

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
January 9, 2024

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 December 5, 2023
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Behavior Support Assistant
 - Campus Security
 - Child Development Program Assistant
 - Custodian
 - Grounds Maintenance Worker
 - Health Services Assistant
 - Instructional Assistant
 - Language Assessment Proctor II - Portuguese
 - Lead Instructional Assistant - Expanded Learning Opportunities Program
 - Multimedia Specialist
 - Nutrition Services Transport/Stock Assistant
 - Paraeducator-Tier I/Tier II
 - Student Supervision Assistant
 - Systems Support Specialist
 - B. Approval of Advanced Salary Placement
- VI. INFORMATION ITEMS
 - Job Announcements –
 - Payroll-Position Control Coordinator
 - Plumber
 - School Staff Assistant II
 - Next Regular Commission Meeting (2024) –
 - February 6, 2024, 4:30 p.m. – Classified Conference Center
 - March 12, 2024, 4:30 p.m. – Classified Conference Center
 - April 9, 2024, 4:30 p.m. – Classified Conference Center
 - May 7, 2024, 4:30 p.m. – Classified Conference Center
 - June 4, 2024, 4:30 p.m. – Classified Conference Center
 - July 2, 2024, 4:30 p.m. – Classified Conference Center
 - August 6, 2024, 4:30 p.m. – Classified Conference Center
 - September 3, 2024, 4:30 p.m. – Classified Conference Center
 - October 1, 2024, 4:30 p.m. – Classified Conference Center
 - November 5, 2024, 4:30 p.m. – Classified Conference Center
 - December 3, 2024, 4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
December 5, 2023**

CALL TO ORDER

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

PRESENT

Personnel Commissioners:

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

Marion Schugt, Director-Personnel Commission

**PLACE AND DATE
OF MEETING**

Torrance Unified School District, Classified Conference Center,
2336 Plaza del Amo, Torrance, December 5, 2023

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Ragins.

**APPROVAL OF MINUTES – Regular
Meeting of November 7, 2023**

Commissioner Ragins moved, seconded by Commissioner Steffen, that the Minutes of the Regular Meeting of November 7, 2023 be approved. Motion carried 3/0.

ELECTION OF OFFICERS

Commissioner Steffen moved to elect Commissioner Ragins for Chair of the Personnel Commission, seconded by Commissioner Furey. Motion carried 2/0.

Commissioner Ragins moved to elect Commissioner Steffen for Vice-Chair of the Personnel Commission, seconded by Commissioner Furey. Motion carried 2/0.

Commissioner Furey noted that as Director-Personnel Commission, Ms. Schugt will serve as Secretary to the Personnel Commission.

APPROVAL OF ELIGIBILITY LIST –
Behavior Analyst, Behavior Support Assistant, Campus Security, Child Development Instructor, Child Development Program Assistant, Custodian, Electrician, Health Services Assistant, Instructional Assistant, Lead Instructional Assistant, Custodian, Electrician, Health Services Assistant, Instructional Assistant, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Manager–Facilities/Operations, Nutrition Services Assistant, Paraeducator-Tier I/Tier II, Risk Management Coordinator, Student Supervision Assistant, Supervisor–Plumbing Maintenance

Commissioner Furey moved, seconded by Commissioner Steffen that the eligibility lists of Behavior Analyst, Behavior Support Assistant, Campus Security, Child Development Instructor, Child Development Program Assistant, Custodian, Electrician, Health Services Assistant, Instructional Assistant, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Manager-Facilities/Operations, Nutrition Services Assistant, Paraeducator-Tier I/Tier II, Risk Management Coordinator, Student Supervision Assistant and Supervisor–Plumbing Maintenance be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED SALARY
PLACEMENT**

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

INFORMATION ITEMS

Job Announcements –
Multimedia Specialist
Nutrition Services Transport/Stock Assistant

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ADJOURNMENT

Meeting adjourned at 4:35 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

January 5, 2024

TO: PERSONNEL COMMISSIONERS
Terry Ragins, Chair
Mark Steffen, Vice-Chair
Terry K. Furey, 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
School Bus Driver	Vivian Johnson	5	17	Unit A – Operations & Support
Office Assistant	Jennifer Wise	5	10	Unit B – Clerical/Technical
School Staff Assistant I	Nancy Gutierrez	5	19	Unit B – Clerical/Technical
Adult Education Instructional Assistant – Computer Science	Isela Gonzalez	5	A4	Unit C – Student Support Staff
Paraeducator – Tier II	Jasmine Canlas	5	A11	Unit C – Student Support Staff
Paraeducator – Tier II	Rebecca Eddings	2	A11	Unit C – Student Support Staff
Paraeducator – Tier II	Jocelyn Hernandez	3	A11	Unit C – Student Support Staff
Paraeducator – Tier II	Britnie Hurtado	3	A11	Unit C – Student Support Staff
Paraeducator – Tier II	Kelly Twine	5	A11	Unit C – Student Support Staff
Paraeducator – Tier II	Hiedy Villegas	5	A11	Unit C – Student Support Staff

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.