

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
June 16, 2020

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 May 19, 2020
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility List
HVAC Mechanic
 - B. 2020 Reclassification Report
- VI. INFORMATION ITEMS
 - Job Announcements:
Chief Business Officer
HVAC Mechanic
Technology Support Specialist
 - Next Regular Commission Meetings (2020) –
July 21, 2020, 4:30 p.m. – Classified Conference Center
August 18, 2020, 4:30 p.m. – Classified Conference Center
September 15, 2020, 4:30 p.m. – Classified Conference Center
October 20, 2020, 4:30 p.m. – Classified Conference Center
November 17, 2020, 4:30 p.m. – Classified Conference Center
December 15, 2020, 4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. ADJOURNMENT

In accordance with Governor Newsom’s Executive Order N-25-20(11), Personnel Commission Members may participate and vote remotely. Members of the public may observe the Personnel Commission meeting in real time by joining the meeting at <https://us02web.zoom.us/j/87587014346?pwd=Y3ZlYjlyY013eGJaTmpBMkQwdy9GZz09>. Meeting ID: 875 8701 4346 / Password: 6a9Jdm. Members of the public may make comments by following the instructions listed in the Personnel Commission Teleconference Notice found via the Personnel Commission homepage.

**Minutes of the Regular Meeting of the Personnel Commission
May 19, 2020**

CALL TO ORDER	The meeting was called to order by Commissioner Muhammed at 4:32 p.m.
PRESENT	Personnel Commissioners: Anil S. Muhammed, Ed.D., Chair Terry K. Furey, Vice-Chair Gary Kuwahara, CPA, Member Marion Schugt, Director-Personnel Commission
PLACE AND DATE OF MEETING	Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, May 19, 2020.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Ms. Schugt.
PUBLIC HEARING – PERSONNEL COMMISSION BUDGET – 2020-2021	Commissioner Muhammed opened the public hearing requesting input on the Personnel Commission Budget – 2020-2021. Upon hearing no comments, Commissioner Muhammed requested a motion to close the public hearing. Commissioner Kuwahara moved, seconded by Commissioner Furey, that the public hearing be closed. Motion carried 3/0.
APPROVAL OF MINUTES – Regular Meeting of April 21, 2020	Commissioner Kuwahara moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of April 21, 2020, be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LIST – Payroll-Position Control Coordinator	Commissioner Furey moved, seconded by Commissioner Kuwahara that the eligibility list of Payroll-Position Control Coordinator, be approved. Motion carried 3/0.
APPROVAL OF CLASSIFICATION TITLE CHANGE – Deputy Superintendent-Administrative Services	Commissioner Furey moved, seconded by Commissioner Kuwahara that the classification title change from Deputy Superintendent-Administrative Services to Chief Business Officer, be approved. Motion carried 3/0.
APPROVAL OF PERSONNEL COMMISSION BUDGET – 2020-2021	Commissioner Kuwahara moved, seconded by Commissioner Furey that the 2020-2021 Personnel Commission Budget, be approved. Motion carried 3/0.
INFORMATION ITEMS	Job Announcements: Fiscal Services Specialist Next Regular Commission Meetings (2020) – June 16, 2020, 4:30 p.m. – Classified Conference Center July 21, 2020, 4:30 p.m. – Classified Conference Center August 18, 2020, 4:30 p.m. – Classified Conference Center September 15, 2020, 4:30 p.m. – Classified Conference Center October 20, 2020, 4:30 p.m. – Classified Conference Center November 17, 2020, 4:30 p.m. – Classified Conference Center December 15, 2020, 4:30 p.m. – Classified Conference Center
ADJOURNMENT	Meeting adjourned at 4:42 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 9, 2020

TO: PERSONNEL COMMISSIONERS
Anil Muhammed, Ed.D., Chair
Terry Furey, Vice-Chair
Gary Kuwahara, CPA, Member

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: APPROVAL OF 2020 RECLASSIFICATION STUDY – Valerie Spolsky

This memorandum forwards Valerie Spolsky's Reclassification Report on the above-referenced subject.

In accordance with Personnel Commission Rule 3.3 (Reclassification), reclassification requests were received between January 15, 2020 and February 20, 2020. Note: Additional days were added to the deadline due to holidays.

I have reviewed and evaluated the report, and copies have been sent to each person who requested a reclassification. Copies of the report are hereby provided to Dr. Tim Stowe, Deputy Superintendent-Administrative Services, and the relevant union representative.

The report from the consultant is attached.

DIRECTOR RECOMMENDATION

That the 2020 Reclassification Report be approved.

Classification Study: **School Staff Assistant I**
Incumbent: **Stacy Higa**
Supervisor: **Kimberly Till, High School Site Supervisor– North High School**

Background:

A classification request was submitted by Stacy Higa, incumbent in the current classification of School Staff Assistant I. The incumbent has been in this position for approximately 4 years, 6 months. This position is housed in Torrance Unified School District, North High School. The Human Resources Consultant reviewed the submitted written information (Position Description Questionnaire), and conducted fact finding meetings with the incumbent and their supervisor to discuss the duties and responsibilities of the position of School Staff Assistant I. The Human Resources Consultant interviewed the incumbent on April 29, 2020; and interviewed the incumbent's supervisor, Kimberly Till on April 29, 2020.

Fact Finding and Analysis:

The School Staff Assistant I position provides clerical and secretarial support to an assigned department administrator and is responsible for compiling, verifying, tabulating, coding, and processing of a variety of student and school site information as related to business activities conducted by the North High School.

The position also has responsibility for providing information and assistance to other office personnel, parents, students and the public regarding school business, departmental issues or concerns and related rules, regulations, policies and procedures for assigned area of responsibility.

The position utilizes a variety of dedicated software systems such as (i.e. ASB Works) – point of sale receipt and recordkeeping for monies received through donations and fundraising, etc. to Associated Student Body (ASB) accounts; PowerSchool - student information, Smartetools – purchase orders and supplies, Google docs - school calendar and events, spreadsheet and forms preparation; School Dude – maintenance service requests/work orders), to enter, update, and maintain student and financial information; purchase equipment, supplies and services; and communicate related school business information with other District departments, parents, students and the general public.

The position is responsible for the compilation, review, verification and recordkeeping of school business and student information; identification and correction of discrepancies; notification to appropriate department personnel and/or the supervisor of outstanding

issues; equipment and supplies procurement; inventory control and recordkeeping; preparation of transportation requests; work orders for repair of equipment and facilities; and submission of required documentation to other departments (ex. District Office, Warehouse, Purchasing, Accounting, Information Technology, etc.) for further processing and completion.

The position compiles, updates and maintains student and school business information on stand-alone databases and spreadsheets, lists and logs for use by administration and other department personnel as needed. For example, the position will meet with the supervisor and the principal to obtain budgetary information as to school funding available for the year. The principal develops the budget and determines allocation of funds for each of the school site departments (i.e. Art, Theatre, Science, Math, History, etc.). The position will prepare a spreadsheet to track this information for the individual department accounts. Account code structures are available, and the position will assign appropriate account codes for these funds, and enter and update information throughout the school year, as expenditures are made by department staff. The position will access a dedicated software system (i.e. Smartetools), to review financial adjustments made to account balances by the Accounting Department and update the spreadsheet to accurately reflect current funds available for department accounts. The position does not have responsibility for budget development, auditing of accounts or formal reporting of funds to external agencies, but rather has responsibility for tracking of funds added and expended in order to provide accurate and timely financial information to department staff (i.e. Teachers, Administration, Department Heads), to assist them with management of individual department accounts.

In 2019, a decision was made by administration to move Associated Student Body, (ASB), funding to the business offices at the school sites. Responsibility for financial recordkeeping of monies received for ASB accounts was assumed by the department and the position is responsible for collecting and submitting monies to the District office for further processing, and for the maintenance of financial recordkeeping of these activities. The position typically accesses a dedicated software system, (ASB Works), to perform this work. This system is used for account activities such as acceptance of monies and donations received by the school site from students, staff and other benefactors for various activities, such as fundraisers, field trips, transportation, etc. Staff were provided training in the use of the ASB Works system, and the job responsibility for entering and maintaining this information in the system was assigned to the position.

Approximately two years ago, District administration made a decision to downsize the warehouse and reduce the inventory of stock items in the warehouse, as well as to eliminate the open purchase order process for procurement of supplies by teaching staff. Prior to this change, purchasing department personnel was primarily responsible for processing and fulfilling supplies requests for the school sites. The School Staff Assistant I position is now responsible for processing a larger volume of requisitions for equipment and supplies needed for the school site. Information for individual requisitions is typically

provided to the position by the requestor (i.e. teacher, supervisor or other administrator). District approved vendor lists are available to assist in the selection of supplies available, and the position will also utilize the internet to locate other vendors for supply selection as needed. The position utilizes the Smartetools system to process requests, enters the pertinent information required (i.e. Equipment, quantity, costs, etc.), and submits the request through the appropriate channels for approval and request fulfillment.

Discussions with both the incumbent and their supervisor revealed that with the acquisition of a new dedicated software system (ASB Works), department staff are now required to utilize this system to create efficiencies in the work performed, streamline workflow and increase timely communication of information across departments within the District. Formal training was not completely available to the incumbent during the startup and installation of the new ASB Works application. The incumbent met with the ASB Accounting Specialist in order to obtain technical assistance with the use of the ASB Works system. The position has since completed formal training and is to be commended for taking initiative to learn the new system and adapt work methods in order to continue to meet the needs of the department.

Some of the job duties performed by the position were similar in nature to those performed by the higher level classification of School Staff Assistant II, which is not unusual in a job series. Classifications by their very nature are defined broadly, in order to allow for a wide variety of job duties to be performed by the employee, not only the specific job duties listed on the job description. The key is to ensure that the overall scope of work for the classification is appropriately assigned.

Although the methods by which the work is performed have changed due to new technology and automated processes utilized by the District, and workload demands for the position have increased due to the addition of ASB accounts and related financial recordkeeping for these job duties, as well as an increase in the volume of requisitions and work orders to be completed for equipment and supplies procurement, repair, etc., the essential functions of the job are consistent with the classification, and the level of complexity in which the work is performed is not significant enough in nature to suggest that the position is working outside the scope of duties and responsibilities assigned to the classification of School Staff Assistant I.

Another distinguishing characteristic between the School Staff Assistant I and II classifications was identified in the reporting relationship between the classification and the school site administrator to which the position is assigned. School Staff Assistant II positions are typically assigned to a High School Principal, while School Staff Assistant I positions are typically assigned to a School Administrator, Elementary School Principal or Assistant Principal. The current organizational structure and reporting hierarchy does not allow for School Staff Assistant I and II positions to be utilized interchangeably across the aforementioned school site administrators. As such, it is not in the best interest of the District to alter the current organizational structure without further review of the business

needs of the organization as related to these classifications and their role in the organization.

Summary and Conclusion:

The HR Consultant reviewed other classifications currently in use in the District: ASB Accounting Specialist, Staff Assistant II, Staff Assistant, Senior Office Assistant, and Office Assistant, in order to determine the appropriate classification placement for the duties and responsibilities currently being performed in the position and in order to maintain internal alignment within the District's current classification structure.

The position is required to have considerable training and experience in order to perform the full range of secretarial and clerical support responsibilities and to resolve recurring problems. The work is structured in nature. The supervisor sets the priority of assignments and the position uses initiative to carry out recurring assignments independently without specific instruction, but refers more complex problems or issues to the supervisor for guidance and resolution. Regulations, rules and standard office procedures have been established, and resources are available (ex. Purchasing schedules, cycles, and timelines, collective bargaining agreements, Board Policy, District Policy, office guidelines, requisition procedures, standardized forms, dedicated software system instructions, online tutorials and manuals, accounting codes, vendor lists, etc.), and the position uses judgment in selecting the most appropriate resources to complete assigned work and resolve problems.

After a thorough review of the written information (Position Description Questionnaire), review of related administrative clerical support classification descriptions, and having met and discussed the position requirements with the incumbent and the administrator directly involved with the work performed as noted above, it has been determined that the duties and responsibilities of this position are consistent with the current classification of School Staff Assistant I, and that the position is properly classified.

Recommendation:

Based on a review of the information provided, it is recommended that this position remain classified as School Staff Assistant I on the Torrance Unified School District Classified Salary Schedule, Bargaining Unit B – Clerical/Technical.

Classification Study: **School Staff Assistant II**
Incumbent: **Linda Rippetto**
Supervisor: **Kara Heinrich, Principal– West High School**

Background:

A classification request was submitted by Linda Rippetto, incumbent in the current classification of School Staff Assistant II. The incumbent has been in this position for approximately 16 years. This position is housed in Torrance Unified School District, West High School. The Human Resources Consultant reviewed the submitted written information (Position Description Questionnaire), and conducted fact finding meetings with the incumbent and their supervisor to discuss the duties and responsibilities of the position of School Staff Assistant II. The Human Resources Consultant interviewed the incumbent on April 24, 2020; and interviewed the incumbent’s supervisor, Kara Heinrich, on April 24, 2020.

Fact Finding and Analysis:

The School Staff Assistant II position provides clerical and secretarial support to an assigned department administrator (i.e. Principal), and is responsible for compiling, verifying, tabulating, coding, and recordkeeping of a variety of student and school information as related to business activities conducted by the West High School.

The position has responsibility for providing information and assistance to other office personnel, parents, students and the public regarding school business, issues or concerns for the department and related rules, regulations, policies and procedures for assigned area of responsibility. For example, the position has responsibility to provide information and instructions to District staff to assist them with the completion of Worker’s Compensation packets. The position provides documents and procedural requirements/instructions for their completion, directs staff to appropriate personnel for further assistance in the process, and communicates with Business Services department staff to report injuries via email or by phone.

The position utilizes a variety of dedicated software systems (i.e. PowerSchool - student information and report generation, Tardy Scanner – late student identification information, Raptor– visitor management system, Smartetools - purchase orders for supplies and materials, school website/Google docs - school calendar and event planning, bulletin and forms preparation; to enter, update, and maintain student and school business information; purchase supplies and services; and communicate related school business information with other District departments, parents and students and the general public.

The position is responsible for the review and verification of submitted school business and student information, identification and correction of discrepancies; notification to appropriate department personnel and/or the supervisor of outstanding issues; procurement of supplies; and submission of documentation to other departments (i.e. District Office, School Business Office, Purchasing, Payroll, etc.) for further processing and completion.

The position compiles, updates and maintains student and school business information on stand-alone databases and spreadsheets, lists and logs for use by administration and other department personnel as needed. For example, the position processes high school transcripts for requestors, and typically performs this job duty when the Counseling department is closed. Transcripts are accessible in PDF format on a shared drive, and the position will print, sign and seal official transcripts in accordance with department guidelines and legal requirements; and enter, update and maintain accurate recordkeeping of transactions on the shared drive. The position also works collaboratively with other District personnel in order to obtain, and update information for the Employee Handbook, Master Calendar, etc. and reviews, edits and formats specific documentation as defined by the supervisor.

The position also has responsibility for obtaining and disseminating information for the Way of the Warrior/TRIBE student recognition program. This is a monthly awards program to honor student achievement. The position notifies certificated staff via email to obtain nominated student information (i.e. Names, reason for the award, etc.); prepares, prints and disseminates certificates; purchases incentives for students (ex. Gift cards, etc.); and submits receipts for payment to the Parent, Teacher and Student Association (PTSA).

In 2018, campus security was increased for each of the school sites. The sites are now gated and access to the campus requires that visitors to be screened by department staff before they are allowed on campus. A computer software application (i.e. Raptor Visitor Management System) was installed on several computers within the department to enhance security measures in the screening of visitors. This application gives staff the ability to view the visitor on camera superimposed on their computer screen. The position will view the visitor's image on their computer screen, communicate with the visitor to identify their business need for access to the campus and will then press a device to open the door for entry to the school site as appropriate. The position also contacts department staff concerning anticipated visitors to the school site, and enters, updates and maintains this information for recordkeeping purposes (i.e. Expected Visitor Log).

The position has responsibility to identify and record students arriving late to campus through the use of a computer software application (i.e. Tardy Scanner). The position will compare student identification information scanned into the system against the log for accurate recording of student activity. Information is maintained in the system, and the position will generate reports as needed. Additionally, the position provides hands on training and ongoing technical assistance as related to standard office procedures, and

the use of the Tardy Scanner device for volunteers (i.e. Parents and community members) who provide additional coverage at the front desk to receive students and visitors at the school site.

Discussions with both the incumbent and their supervisor revealed that with the acquisition of new technology and automated processes, department staff are now required to utilize these new systems to create efficiencies in the work performed, streamline workflow and increase timely communication of information across departments within the District. Work processes are now performed differently by the position due to these automated processes. As related to the installation of the Raptor Visitor Management System, the position now screens each visitor individually as to their identity and purpose of visit etc. in order to allow them access onto the school campus, and additional time is needed to perform this job function and related recordkeeping. Information provided reflected that other department staff are available to perform this job duty and assist with the receiving of visitors to the school site, as the Raptor computer software application is installed on several computers throughout the department, and staff have been trained in the use of the system. This may warrant some discussion between the supervisor and the incumbent, in order to provide support for the employee and discuss employer expectations regarding this job responsibility. For classification purposes, the scope of work performed and level of complexity in the performance of this work is what is evaluated, not the amount of work or time necessary for the completion of work assigned to the position. An increase in workload demands is typically an employer/employee issue and is not considered for reclassification of positions.

Although the methods by which the work have changed due to the new technology and automated processes utilized by the District to increase campus security measures as related to the identification and review of visitors requesting access to the school site, the essential functions of the job are consistent with the classification, and the level of complexity in which the work is performed is not significant enough in nature to suggest that the position is working outside the scope of duties and responsibilities assigned to the classification of School Staff Assistant II.

Classifications by their very nature are defined broadly, in order to allow for a wide variety of duties to be performed by the employee, not only the specific duties listed on the job description. The key is to ensure that the overall scope of work for the classification is appropriately assigned. Although some overlap of duties and responsibilities is evident across the individual classifications reviewed, they do not assume that the position is performing the full range of duties to warrant reclassifying the position to another classification.

Summary and Conclusion:

The HR Consultant reviewed other classifications currently in use in the District: ASB Accounting Specialist, Staff Assistant I, Staff Assistant, Senior Office Assistant, and Office

Assistant, in order to determine the appropriate classification placement for the duties and responsibilities currently being performed in the position and in order to maintain internal alignment within the District's current classification structure.

The position is required to have considerable training and experience in order to perform the full range of clerical support responsibilities and to resolve recurring problems. The work is structured in nature. The supervisor sets the priority of assignments and the position uses initiative to carry out recurring assignments independently without specific instruction, but refers more complex problems or issues to the supervisor for guidance and resolution. Regulations, rules and standard office procedures have been established, and resources are available (ex. Purchasing schedules, cycles, and timelines, collective bargaining agreements, Board Policy, District Policy, Worker's Compensation filing procedures, Employee Handbook, requisition procedures, standardized forms, dedicated software system instructions, online tutorials and manuals, etc.), and the position uses judgment in selecting the most appropriate resources to complete assigned work and resolve problems.

After a thorough review of the written information (Position Description Questionnaire), review of related administrative clerical support classification descriptions, and having met and discussed the position requirements with the incumbent and the administrator directly involved with the work performed as noted above, it has been determined that the duties and responsibilities of this position are consistent with the current classification of School Staff Assistant II, and that the position is properly classified.

Recommendation:

Based on a review of the information provided, it is recommended that this position remain classified as School Staff Assistant II on the Torrance Unified School District Classified Salary Schedule, Bargaining Unit B – Clerical/Technical.

Classification Study: **School Staff Assistant I**

Incumbent: **Lavena Stewart**

Supervisor: **Susanna Beasley, High School Site Supervisor– South High School**

Background:

A classification request was submitted by Lavena Stewart, incumbent in the current classification of School Staff Assistant I. The incumbent has been in this position for approximately 15 years, 6 months. This position is housed in Torrance Unified School District, South High School. The Human Resources Consultant reviewed the submitted written information (Position Description Questionnaire), and conducted fact finding meetings with the incumbent and their supervisor to discuss the duties and responsibilities of the position of School Staff Assistant I. The Human Resources Consultant interviewed the incumbent on April 22, 2020; and interviewed the incumbent's supervisor, Susanna Beasley, on April 22, 2020.

Fact Finding and Analysis:

The School Staff Assistant I position provides clerical and secretarial support to an assigned department administrator (i.e. High School Site Supervisor), and is responsible for compiling, verifying, tabulating, coding, processing and recordkeeping of a variety of student and school site information as related to business activities conducted by the South High School.

The position also has responsibility for providing information and assistance to other office personnel, parents, students and the public regarding school business, departmental issues or concerns and related rules, regulations, policies and procedures for assigned area of responsibility.

The position utilizes a variety of dedicated software systems such as (i.e. ASB Works) – point of sale receipt and recordkeeping for monies received through donations and fundraising, etc. to Associated Student Body (ASB) accounts; PowerSchool - student information, Smartetools – purchase orders and supplies, Google docs - school calendar and events, spreadsheet and forms preparation; School Dude – maintenance service requests/work orders), to enter, update, and maintain student and financial information; purchase equipment, supplies and services; and communicate related school business information with other District departments, parents, students and the general public.

The position is responsible for the compilation, review, verification and recordkeeping of school business and student information; identification and correction of discrepancies;

notification to appropriate department personnel and/or the supervisor of outstanding issues; equipment and supplies procurement; inventory control and recordkeeping; preparation of transportation and travel reservations requests; work orders for repair of equipment and facilities; and submission of required documentation to other departments (ex. District Office, Warehouse, Purchasing, Accounting, Information Technology, etc.) for further processing and completion.

The position compiles, updates and maintains student and school business information on stand-alone databases and spreadsheets, lists and logs for use by administration and other department personnel as needed. For example, the position will meet with the supervisor and the principal to obtain budgetary information as to school funding available for the year. The principal develops the budget and determines allocation of funds for each of the school site departments (i.e. Art, Theatre, Science, Math, History, etc.). The position will prepare a spreadsheet to track this information for the individual department accounts. Account code structures are available, and the position will assign appropriate account codes for these funds, and enter and update information throughout the school year, as expenditures are made by department staff. The position will access a dedicated software system (i.e. Smartetools), to review financial adjustments made to account balances by the Accounting Department and update the spreadsheet to accurately reflect current funds available for department accounts. The position does not have responsibility for budget development, auditing of accounts or formal reporting of funds to external agencies, but rather has responsibility for tracking of funds added and expended in order to provide accurate and timely financial information to department staff (i.e. Teachers, Administration, Department Heads), to assist them with management of individual department accounts.

The position has additional responsibility for submission of requisitions to assist in the payment for services provided by Independent Contractors (i.e. Dance instructors, etc.) working with Bandboosters. The position will receive invoices from Independent Contractors; access the District website to review Board items to verify information such as Independent Contractor names and dollar amounts awarded; prepare and submit requisitions to the Accounting Department for further processing and payment in accordance with established procedures; and maintain this information on a spreadsheet for recordkeeping purposes.

In 2019, a decision was made by administration to move Associated Student Body, (ASB), funding to the business offices at the school sites. Responsibility for financial recordkeeping of monies received for ASB accounts was assumed by the department and the position is responsible for collecting and submitting monies to the District office for further processing, and for the maintenance of financial recordkeeping of these activities. The position typically accesses a dedicated software system, (ASB Works), to perform this work. This system is used for account activities such as acceptance of monies and donations received by the school site from students, staff and other benefactors for various activities, such as fundraisers, field trips, transportation, etc. Staff

were provided training in the use of the ASB Works system, and the job responsibility for entering and maintaining this information in the system was assigned to the position.

Approximately two years ago, District administration made a decision to downsize the warehouse and reduce the inventory of stock items in the warehouse, as well as to eliminate the open purchase order process for procurement of supplies by teaching staff. Prior to this change, purchasing department personnel was primarily responsible for processing and fulfilling supplies requests for the school sites. The School Staff Assistant I position is now responsible for processing a larger volume of requisitions for equipment and supplies needed for the school site. Information for individual requisitions is typically provided to the position by the requestor (i.e. teacher, supervisor or other administrator). District approved vendor lists are available to assist in the selection of supplies available, and the position will also utilize the internet to locate other vendors for supply selection as needed. The position utilizes the Smartetools system to process requests, enters the pertinent information required (i.e. Equipment, quantity, costs, etc.), and submits the request through the appropriate channels for approval and request fulfillment.

Discussions with both the incumbent and their supervisor revealed that with the acquisition of a new dedicated software system (ASB Works), department staff are now required to utilize this system to create efficiencies in the work performed, streamline workflow and increase timely communication of information across departments within the District. Formal training was not completely available to staff during the startup and installation of the new ASB Works application, but the position is to be commended for taking initiative to learn the new system and adapt work methods in order to continue to meet the business needs of the department.

Some of the job duties performed by the position were similar in nature to those performed by the higher level classification of School Staff Assistant II, which is not unusual in a job series. Classifications by their very nature are defined broadly, in order to allow for a wide variety of job duties to be performed by the employee, not only the specific job duties listed on the job description. The key is to ensure that the overall scope of work for the classification is appropriately assigned.

Although the methods by which the work is performed have changed due to new technology and automated processes utilized by the District, and workload demands for the position have increased due to the addition of ASB accounts and related financial recordkeeping for these job duties, as well as an increase in the volume of requisitions and work orders to be completed for equipment and supplies procurement, repair, etc., the essential functions of the job are consistent with the classification, and the level of complexity in which the work is performed is not significant enough in nature to suggest that the position is working outside the scope of duties and responsibilities assigned to the classification of School Staff Assistant I.

Another distinguishing characteristic between the School Staff Assistant I and II classifications was identified in the reporting relationship between the classification and the school site administrator to which the position is assigned. School Staff Assistant II positions are typically assigned to a High School Principal, while School Staff Assistant I positions are typically assigned to an Elementary School Administrator, Principal or Assistant Principal. The current organizational structure and reporting hierarchy does not allow for School Staff Assistant I and II positions to be utilized interchangeably across the aforementioned school site administrators. As such, it is not in the best interest of the District to alter the current organizational structure without further review of the business needs of the organization as related to these classifications and their role in the organization.

Summary and Conclusion:

The HR Consultant reviewed other classifications currently in use in the District: ASB Accounting Specialist, Staff Assistant II, Staff Assistant, Senior Office Assistant, and Office Assistant, in order to determine the appropriate classification placement for the duties and responsibilities currently being performed in the position and in order to maintain internal alignment within the District's current classification structure.

The position is required to have considerable training and experience in order to perform the full range of secretarial and clerical support responsibilities and to resolve recurring problems. The work is structured in nature. The supervisor sets the priority of assignments and the position uses initiative to carry out recurring assignments independently without specific instruction, but refers more complex problems or issues to the supervisor for guidance and resolution. Regulations, rules and standard office procedures have been established, and resources are available (ex. Purchasing schedules, cycles, and timelines, collective bargaining agreements, Board Policy, District Policy, office guidelines, requisition procedures, standardized forms, dedicated software system instructions, online tutorials and manuals, accounting codes, vendor lists, etc.), and the position uses judgment in selecting the most appropriate resources to complete assigned work and resolve problems.

After a thorough review of the written information (Position Description Questionnaire), review of related administrative clerical support classification descriptions, and having met and discussed the position requirements with the incumbent and the administrator directly involved with the work performed as noted above, it has been determined that the duties and responsibilities of this position are consistent with the current classification of School Staff Assistant I, and that the position is properly classified.

Recommendation:

Based on a review of the information provided, it is recommended that this position remain classified as School Staff Assistant I on the Torrance Unified School District Classified Salary Schedule, Bargaining Unit B – Clerical/Technical

Classification Study: High School Site Supervisor
Incumbent: Kimberly Till
Supervisor: Chris Sheck, Principal– North High School

Background:

A classification request was submitted by Kimberly Till, incumbent in the current classification of High School Site Supervisor. The incumbent has been in this position for approximately 3 years. This position is housed in Torrance Unified School District (TUSD), North High School. The Human Resources Consultant reviewed the submitted written information (Position Description Questionnaire), and conducted fact finding meetings with the incumbent and their supervisor to discuss the duties and responsibilities of the position of High School Site Supervisor. The Human Resources Consultant interviewed the incumbent on April 28, 2020; and interviewed the incumbent's supervisor, Chris Sheck on May 1, 2020.

Fact Finding and Analysis:

The High School Site Supervisor position provides administrative support to the High School Principal, and is responsible for monitoring and maintenance of school site facilities and equipment to ensure a clean, secure environment for students and District staff. The position assists the supervisor in the preparation and ongoing maintenance of the operating budget for the department and for the monitoring and maintenance of a variety of school business accounts and transactions conducted for North High School.

The position coordinates the use of school site facilities such as athletic fields, auditoriums, gymnasiums and the newly constructed Performing Arts Center (PAC), in order to provide District staff and external requestors with the use of these facilities for athletic events, presentations/speaking engagements, and a variety of theater art performance events.

The position serves in a lead capacity to coordinate the school site's Disaster Preparedness Program, and confers with the Assistant Principal on an annual basis to review the School Safety Program. The position coordinates biannual fire drills; updates written materials (i.e. Emergency Handbooks); and inspects and maintains a viable inventory of emergency supplies and first aid kits for the school site.

The position has responsibility to supervise, delegate workload and manage the performance of assigned custodial and clerical support staff. The position currently supervises one Staff Assistant I and seven Custodians, and is responsible for providing procedural training and ongoing assistance as a regular function of the job. Management

of work performed by custodial staff after regular school hours of operation is typically assigned to the School Custodial Supervisor.

The position utilizes a variety of dedicated software systems (i.e. ASB Works – Gray Step – point of sale recordkeeping for student donations for services such as transportation, field trips, etc., PowerSchool - student information, Smartetools – purchase orders for equipment and supplies, Google docs - school calendaring and event planning, spreadsheet and forms preparation, Maintenance Direct – facilities maintenance service requests/work orders); to review, enter, update, and approve financial and school business information; purchase equipment, supplies and services; and communicate related school business information with other District departments (ex. Purchasing, Accounting, Maintenance and Operations, Information Technology, etc.).

The position is responsible for the processing of requests for purchase of equipment, and services (ex. travel, transportation, etc.) as related to State funded awards, grants, local donations for identified school programs; identification and correction of discrepancies; notification to appropriate department personnel and/or the supervisor of outstanding issues; and timely submission of reports, requisitions for equipment and supplies, requisitions for use of facilities, work orders for repair of equipment and facilities issues, and submission of documentation to other departments (i.e. District Office, Information Technology, Maintenance and Operations, Purchasing, Accounting, etc.) for further processing and completion.

The position compiles, updates and maintains school business information on stand-alone databases and spreadsheets, for use by administration and other department personnel as needed. For example, the position assists in the development of the operating budget for the department, and will meet with the supervisor (i.e. Principal), to discuss funds to be allocated to individual department accounts. Budgets and related funding sources from the previous school year are reviewed and adjustments are made accordingly for the upcoming year. Final approval and authorization for budgets and their allocation is determined by the principal. The position has responsibility for monitoring of these accounts and supervises the work of assigned clerical support staff (i.e. School Staff Assistant I), who assist in the day to day financial recordkeeping of expenditures. The spreadsheet used for this recordkeeping is a shared document in the work unit, with the position having primary responsibility for ensuring accuracy of information reported for account balances on individual accounts.

In 2019, District administration made a decision to move Associated Student Body, (ASB), funding to the business offices at the school sites. The responsibility for collection of donations, etc., for ASB accounts was assumed by the department and the position works with assigned clerical support staff to maintain financial recordkeeping for these accounts. Previously recordkeeping was not fully automated, and in some instances, information was not centralized. With the acquisition of new technology, department staff now access a dedicated software system (ASB Works), to further automate and build efficiencies in the recordkeeping of the work unit as related to the acceptance of monies and donations

received by the school site from students, staff for various activities, such as field trips, transportation, etc. The position assigns and reviews the work of clerical support staff involved in the tabulation of monies received and related financial recordkeeping for ASB accounts, in order to ensure that financial information for ASB accounts is accurately reported.

In 2019, The District completed the construction of a new Performing Arts Center (PAC), located at the North High School campus. The Performing Arts Center is a state of the art facility that is used for events such as theater art performances, speaking engagements, conferences, etc. for use by the District and the community. With the addition of this facility, the position now has responsibility for coordinating work efforts with District department staff in order to prepare the building as related to the setup of the interior of the facility, equipment and staffing needed for individual events held at the Performing Arts Center (PAC). The position confers with the School Custodial Supervisor to review facilities requests and assign the work to appropriate custodial staff; schedules meetings with the requestor and other stakeholders (i.e. Performers/Independent Contractors) in order to coordinate activities and discuss their facility needs for the event (i.e. auditorium setup, equipment needed, staffing, scheduling, etc.); and communicates with various District departments (i.e. Facilities, Information Technology, Custodial services, etc.), in order to obtain appropriate support for the event. If any issues arise with equipment or facilities for performances, the position will contact the appropriate department for resolution (ex. Information Technology, Custodial, Maintenance services, etc.). Standard office procedures are in place for the processing of permits for use of the facilities by requestors, and the position reviews and approves permits for the use of facilities by external requestors.

Discussions with both the incumbent and their supervisor revealed that with the advent of new technology and automated processes, department staff are now required to utilize these new systems to create efficiencies in the work performed, streamline workflow and increase timely communication of information across departments within the District. Although the methods by which the work have changed due to the new technology and automated processes utilized by the District, the level of complexity in which the work is performed is not significant enough in nature to suggest that the position is working outside the scope of duties and responsibilities assigned to the classification.

In respect to the discussion of work demands, there was evidence that the position has been impacted in the following areas:

- 1) Increase in workload due to increase in volume of purchase orders for equipment and supplies and inventory recordkeeping
- 2) Increase in workload due to acquisition of additional ASB accounts and related financial recordkeeping
- 3) Increase in workload due to addition of new facility (PAC), and time and work effort required for the coordination of activities to support requestors

For classification purposes, the scope of work performed and level of complexity in the performance of this work is what is evaluated, not the amount of work or time necessary for the completion of work assigned to the position. An increase in workload demands is typically an employer/employee issue and is not considered for reclassification of positions.

Although the acquisition of the Performing Arts Center requires the position to assist District staff and those in the community with requests for the use of this new facility, the procedures for fulfilling facilities requests for the use of the PAC (i.e. Securing appropriate staffing, equipment, etc.) have been established, and the job duties performed by the position fall within the scope of work of the classification of High School Site Supervisor. In addition, support is available for the position, as the supervisor (i.e. Principal) and other staff are available to resolve technical issues that arise and communicate with the District departments such as Information Technology, etc. as necessary.

Classifications by their very nature are defined broadly, in order to allow for a wide variety of duties to be performed by the employee, not only the specific duties listed on the job description. The key is to ensure that the overall scope of work for the classification is appropriately assigned. Although some overlap of duties and responsibilities is evident across the individual classifications reviewed, they do not assume that the position is performing the full range of duties to warrant reclassifying the position to another classification.

Summary and Conclusion:

The HR Consultant reviewed other supervisory classifications currently in use in the District: Manager-Planning/Facilities, Supervisor-Planning/Facilities, Supervisor-Plumbing Maintenance, Supervisor-Electrical Maintenance, Supervisor-Carpentry Maintenance, Grounds and Operations Supervisor, and School Custodial Supervisor in order to determine the appropriate classification placement for the duties and responsibilities currently being performed in the position and competency framework in order to maintain internal alignment within the District's current classification structure.

The position requires practical knowledge of an extensive body of rules, regulations, and established procedures in order to complete the work. The position is responsible for keeping current with trends in the industry; and attends training and reviews current codes, policies, rules, and regulations governing the work. The position is responsible for independently planning and carrying out the work assignments, resolving most of the conflicts that arise, and coordinating the work with other District and outside agency personnel as necessary. The position keeps the supervisor informed of progress and potentially controversial matters. Guidelines and resources are available to assist in completing work (i.e. Health and Safety regulations and reporting requirements, California State Education codes, Board Policy, District guidelines, and contracts/agreements governing use of facilities, timesheet reporting schedules and timelines). Other resources

available include equipment instruction manuals and dedicated system software instructions (i.e. ASB Works, Smartetools, Maintenance Direct, etc.), and the position uses judgment in interpreting and adapting guidelines and regulations for application to specific work related issues.

After a thorough review of the written information (Position Description Questionnaire), review of related supervisory classification descriptions, and having met and discussed the position requirements with the incumbent and the administrator directly involved with the work performed as noted above, it has been determined that the current duties and responsibilities of this position are consistent with the current classification of High School Site Supervisor, and that the position is properly classified.

Recommendation:

Based on a review of the information provided, it is recommended that this position remain classified as High School Site Supervisor on the Torrance Unified School District Classified Supervisory and Confidential Employees Salary Schedule.