incident reports, witness statements and any other relevant information that may be needed for future reference or legal purposes. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic methods of individual and group supervision.
Basic interests, attitudes and emotional development of adolescents.
Skills utilized to maintain positive relationships with students and adults.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
First aid procedures and practices

ABILITY TO:

Patrol and monitor an assigned campus to maintain order and security in a high school setting.
Assure student compliance with school and District policies and regulations.
Learn, interpret, apply and explain rules, regulations, policies and procedures.
Perform duties with patience, tact and good judgment and within established guidelines.
Learn District organization, operations, policies and objectives.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Observe situations and accurately determine an effective course of action.
Maintain routine records as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and one year of experience working with students or young adults in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Must possess valid **Campus Security (Guard) Certification (24-hour course)** in accordance with Education Code 38001.5. Some positions in this class may be required to utilize a second designated language. Possession of valid first aid qualification comparable to the Standard Red Cross or American Heart Association First Aid Certificate and valid CPR card within six (6) months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment; possible exposure to fights and confrontations; exposure to inclement or adverse weather conditions.

PHYSICAL ABILITIES:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability and stamina for bending, pushing, moving, lifting objects weighing up to 25 pounds. Standing and walking for extended periods of time, running, climbing stairs, hearing and speaking to exchange information, and vision to observe student behavior; exercise strength and agility to restrain individuals in a physical altercation.

HAZARDS:

Potential hazards involved in intervening in anti-social, illegal, or violent behavior.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CAMPUS SECURITY

BASIC FUNCTION:

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Respond to emergency situations, such as natural disasters, medical emergencies, criminal activity or acts of violence; follow up after emergency situations to ensure that everyone involved is safe and accounted for. E

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Remain current concerning laws and District regulations regarding child abuse, sexual harassment, hate crimes, depression, suicide, neglect, drug abuse, pregnancy, fights and other policies; **work with school administrators to implement any necessary changes to improve campus security and emergency preparedness. E**

Maintain positive relationship with the community. E

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~~Maintain records and files as required.~~ Maintain accurate and detailed documentation of all emergency situations and response, including but not limited to incident reports, witness statements and any other relevant information that may be needed for future reference or legal purposes. E

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KNOWLEDGE OF:

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WORKING CONDITIONS:

ENVIRONMENT:

Outdoor environment; possible exposure to fights and confrontations; exposure to inclement or adverse weather conditions.

PHYSICAL ABILITIES:

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**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

PROPOSED 2024 PERSONNEL COMMISSION MEETING SCHEDULE

Site: Classified Conference Center- 2336 Plaza del Amo, Torrance
First (Except Holidays) and Third Tuesdays (if needed)

January 9

February 6

March 12

April 9

May 7

June 4

July 2

August 6

September 3

October 1

November 5

December 3