

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
February 6, 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 January 9, 2024
- 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 Instructor
 - Child Development Program Assistant
 - Custodian
 - Grounds Maintenance Worker
 - Health Services Assistant
 - Instructional Assistant
 - Language Assessment Proctor II - Russian
 - Language Assessment Proctor II - Ukrainian
 - Lead Instructional Assistant - Expanded Learning Opportunities Program
 - Licensed Vocational Nurse
 - Nutrition Services Assistant
 - Nutrition Services Transport/Stock Assistant
 - Paraeducator - Health Care
 - Paraeducator-Tier I/Tier II
 - Payroll-Position Control Coordinator
 - Pest Control Technician
 - Plumber
 - School Staff Assistant II
 - Student Supervision Assistant
 - B. Approval of Advanced Salary Placement
- VI. INFORMATION ITEMS
 - Job Announcements –
 - Facilities and Projects Specialist
 - School Staff Assistant I
 - Supervisor-Planning/Facilities
 - Next Regular Commission Meeting (2024) –
 - 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
January 9, 2024**

CALL TO ORDER

The meeting was called to order by Commissioner Ragins 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, January 9, 2024

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Steffen.

**APPROVAL OF MINUTES – Regular
Meeting of December 5, 2023**

Commissioner Furey moved, seconded by Commissioner Steffen, that the Minutes of the Regular Meeting of December 5, 2023 be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST –
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

Commissioner Steffen moved, seconded by Commissioner Furey that the eligibility lists of 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 and Systems Support Specialist 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 –
Payroll-Position Control Coordinator
Plumber
School Staff Assistant II

Next Regular Commission Meetings (2024) –

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

Meeting adjourned at 4:36 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

February 2, 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
Nutrition Services Transport/Stock Assistant	Ricardo Prado	3	C7	Unit A – Operations & Support
Senior Office Assistant	Jasmin Hermenegildo	5	12	Unit B – Clerical/Technical
Senior Office Assistant	Eri Jo	5	12	Unit B – Clerical/Technical
Behavior Analyst	Elizabeth Sequeira	5	A35	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.