

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
November 7, 2023

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 3, 2023
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Adult Education Instructional Assistant-Computer Science
 - Campus Security
 - Child Development Program Assistant
 - Custodian
 - Facilities and Projects Specialist
 - Health Services Assistant
 - Instructional Assistant
 - Lead Instructional Assistant - Expanded Learning Opportunities Program
 - Licensed Vocational Nurse
 - Manager - Nutrition Services
 - Manager - Planning/Facilities
 - Nutrition Services Assistant
 - Nutrition Services Satellite Operator II
 - Office Assistant
 - Paraeducator – Health Care
 - Paraeducator-Tier I/Tier II
 - Reprographics Technician
 - School Bus Driver
 - Student Supervision Assistant
 - Supervisor - Facilities Usage
 - B. Approval of Advanced Salary Placement
 - C. Approval of Revised Job Description – Webmaster & Social Media Specialist
 - D. Approval of 2022-2023 Annual Report
- VI. INFORMATION ITEMS
 - Job Announcements –
 - Behavior Analyst
 - Electrician
 - Language Assessment Proctor II – Portuguese
 - Language Assessment Proctor II – Russian
 - Language Assessment Proctor II – Ukrainian
 - Manager-Facilities and Operations
 - Risk Management Coordinator
 - Supervisor-Plumbing Maintenance
 - New Announcements –
 - Clerical Battery Level I
 - Clerical Battery Level II
 - Clerical Battery Level III

VI. INFORMATION ITEMS (continued)

Next Regular Commission Meeting (2023-2024) –

- December 5, 2023, 4:30 p.m. – Classified Conference Center
- January 9, 2024, 4:30 p.m. – Classified Conference Center
- 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
October 3, 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

Marion Schugt, Director-Personnel Commission

**PLACE AND DATE
OF MEETING**

Torrance Unified School District, Classified Conference Center,
2336 Plaza del Amo, Torrance, October 3, 2023

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Ragins.

**APPROVAL OF EXCUSED ABSENCE
OF PERSONNEL COMMISSIONER**

Commissioner Ragins moved, seconded by Commissioner Ragins, that the excused absence for Commissioner Steffen be approved. Motion carried 2/0.

**COMMENTS FROM THOSE IN
ATTENDANCE**

Ms. Nora Roque, acting Chief Personnel Officer, introduced herself to the Commission.

**APPROVAL OF MINUTES – Regular
Meeting of September 19, 2023**

Commissioner Ragins moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of September 19, 2023, be approved. Motion carried 2/0.

**APPROVAL OF ELIGIBILITY LIST –
Behavior Support Assistant, Custodian,
Grounds Maintenance Worker, High School
Site Supervisor, Instructional Assistant, Lead
Instructional Assistant - Expanded Learning
Opportunities Program, Nutrition Services
Assistant, Nutrition Services Satellite Operator
II, Paraeducator-Tier I/Tier II, Staff Assistant-
Special Education**

Commissioner Ragins moved, seconded by Commissioner Furey that the eligibility lists of Behavior Support Assistant, Custodian, Grounds Maintenance Worker, High School Site Supervisor, Instructional Assistant, Lead Instructional Assistant - Expanded Learning Opportunities Program, Nutrition Services Assistant, Nutrition Services Satellite Operator II, Paraeducator-Tier I/Tier II and Staff Assistant-Special Education be approved. Motion carried 2/0.

**APPROVAL OF ADVANCED SALARY
PLACEMENT**

Commissioner Ragins moved, seconded by Commissioner Furey that the requests for advanced salary placement be approved. Motion carried 2/0.

**APPROVAL OF NEW JOB
DESCRIPTION – Risk Management
Coordinator**

Commissioner Ragins moved, seconded by Commissioner Steffen that the new job description for Risk Management Coordinator and placement at salary Range 27 on the Classified Bargaining Unit B – Clerical/Technical salary schedule be approved. Motion carried 2/0.

INFORMATION ITEMS

Job Announcements –

Adult Education Instructional Assistant-Computer Science
Manager-Nutrition Services
Manager-Planning/Facilities
Nutrition Services Satellite Operator II
Office Assistant

Next Regular Commission Meetings (2023-2024) –

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

January 9, 2024, 4:30 p.m. – Classified Conference Center
February 6, 2024, 4:30 p.m. – Classified Conference Center
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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

ADJOURNMENT

Meeting adjourned at 4:35 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

October 31, 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 |
|---------------------------------------|---------------------|------|-------|--------------------------------|
| School Bus Driver | Ana Hinojosa | 5 | 17 | Unit A – Operations & Support |
| College Career Counseling Coordinator | Leilanee Urrutia | 2 | B2 | Unit B – Clerical/Technical |
| Licensed Vocational Nurse | Serah Farrar | 5 | 20 | Unit B – Clerical/Technical |
| Licensed Vocational Nurse | Teresa Garcia | 5 | 20 | Unit B – Clerical/Technical |
| Child Development Instructor | Carolyn Gochingco | 5 | A19 | Unit C – Student Support Staff |
| Instructional Assistant | JaLisa Moore | 3 | A4 | Unit C – Student Support Staff |
| Instructional Assistant | Adrienne Tremblador | 5 | A4 | Unit C – Student Support Staff |
| Paraeducator - Tier I | Hilary Denman | 5 | A5 | 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.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

November 3, 2023

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: Approval of Job Description Revision and Title Change – Webmaster & Social Media Specialist

BACKGROUND

Prior to recruiting for the Webmaster & Social Media Specialist, the Commission met with Sara Myers, Director-Communications to review the current job description.

The proposed changes are intended to clarify the primary responsibility and tasks of the position.

The recommended salary of Range 38 is based on an evaluation of the level of responsibility of the position and internal alignment.

DIRECTOR RECOMMENDATION

Approve the request to revise the job description for Webmaster & Social Media Specialist, change the classification title to Multimedia Specialist and place the salary at Range 38 (\$7,264.00-\$8,834.00) on the Classified Bargaining Unit B – Clerical/Technical Salary Schedule.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MULTIMEDIA SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Communications and/or Manager-Information Services, design, develop, update and troubleshoot new and existing multimedia including video, printed materials, websites and various social media for the District; ensure high quality, accessibility, integrity, consistency and accuracy of the content of District online resources, all while maintaining an appealing aesthetic that best represents the District's established brand. This position works with school sites and departments to oversee the accuracy and quality of the District and sites' visual presence both online and in printed materials.

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.

Design, publish and update new and existing websites and pages for the District; provide continuity of the District's website including site organization, layout, programming, development and marketing; maintain confidentiality of sensitive and privileged information. E

Ensure search engine optimization through proactive search engine optimization (SEO) coding and tagging to drive traffic to the site; establish links with other appropriate websites; respond to user expectations for change and dynamic publishing. E

Utilize web analytics services such as Google Analytics to track, review and create reports on web and social media traffic, usage and engagement; recommend adjustments to increase visibility. E

Develop, create and edit graphics, multimedia, layouts, illustrations, photography and logos using editing tools. E

Produce, create, edit and manage video content for websites, social media platforms, presentations and other materials, as needed using editing tools. E

Integrate embedded and linked multimedia assets, including video, sound and animation into page designs and layouts. E

Maintain an archive of images, photos, videos, logos, templates and previous work products to create an accessible collection of communication materials for districtwide use. E

Utilize knowledge of print quality, material options, digital sizing and print-ready files and formats to work in coordination with print houses to ensure production of communication projects such as banners, signage, mailers and marketing materials. E

Utilize content management systems to plan out content, timelines and templates to post consistent, high quality content on District's social media platforms; interact with and monitor all social media content to share appropriate posts to main pages and elevate issues and complaints for appropriate and timely response. E

Collaborate with school staff to utilize centralized data and waivers to research, certify and maintain photo release information for all subjects featured in communication materials. E

Utilize web programming language and code website content manager systems to manage website content when updates or changes are necessary. E

Troubleshoot user interfaces, content, links, website flows and perform appropriate tests and/or use customer feedback to make corrections. E

Develop and validate procedures and rolling audits to evaluate and test website to ensure validity, proper structure, industry standards, ADA compliance, alignment with Board requirements and compatibility with various browsers, devices and operating systems; work with ETIS to ensure that all technology supporting the websites are operating correctly. E

Assist in the evaluation of new software applications to maintain District technologies are current; participate in a variety of meetings and committees regarding designing, developing and implementing web-based applications to promote District programs and activities; make recommendations regarding website standards; develop proposals and timelines for completion of website projects. E

Meet with management, internal departments, program teams and users to implement a strategic communication process utilizing the researching, planning, implementation and evaluation (RPIE) model to prioritize communication needs, develop content criteria and appropriate online communication tools, create timelines and workflow for communication plans to resolve usability issues and reach solutions. E

Serve as lead, trainer and troubleshooter to provide direct support to department and school sites; encourage schools and departments to develop and maintain active websites and social media platforms that align with District branding and communication guidelines; consult with District staff and departments regarding development and maintenance of consistent and professional departmental school website and social media. E

Train school sites and departments to use applications and layout programs to maintain, edit and post content on webpages, online applications and social media platforms. E

Maintain records and prepare consistent reports regarding communication project achievements, statistics regarding user views engagement and interaction. E

Participate in emergency communication planning and support; implement web-based and social media emergency alerts, disseminate information and respond to inquiries; support District response as assigned. E

Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

FTP/HTTP concepts and technologies and content management systems.
 Website ADA compliance regulations.
 SEO best practices and tools.
 Troubleshooting strategies for PC and Macintosh platforms and internet browsers and versions.
 Principles of training supporting, and assisting.
 Web authoring tools including current web languages.
 Social media posting platforms such as Meta.
 Project management methodologies and concepts.
 Principles of database structures.
 File size and image compression.
 Professional printing processes including sizes, materials and file formats.
 Graphic creation and manipulation tools.
 Technical aspects of field of specialty.
 Oral and written communication skills.
 Operation of standard office equipment including a computer and assigned software.
 Interpersonal skills using tact, patience and courtesy.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 PC and Macintosh operating environments.

ABILITY TO:

Design, publish and update new and existing websites and social media.
 Apply web programming languages and technologies.
 Design and publish user-friendly web pages, forms, surveys, presentations and social media content.
 Design graphics and media for use online.
 Train and assist users on web applications and online communications, concepts and techniques.

Edit video content and embed videos into online media.
Assist users in the development and maintenance of online presence.
Work with multiple database structures.
Communicate effectively visually, orally and in writing.
Understand and follow oral and written directions.

Prepare clear, complete and concise reports and records.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in web design, computer science, software engineering or closely related field. Two years of experience in web design, social media marketing or graphic design.

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

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.

ENVIRONMENT:

Office environment; subject to driving to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of computer equipment, seeing to observe computer monitor, and hearing and speaking to exchange information, bending, pushing, lifting, and moving moderately heavy objects.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: ~~WEBMASTER & SOCIAL~~ MULTIMEDIA SPECIALIST

BASIC FUNCTION:

Under the direction of the Director-Communications and/or Manager-Information Services, design, develop, update and troubleshoot new and existing **multimedia including video, printed materials**, websites and **various social media** pages for the District; ~~en~~ensure high quality, accessibility, integrity, consistency and accuracy of the content of District online resources, all while maintaining an appealing aesthetic that best represents the District's **established brand**. This position works with school sites and departments to oversee the accuracy and quality of the District's ~~and sites~~ **visual presence both online and in printed materials**.

REPRESENTATIVE DUTIES:

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

Design, publish and update new and existing websites and pages for the District; provide continuity of the District's website including **site organization, layout**, programming, development and marketing; maintaining confidentiality of sensitive and privileged information. E

~~Ensure~~ search engines **optimization, through proactive search engine optimization (SEO) coding and tagging to drive traffic to** ~~and applications into~~ the sites; establish links with other appropriate websites; respond to user expectations for change and dynamic publishing. E

~~Monitor systems of intrusion or denial of service attacks and report security breaches to appropriate personnel.~~ **Utilize web analytics services such as Google Analytics to track, review and create reports on web and social media traffic, usage and engagement; recommend adjustments to increase visibility.** E

Develop, **create and edit** graphics, multimedia, layouts, illustrations, **photography** and logos using editing tools ~~such as Photoshop Illustrator, Flash, Photoshop, Creative Suite, including Dreamweaver, ColdFusion InDesign, and flash.~~ E

Produce, create, **edit** and manage video content for websites, social media platforms, ~~curriculum and presentations~~ **and other materials, as needed using editing tools.** E

Integrate **embedded and linked** multimedia assets, **including video, sound and animation into page designs and layouts.** E

Maintain **an** archive of images, photos, **videos, logos, templates and** ~~or~~ previous work products to create **an accessible** collection of ~~logos, pages and layouts~~ **communication materials for districtwide use.** E

Utilize knowledge of print quality, material options, digital sizing and print-ready files and formats to work in coordination with print houses to ensure production of communication projects such as banners, signage, mailers and marketing materials. E

Utilize content management systems to plan out content, timelines and templates to post consistent, high quality content on District's social media platforms; interact with and monitor all social media content to share appropriate posts to main pages and elevate issues and complaints for appropriate and timely response. E

Collaborate with school staff to utilize centralized data and waivers to research, certify and maintain photo release information for all subjects featured in communication materials. E

Utilize web programming language ~~such as XHTML, HTML 5, DHTML; XML; CSS/Style Sheets CSS p, JavaScript and other relevant languages following the specifications of project requirements.~~ and code website content manager systems to manage website content when updates or changes ~~asre~~ necessary. E

Troubleshoot **user interfaces, content, links**, website **flows** functions and performance including, ~~web page, server problems, content, links, order flows, registration flows and transactions logs;~~ **and** perform appropriate tests and/or use customer feedback to make corrections. E

Develop and validate procedures **and rolling audits** to evaluate and test website to ensure validity, proper structure, meet industry standards, **ADA compliance, alignment with Board requirements** and compatibility with various browsers, devices and operating systems; **work with ETIS to ensure that all technology supporting the websites are operating correctly.** E

Assist in the evaluation of new software applications to maintain District technologies are current; participate in a variety of meetings and committees regarding designing, developing and implementing web-based application to promote District programs and activities; make recommendations regarding website standards; develop proposals and timelines for completion of website projects. E

Meet with management, **internal departments, program ETIS** teams and users to **implement a strategic communication process utilizing the researching, planning, implementation and evaluation (RPIE) model** to prioritize **communication** needs, develop content criteria **and appropriate online communication tools, create timelines and workflow for communication plans** to resolve usability issues and reach solutions. E

Serve as lead, trainer and troubleshooter to provide direct support to department and school sites; encourage schools and departments to develop and maintain active websites **and social media platforms that align with District branding and communication guidelines;** consult with District staff and departments regarding development and maintenance of consistent and professional departmental school websites ~~and pages~~ **and social media.** E

Train **school site and departments to use applications and layout programs to maintain, edit and post content on webpages, online applications and social media platforms,** ~~content owners in use of web conversion tools and applications and developing web-based applications and programs.~~ E

Maintain records and prepare **consistent** ~~periodical~~ reports regarding **communication project achievements, statistics regarding user views engagement and interaction** ~~web site design and implementation and user traffic and statistics.~~ E

Participate in emergency communication planning and support; implement web-based and social media emergency alerts, disseminate information and respond to inquiries; support District response as assigned. E

Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

FTP/HTTP concepts and technologies **and content management systems** including Adobe Dreamweaver, Adobe ColdFusion and/or DotNetNuke.

Website ADA compliance regulations.

SEO best practices and tools.

Troubleshooting strategies for PC and Macintosh platforms and internet browsers and versions.

Principles of training supporting and assisting.

Web authoring tools including current web languages.

Social media posting platforms such as Meta.

Project management methodologies and concepts.

Principles of database structures.

File size and image compression.

Professional printing processes including sizes, materials and file formats.

Graphic creation and manipulation tools.

Technical aspects of field of specialty.

Oral and written communication skills.

Operation of standard office equipment including a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

PC and Macintosh operating environments.

ABILITY TO:

Design, publish and update new and existing websites and ~~pages~~ **social media**.
Apply web programming languages and technologies.
Design and publish user-friendly web pages, forms, surveys, **presentations and social media content**.
Design graphics and media for use ~~online web sites~~.
Train and assist users on web applications **and online communications**, concepts and techniques.
Edit video content and embed videos into online media.
Assist users in the development and maintenance of **online presence** ~~web pages~~.
Work with multiple database structures.
Communicate effectively **visually**, orally and in writing.
Understand and follow oral and written directions.
Prepare clear, complete and concise reports and records.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in web design, computer science, software engineering or closely related field. Two years experience in web ~~page~~ design, **social media marketing or graphic design** ~~and maintenance~~.
~~Completion of a job training program or certificate in web page design may substitute for a year of the required experience.~~

LICENSES AND OTHER REQUIREMENTS:

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

WORKING CONDITIONS:

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

ENVIRONMENT:

Office environment; subject to driving to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of computer equipment, seeing to observe computer monitor, and hearing and speaking to exchange information, bending, pushing, lifting, and moving moderately heavy objects.



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



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