

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
November 16, 2021

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 October 19, 2021
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Approval of Eligibility Lists
    - Adult Education Assessment & Attendance Technician
    - Adult Education Specialist
    - Campus Security
    - Custodian
    - Instructional Assistant
    - Registered Behavior Technician
    - Manager-Nutrition Services
    - Nutrition Services Assistant II
    - Nutrition Services Transport/Stock Assistant
    - Paraeducator-Health Care
    - Paraeducator-Tier I/Tier II
    - Plumber
    - School Bus Driver
    - Student Supervision Assistant
    - Transportation Assistant
  - B. Approval of New Job Description – District Office Assistant
  - C. Approval of New Job Description – Risk Manager
  - D. Approval of Advanced Step Placement – College-Career Counseling Coordinator
- VI. INFORMATION ITEMS
  - Job Announcements:
    - Educational Assistant-Special Education-ASSISTT
    - Personnel Commission Specialist
  - Next Regular Commission Meeting (2021) –  
December 7, 2021, 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  
October 19, 2021**

<b>CALL TO ORDER</b>	The meeting was called to order by Commissioner Kuwahara at 4:30 p.m.
<b>PRESENT</b>	Personnel Commissioners:  Gary Kuwahara, CPA, Vice-Chair Mark Steffen, Member  Marion Schugt, Director-Personnel Commission
<b>PLACE AND DATE OF MEETING</b>	Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, September 21, 2021
<b>PLEDGE OF ALLEGIANCE</b>	The Pledge of Allegiance was led by Commissioner Steffen.
<b>APPROVAL OF EXCUSED ABSENCE OF PERSONNEL COMMISSIONER</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the excused absence of Commissioner Furey, be approved. Motion carried 2/0.
<b>APPROVAL OF MINUTES – Regular Meeting of September 21, 2021</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of September 21, 2021, be approved. Motion carried 2/0.
<b>APPROVAL OF ELIGIBILITY LIST – Grounds Maintenance Worker, Fiscal Services Specialist, Health Services Assistant, Licensed Vocational Nurse, Nutrition Services Assistant II, Nutrition Services Operations Supervisor, Nutrition Services Transport/Stock Assistant, Office Assistant, Painter, Pool Maintenance Technician, Senior Office Assistant, School Staff Assistant I, Student Supervision Assistant</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the eligibility lists of Grounds Maintenance Worker, Fiscal Services Specialist, Health Services Assistant, Licensed Vocational Nurse, Nutrition Services Assistant II, Nutrition Services Operations Supervisor, Nutrition Services Transport/Stock Assistant, Office Assistant, Painter, Pool Maintenance Technician, Senior Office Assistant, School Staff Assistant I, Student Supervision Assistant, be approved. Motion carried 2/0.
<b>APPOINTMENT OF COMMISSIONER – UNION APPOINTEE</b>	Ms. Schugt noted this item was provided for informational purposes.
<b>APPROVAL OF ADVANCED STEP PLACEMENT – Supervisor-Facilities Usage</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the request for Van Chu to receive advanced step, be approved. Motion carried 2/0.
<b>APPROVAL OF PROPOSED 2022 PERSONNEL COMMISSION MEETING SCHEDULE</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the proposed 2022 Personnel Commission meeting schedule, be approved. Motion carried 2/0.
<b>APPROVAL OF 2020-2021 ANNUAL REPORT</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the 2020-2021 Annual Report, be approved. Motion carried 2/0.
<b>INFORMATION ITEMS</b>	Job Announcements: Adult Education Assessment & Attendance Technician Custodian Director-Employee Resources Manager-Nutrition Services Nutrition Services Transport/Stock Assistant Plumber Transportation Assistant  Next Regular Commission Meetings (2021) – November 16, 2021, 4:30 p.m. – Classified Conference Center December 7, 2021, 4:30 p.m. – Classified Conference Center
<b>ADJOURNMENT</b>	Meeting adjourned at 4:35 pm

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

November 10, 2021

TO: PERSONNEL COMMISSIONERS  
Terry Furey, Chair  
Gary Kuwahara, CPA, Vice-Chair  
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: Approval of New Job Description – District Office Assistant

**BACKGROUND**

At the request of Chief Business Officer Dr. Keith Butler, we discussed creating a position that would provide assistance in the District office.

The recommended job description will have the primary responsibility of greeting and directing visitors and the public at the district office to appropriate department or site personnel; and performing a variety of responsible and technical clerical work in support of an assigned district program or function.

The recommended salary of Range 12 on the Classified Bargaining Unit B – Clerical/Technical Salary Schedule is based on an evaluation of the level of responsibility of the position and internal alignment.

**DIRECTOR RECOMMENDATION**

Approve the request for the new job description of District Office Assistant with a recommended salary of Range 12 (\$3503-\$4252) on the Classified Bargaining Unit B – Clerical/Technical Salary Schedule.

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: DISTRICT OFFICE ASSISTANT

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, greet and direct visitors and the public at the district office to appropriate department or site personnel; and perform a variety of responsible and technical clerical work in support of an assigned district program or function.

#### REPRESENTATIVE DUTIES:

Greet and direct visitors and the public at the district office to appropriate department or site personnel; provide technical information concerning policies and procedures related to district functions according to established guidelines. *E*

Answer telephone, provide publicly available or authorized information, take messages and direct callers to appropriate personnel using a multiline telephone system. *E*

Perform technical clerical duties related to assigned district function such as compiling information from a variety of sources and preparing complex reports as required by District, County, State or federal regulations; communicate with other agencies or departments to provide or obtain a wide variety of information. *E*

Compose correspondence either independently or from oral instructions; prepare letters, memos and forms, request, provide or verify information; receive, screen and route mail. *E*

Coordinate schedules and communicate with others regarding meetings, appointments, activities or announcements; schedule appointments, meetings, conferences for supervisor and others. *E*

Operate computers and peripheral equipment to enter, revise and update information; generate records, reports, lists and summaries as needed; utilize various software as required by the position. *E*

Collect and account for fees and other monies received as assigned; monitor and maintain office or program budget according to established guidelines; type requisitions and process invoices according to established procedures. *E*

Prepare and maintain detailed and complex logs, files and records; maintain inventory; order supplies and materials as assigned; maintain confidentiality of materials and information in accordance with established policies and legal requirements. *E*

Assure timely distribution and receipt of a variety of records and reports; request or provide information as necessary to assure completeness and accuracy. *E*

Train and provide work direction and guidance to staff, student assistants and other clerical personnel as assigned. *E*

Assist in the dissemination of information and communication for Superintendent and Board of Education to appropriate personnel or parents. *E*

Identify and report safety and security risks to the appropriate personnel. *E*

Maintain and update lobby materials and various lists and logs. *E*

Operate a variety of office machines such as a computer, copier and other equipment as required. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Record-keeping techniques, filing systems and information management.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of office machines including computer work station.  
Telephone techniques and etiquette.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.

**ABILITY TO:**

Perform a variety of responsible and technical clerical work in support of an assigned function or program.  
Provide work direction and guidance to student assistants and other clerical personnel as assigned.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Perform duties effectively with many demands on time and constant interruptions.  
Plan and organize work.  
Maintain records and prepare reports.  
Type at 45 words net per minute from clear copy.  
Understand and follow oral and written directions.  
Operate a variety of office equipment as required by the position.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience involving the use of automated office equipment and software.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Seeing to read documents, hearing and speaking to communicate with others, sitting or standing for extended periods of time, dexterity of hands and fingers to operate office equipment, reaching to retrieve and maintain files, lifting, bending, pushing, and moving objects weighing up to 25 pounds.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

November 10, 2021

TO: PERSONNEL COMMISSIONERS  
Terry Furey, Chair  
Gary Kuwahara, CPA, Vice-Chair  
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: Approval of New Job Description – Risk Manager

**BACKGROUND**

At the request of Chief Business Officer Dr. Keith Butler, we discussed creating a position to respond to the increasing requirements and responsibilities of managing the District Risk Management program.

The recommended job description will have the primary responsibility of developing, managing, implementing and evaluating the District's risk management, insurance, environmental and occupational health and safety programs.

The recommended salary of Range 94 on the Classified Management Salary Schedule is based on an evaluation of the level of responsibility of the position and internal alignment.

**DIRECTOR RECOMMENDATION**

Approve the request for the new job description of Risk Manager with a recommended salary of Range 94 (\$6988-\$8494) on the Classified Management Salary Schedule.

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: RISK MANAGER

#### BASIC FUNCTION:

Under the direction of the Chief Business Officer or assigned supervisor, develop, manage, implement and evaluate the District's risk management, insurance, environmental and occupational health and safety programs.

#### REPRESENTATIVE DUTIES:

Develop, manage, implement and evaluate the District's risk management, insurance, environmental and occupational health and safety programs to ensure compliance with Federal, State and local laws and regulations. *E*

Perform risk assessments; provide technical assistance and advice to administration and departments regarding safety, risk and loss control issues; advise administration and departments of liabilities related to District facilities, equipment and procedures; review existing and potential safety and health hazards and make corrective actions to resolve compliance issues. *E*

Coordinate and participate in investigations of all employee and student injuries, accidents, and incidents in coordination with regulatory agencies as required, and ensure adherence to safety and injury reporting procedures. *E*

Prepare insurance specifications, review bids and make recommendations for placing insurance or retaining risk. *E*

Serve as a resource in the education and application of Workers' Compensation laws to District employees; work collaboratively with Human Resources to identify and resolve workers' compensation, return to work and job accommodations matters. *E*

Prepare for litigated claims; consult attorneys and policy holders; coordinate documents, sign interrogatories and arrange for witness statements, evidence and independent investigations as appropriate. *E*

Advise purchasing of insurance limits required for contracts and solicitation documents. *E*

Maintain current knowledge of codes, laws and regulations related to risk management, health and safety, and Worker's Compensation; review, analyze and monitor the District's compliance with legislation impacting assigned programs. *E*

Prepare and present staff reports, and conduct a variety of organizational studies and investigations related to risk management. *E*

Coordinate the preparation and maintenance of a variety of reports, records, lists and files; oversee the compilation and maintenance of a variety reports and presentations. *E*

Supervise and evaluate the performance of assigned personnel. *E*

Serve as witness for the District in small claims court; recommend disposition or settlement of claims. *E*

Investigate, authorize, negotiate, supervise and settle claims within established guidelines. *E*

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Risk management administration and procedures.

Legal defense techniques for small claims and juvenile courts.

State laws relating to workers' compensation, school district liability, property, health and safety, and other district risks.

Safety statutes and regulations pertaining to school facilities and products.

Insurance principles and practices including claims adjustment techniques

Record-keeping and report writing techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

### **ABILITY TO:**

Read, interpret, apply and explain rules, regulations, policies and procedures.

Work independently with little direction.

Establish and maintain effective working relationships with others.

Analyze complex problems, prescribe interventions, and formulate policies and programs.

Prepare reports by gathering and organizing data from a variety of sources.

Work confidentially with discretion.

Communicate and deal effectively with attorneys, employees and their representatives, members of the public, and insurance carriers both orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Maintain a variety of files, records, and logs.

Provide work direction to others as assigned.

## **EDUCATION AND EXPERIENCE:**

Bachelor's degree in business administration, public administration, human resources or closely related field and four years of experience in the administration of risk management programs.

Experience in the public sector or a higher education institution is desirable. Supervisory experience is preferred.

## **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license. Employees in this classification must maintain vehicle insurability at the District's standard rate during the term of employment.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office environment.

### **PHYSICAL ABILITIES:**

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.



**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

November 10, 2021

TO: PERSONNEL COMMISSIONERS  
Terry K. Furey, Chair  
Gary Kuwahara, CPA, Vice-Chair  
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT – College-Career Counseling Coordinator

**BACKGROUND:**

Attached is memorandum from Jenna Murata, Principal-West High School. In accordance with Personnel Commission Rule 17.2.1, Ms. Murata is requesting that Mitzi Stover be granted advanced step placement at Step 5, Range B1, on the Classified Employees Salary Schedule Bargaining Unit B – Clerical/Technical.

The request is based on possession of extensive years of related experience and direct experience working at the collegiate level.

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 school district experience and/or (2) extreme difficulty in recruitment for the particular position.

**DIRECTOR RECOMMENDATION:**

Approve advanced step placement, as requested by Jenna Murata, Principal-West High School to Step 5, Range B1, on the Classified Employees Salary Schedule Bargaining Unit B – Clerical/Technical, for the position of College-Career Counseling Coordinator, effective as of the date of hire.



## WEST HIGH SCHOOL

20401 Victor Street  
Torrance, California 90503  
(310) 533-4299

JENNA MURATA, PRINCIPAL  
IAN EDDY, ASSISTANT PRINCIPAL  
ERIC SPOTTS, ASSISTANT PRINCIPAL  
MICHAELE SCHEERLE, ASSISTANT PRINCIPAL

JASON DRUTEN, ATHLETIC DIRECTOR  
SUE ERIKSEN, STUDENT ACTIVITIES  
KEITA KADONO, DEAN OF STUDENTS  
KEVIN KNAPP, SITE SUPERVISOR

November 9, 2021

Dear Personnel Commission,

West High School has selected Mitzi Stover as our new College and Career Counseling Coordinator. I am requesting that Mitzi be placed on Step 5 of the salary schedule due to her extensive relevant work experience and level of expertise.

Mitzi possesses both a B.A. in Speech Education and an M.A. in English in addition to a Single Subject Credential in English with a CLAD Certificate, a TEFL/TESOL Certificate, and an Adult Education Credential with authorizations in English, Spanish, ESL and Elementary and Secondary Basic Skills. Her experience includes 22 years as a high school English and Speech teacher during which time she served as an AP Coordinator for 6 years.

At North High School, Mitzi taught Speech and nearly all levels of English, including ELD, Honors and AP courses. As an English teacher, she acquired years of experience supporting students as they developed their college application essays. This expertise is above and beyond what we would normally find in a College and Career Counseling Coordinator. Mitzi took a vested interest in guiding her students to explore their interests through writing and speech presentations and was passionate about supporting students in finding their "best-fit" pathways beyond high school. Mitzi also created the first online English course in TUSD many years before online classes became common. Through that course, she demonstrated not only her high level of technology expertise, but also her innovative approach to designing solutions that support student needs.

As an AP Coordinator, Mitzi gained a deep understanding of testing protocols which are essential for our College and Career Coordinator who oversees the Pre-ACT and PSAT on our campus. She also organized college field trips and developed educational plans for all of her GATE students. Planning college field trips is a high priority for our College and Career Coordinator. Mitzi also participated in the TUSD Educators in the Workforce program where she toured local businesses to learn about what employers seek in young employees. She plans to use this experience to develop similar opportunities for our students.

Mitzi has also recently served for four semesters as an adjunct English professor of El Camino College courses in a dual enrollment program. This experience has given her knowledge of the college system in general as well as a deeper knowledge of programs specific to our local community college including the First Year Experience program, Honors Transfer Program, and the Puente Project (supporting students from educationally underserved communities). As our College and Career Counseling Coordinator, Mitzi's knowledge of these programs will be invaluable for increasing the future success of our underrepresented students.

One of the goals of TUSD's LCAP is to "promote college and career readiness and preparation for a productive future as citizens in a global society." Mitzi possesses a broad range of experience combined with her unique expertise developed on both high school and college campuses. These qualities will allow Mitzi to provide the highest level of college and career readiness support to empower our students to find their paths to productive global citizenship. As such, Mitzi's salary should be commensurate with her level of education, experience, and expertise. Please see Mitzi's resume for further evidence of her outstanding qualifications.

Thank you for your consideration of this most deserving College and Career Counseling Coordinator's placement on Step 5 of the salary schedule.

With appreciation,

Jenna Murata, Principal