

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
December 7, 2021

4:30 p.m.

Classified Conference Center  
2336 Plaza del Amo, Torrance

**AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF MINUTES – Regular Meeting of November 16, 2021
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS
  - A. Seating of Commissioner – Terry K. Furey
  - B. Election of Officers
  - C. Approval of Eligibility Lists
    - Campus Security
    - Child Development Instructor
    - Child Development Program Assistant-Tier II
    - Director-Employee Resources
    - Health Services Assistant
    - Instructional Assistant
    - Licensed Vocational Nurse
    - Nutrition Services Assistant II
    - Nutrition Services Transport/Stock Assistant
    - Paraeducator-Health Care
    - Paraeducator-Tier I/Tier II
    - Personnel Commission Specialist
    - Student Supervision Assistant
  - D. Approval of Advanced Step Placement – Fiscal Services Specialist
  - E. Information on District-Wide Classification and Compensation Study
- VI. INFORMATION ITEMS
  - Job Announcements:
    - District Office Assistant
    - Risk Manager
  - Next Regular Commission Meeting (2022) –
    - January 18, 2022, 4:30 p.m. – Classified Conference Center
    - February 15, 2022, 4:30 p.m. – Classified Conference Center
    - March 15, 2022, 4:30 p.m. – Classified Conference Center
    - April 12, 2022, 4:30 p.m. – Classified Conference Center
    - May 17, 2022, 4:30 p.m. – Classified Conference Center
    - June 21, 2022, 4:30 p.m. – Classified Conference Center
    - July 19, 2022, 4:30 p.m. – Classified Conference Center
    - August 16, 2022, 4:30 p.m. – Classified Conference Center
    - September 20, 2022, 4:30 p.m. – Classified Conference Center
    - October 18, 2022, 4:30 p.m. – Classified Conference Center
    - November 15, 2022, 4:30 p.m. – Classified Conference Center
    - December 6, 2022, 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  
November 16, 2021**

<b>CALL TO ORDER</b>	The meeting was called to order by Commissioner Kuwahara at 4:31 p.m.
<b>PRESENT</b>	Personnel Commissioners:  Terry K. Furey, Chair Gary Kuwahara, CPA, Vice-Chair Mark Steffen, Member  Marion Schugt, Director-Personnel Commission
<b>PLACE AND DATE OF MEETING</b>	Torrance Unified School District, Classified Conference Center, 2336 Plaza del Amo, Torrance, November 16, 2021
<b>PLEDGE OF ALLEGIANCE</b>	The Pledge of Allegiance was led by Ms. Schugt.
<b>APPROVAL OF MINUTES – Regular Meeting of October 19, 2021</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of October 19, 2021, be approved. Motion carried 3/0.
<b>APPROVAL OF ELIGIBILITY LIST – Adult Education Assessment &amp; Attendance Technician, Adult Education Specialist, Campus Security, Custodian, Instructional Assistant, Registered Behavior Technician, Manager-Nutrition Services, Nutrition Services Assistant II, Nutrition Services Transport/Stock Assistant, Paraeducator-Health Care, Paraeducator-Tier I/Tier II, Plumber, School Bus Driver, Student Supervision Assistant, Transportation Assistant</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the eligibility lists of Adult Education Assessment & Attendance Technician, Adult Education Specialist, Campus Security, Custodian, Instructional Assistant, Registered Behavior Technician, Manager-Nutrition Services, Nutrition Services Assistant II, Nutrition Services Transport/Stock Assistant, Paraeducator-Health Care, Paraeducator-Tier I/Tier II, Plumber, School Bus Driver, Student Supervision Assistant and Transportation Assistant, be approved. Motion carried 3/0.
<b>APPOINTMENT OF NEW JOB DESCRIPTION – District Office Assistant</b>	Commissioner Steffen moved, seconded by Commissioner Kuwahara that the new job description of District Office Assistant, be approved. Motion carried 3/0.
<b>APPOINTMENT OF NEW JOB DESCRIPTION – Risk Manager</b>	Commissioner Kuwahara moved, seconded by Commissioner Steffen that the new job description of Risk Manager, be approved. Motion carried 3/0.
<b>APPROVAL OF ADVANCED STEP PLACEMENT – College-Career Counseling Coordinator</b>	Commissioner Kuwahara moved, seconded by Commissioner Steffen that the request for Mitzi Stover to receive advanced step placement, be approved. Motion carried 3/0.
<b>INFORMATION ITEMS</b>	Job Announcements: Educational Assistant-Special Education-ASSISTT Personnel Commission Specialist  Next Regular Commission Meetings (2021) – December 7, 2021, 4:30 p.m. – Classified Conference Center
<b>ADJOURNMENT</b>	Meeting adjourned at 4:42 pm

October 28, 2021  
Torrance Unified School District  
2335 Plaza Del Amo  
Torrance, CA 90501

Attn: Ms. Betty Lieu, Ms. Jasmine Park, Mr. Anil  
Muhammed, Mr. Jeremy Gerson,  
Mr. James Han

Dear Board Members,  
Please be advised that the California School Employee  
Association, Chapter 845 Torrance Student Support  
Staff, as the classified employee representative  
organization, in accordance with Torrance Unified  
School District Personnel Commission Rule 2.1.22,  
having the authority  
to appoint to the Torrance Unified School District  
Personnel Commission, CSEA CH 845 nominates Ms.  
Teresa Furey to serve as the Classified Personnel  
Commissioner for the upcoming 3-year term, 12-01-  
2021 thru 12-01-2024.  
We look forward to having Ms. Furey on the  
Commission again with her vast knowledge of the  
Merit System and classified staff at Torrance Unified.  
Thank You, Kathy Kelley President CSEA Ch 845.

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Cc: Ms. Marion Schugt, Dr. Dylan Farris, Chief  
Personnel Officer, Robert Dewitz, CSEA Labor  
Relations Rep

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

December 1, 2021

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: ELECTION OF OFFICERS

The Personnel Commission's Rules and Regulations provide for the election of officers at this meeting.

Rule 2.1.5: OFFICERS: At its first regularly scheduled meeting in December of each year, the Commission shall elect one of its members to serve as Chairperson and another of its members to serve as Vice-Chairperson for a period of one (1) year or until such time as their successors are duly elected. The Commission at this same meeting shall elect the Director-Personnel Commission as Secretary to the Personnel Commission.

The Commission is free to choose any one member as Chairperson and another member as Vice-Chairperson. The Director-Personnel Commission shall be elected Secretary to the Personnel Commission.

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

December 1, 2021

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

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT – Fiscal Services Specialist

**BACKGROUND:**

Attached is memorandum from Judy Chai, Fiscal Services Officer. In accordance with Personnel Commission Rule 17.2.1, Ms. Chai is requesting that Lindsey Nevarez be granted advanced step placement at Step 4, Range 19, on the Classified Employees Salary Schedule Bargaining Unit B – Clerical/Technical.

The request is based on possession of extensive years of direct experience working in the area of finance.

There have been previous instances in which the Personnel Commission approved advanced salary placement. In each of these circumstances, the prospective employees qualified in at least one or more of the following categories: (1) extensive school district experience and/or (2) extreme difficulty in recruitment for the particular position.

**DIRECTOR RECOMMENDATION:**

Approve advanced step placement, as requested by Judy Chai, Fiscal Services Officer to Step 4, Range 19, on the Classified Employees Salary Schedule Bargaining Unit B – Clerical/Technical, for the position of Fiscal Services Specialist, effective as of the date of hire.



Marion Schugt <schugt.marion@tUSD.org>

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## advanced salary placement

1 message

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**Judy Chai** <Chai.Judy@tUSD.org>

Tue, Nov 23, 2021 at 3:39 PM

To: Marion Schugt <schugt.marion@tUSD.org>

Marion, under Personnel Commission Rules and Regulations 17.2.1, I would like to request an advanced initial salary placement at step 4 for Lindsey Nevarez, Fiscal Services Specialist. I appreciate your consideration of this request and thank you again for helping us select the most qualified candidate. Judy

Judy Chai  
Fiscal Services Officer  
Torrance Unified School District  
[2335 Plaza Del Amo, Torrance, CA 90501](https://www.tUSD.org)  
310-972-6021  
[www.tUSD.org](https://www.tUSD.org)