

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
April 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 March 12, 2024
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Approval of Eligibility Lists
    - Behavior Support Assistant
    - Custodian
    - Licensed Vocational Nurse
    - Multimedia Specialist
    - Nutrition Services Assistant
    - Nutrition Services Satellite Operator I
    - Paraeducator - Tier I/Tier II
    - Pest Control Technician
    - Technology Support Specialist
  - B. Approval of Advanced Salary Placement
- VI. INFORMATION ITEMS
  - Job Announcements –
    - Behavior Analyst
    - Computer Support Technician
    - Manager – Enrollment Services
    - Nutrition Services Transport Stock/Assistant
    - Painter
    - Staff Assistant
  - Next Regular Commission Meeting (2024) –

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  
March 12, 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, March 12, 2024

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mr. Julio Hernandez.

**APPROVAL OF MINUTES – Regular  
Meeting of February 6, 2024**

Commissioner Steffen moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of February 6, 2024 be approved. Motion carried 3/0.

**COMMENTS FROM THOSE IN  
ATTENDANCE**

Ms. Carrie Skoll, Director-Human Resources, announced that the Classified Employee Conference will be held on Friday, March 15, 2024 at Torrance High School. She shared the schedule of sessions and that there is an expected attendance of over 400 employees.

Mr. Julio Hernandez, Chief Personnel Officer, introduced himself to the Commission.

**APPROVAL OF ELIGIBILITY LIST –  
Behavior Support Assistant, Campus Security,  
Child Development Instructor, Child Development  
Program Assistant, Custodian, Facilities and  
Projects Specialist, Health Services Assistant,  
Instructional Assistant, Lead Instructional  
Assistant - Expanded Learning Opportunities  
Program, Licensed Vocational Nurse, Nutrition  
Services Assistant, Paraeducator - Health Care,  
Paraeducator - Tier I/Tier II, School Bus Driver,  
School Staff Assistant I, Student Supervision  
Assistant, Supervisor-Planning/Facilities**

Commissioner Furey moved, seconded by Commissioner Steffen that the eligibility lists of Behavior Support Assistant, Campus Security, Child Development Instructor, Child Development Program Assistant, Custodian, Facilities and Projects Specialist, Health Services Assistant, Instructional Assistant, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Nutrition Services Assistant, Paraeducator - Health Care, Paraeducator - Tier I/Tier II, School Bus Driver, School Staff Assistant I, Student Supervision Assistant, and Supervisor-Planning/Facilities, be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED SALARY  
PLACEMENT**

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

**APPROVAL OF NEW JOB DESCRIPTION**

Commissioner Steffen moved, seconded by Commissioner Furey that the new job description for Manager-Enrollment Services with a recommended salary of Range 97 be approved. Motion carried 3/0.

**INFORMATION ITEMS**

Job Announcements –

Multimedia Specialist  
Nutrition Services Satellite Operator I  
Nutrition Services Satellite Operator II  
Technology Support Specialist

Next Regular Commission Meetings (2024) –

April 9, 2024, 4:30 p.m.	– Classified Conference Center
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**COMMENTS FROM STAFF**

Ms. Schugt announced the continuing outreach efforts of the Personnel Commission at the Torrance Farmers' Market and the El Camino Blueprint for Success Job Fair. She also discussed the department's efforts to honor Employee Appreciation Day and International Women's Day.

**COMMENTS FROM PERSONNEL  
COMMISSIONERS**

Commissioner Ragins inquired about the potential for the Personnel Commission to participate in the TCPTA/TUSD College and Career Fair next year. The Commissioners welcomed Mr. Julio Hernandez to TUSD.

**ADJOURNMENT**

Meeting adjourned at 4:42 p.m.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

April 4, 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
Licensed Vocational Nurse	Nina Rejuso	5	20	Unit B – Clerical/Technical
Instructional Assistant	Chloe Hughes	3	A4	Unit C – Student Support Staff
Paraeducator – Tier II	Daniel Magallanes	3	A11	Unit C – Student Support Staff
Paraeducator – Tier II	Jessica Ovalle	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.