

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
May 18, 2021

4:30 p.m.

Personnel Commission Office
2335 Plaza del Amo, Torrance

AGENDA

- I. CALL TO ORDER
- II. PUBLIC HEARING – 2021-2022 PERSONNEL COMMISSION BUDGET
- III. APPROVAL OF 2021-2022 PERSONNEL COMMISSION BUDGET
- IV. APPROVAL OF MINUTES – Regular Meeting of April 20, 2021
- V. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- VI. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Child Development Instructor
 - Child Development Program Assistant-Tier II
 - Health Services Assistant
 - Instructional Assistant
 - Licensed Vocational Nurse
 - Maintenance Mechanic
 - Staff Assistant-Human Resources
 - Student Supervision Assistant
 - Supervisor-Planning/Facilities
 - Transportation Dispatcher/Scheduler
 - B. Request for Advanced Step Placement – Assistant Director-Nutrition Services
 - C. 2021 Reclassification Report
- VII. INFORMATION ITEMS
 - Next Regular Commission Meetings (2021) –
 - June 15, 2021, 4:30 p.m. – Classified Conference Center
 - July 20, 2021, 4:30 p.m. – Classified Conference Center
 - August 17, 2021, 4:30 p.m. – Classified Conference Center
 - September 21, 2021, 4:30 p.m. – Classified Conference Center
 - October 19, 2021, 4:30 p.m. – Classified Conference Center
 - November 16, 2021, 4:30 p.m. – Classified Conference Center
 - December 7, 2021, 4:30 p.m. – Classified Conference Center
- VIII. COMMENTS FROM STAFF
- IX. COMMENTS FROM PERSONNEL COMMISSIONERS
- X. ADJOURNMENT



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2021-2022
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

TORRANCE UNIFIED SCHOOL DISTRICT, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

TORRANCE USD - PERSONNEL COMMISSION OFFICE - 2335 PLAZA DEL AMO, TORRANCE, CA

(Place)

on May 18, 2021 at 4:30 o'clock P. M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission

MARION SCHUGT

Print Name

DIRECTOR-PERSONNEL COMMISSION

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting _____, 20____

Signature of Chairman or Director of Personnel Commission

Print Name

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2021-2022**

Name of Local Educational Agency: TORRANCE UNIFIED SCHOOL DISTRICT

Expenditure by Object	2019-2020 Actual*	2020-2021 Actual or Estimated*	2021-2022 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Director	139,344.00	148,537.00	151,507.00
Secretaries, Clerks	210,684.00	217,020.00	219,030.00
Other	9,913.00	9,913.00	9,913.00
3000 Employee Benefits	168,666.00	180,665.00	183,465.00
Subtotal	532,207.00	559,735.00	567,515.00
4000 Supplies and Equipment Replacement	6,600.00	6,600.00	6,600.00
5000 Operating Expenses	49,497.00	52,197.00	52,197.00
6000 Equipment	7,000.00	7,000.00	7,000.00
Subtotal	63,097.00	65,797.00	65,797.00
Appropriation for Contingencies ⁽³⁾			
Total Expenditures	\$ 595,304.00	\$ 625,532.00	\$ 633,312.00

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees.
For example: salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 10, 2021

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: PROPOSED FY2021-2022 PERSONNEL COMMISSION BUDGET

Enclosed is the proposed FY2021-2022 Personnel Commission budget reflecting no increases in expenditures for operating costs.

At the regular meeting of the Board of Education on March 15, 2021 a 2.0% salary increase effective July 1, 2021 for Certificated Management, Classified Management, Supervisory, Confidential and Unrepresented was approved. This increase is included in the proposed budget.

**Annual Financial and Budget Report
Fiscal Year 2021-2022**

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(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.

**Minutes of the Regular Meeting of the Personnel Commission
April 20, 2021**

CALL TO ORDER

The meeting was called to order by Commissioner Furey at 4:30 p.m.

PRESENT

Personnel Commissioners:

Terry K. Furey, Chair
Gary Kuwahara, CPA, Vice-Chair
Mark Steffen, Member

Marion Schugt, Director-Personnel Commission

**PLACE AND DATE
OF MEETING**

Torrance Unified School District, Personnel Commission Office,
2335 Plaza del Amo, Torrance, March 16, 2021

**APPROVAL OF MINUTES – Regular
Meeting of March 16, 2021**

Commissioner Steffen moved, seconded by Commissioner Kuwahara, that the Minutes of the Regular Meeting of March 16, 2021, be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST –
Assistant Director-Nutrition Services,
Campus Security, Child Development
Program Assistant-Tier II, Child
Development Instructor, Custodian, Health
Services Assistant, Instructional Assistant,
Licensed Vocational Nurse, Nutrition
Services Assistant II, Nutrition Services
Satellite Operator II, Paraeducator-Tier
I/Tier II, Plumber, Student Supervision
Assistant

Commissioner Kuwahara moved, seconded by Commissioner Steffen that the eligibility lists of Assistant Director-Nutrition Services, Campus Security, Child Development Program Assistant-Tier II, Child Development Instructor, Custodian, Health Services Assistant, Instructional Assistant, Licensed Vocational Nurse, Nutrition Services Assistant II, Nutrition Services Satellite Operator II, Paraeducator-Tier I/Tier II, Plumber and Student Supervision Assistant, be approved. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements:

Maintenance Mechanic
Nutrition Services Satellite Operator I
Staff Assistant-Human Resources
Supervisor-Planning/Facilities
Transportation Dispatcher/Scheduler

Next Regular Commission Meetings (2021) –

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November 16, 2021, 4:30 p.m.	– Classified Conference Center
December 7, 2021, 4:30 p.m.	– Classified Conference Center

ADJOURNMENT

Meeting adjourned at 4:38 pm

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 9, 2021

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: REQUEST FOR ADVANCED SALARY PLACEMENT – Assistant Director-
Nutrition Services

BACKGROUND:

Attached is memorandum from Ms. Kathleen Cole, Director-Nutrition Services, requesting advanced salary placement for the new Assistant Director-Nutrition Services – John Rivera. In accordance with Personnel Commission Rule 17.2.1, Ms. Cole is requesting that the Assistant Director-Nutrition Services be granted advanced step placement at Step 3, Range 94, on the Classified Management Employee Salary Schedule.

The request is based on years of valuable experience in the area related to nutrition services in multiple public school districts.

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 experience beyond what is minimally required; (2) additional education beyond what is minimally required; and/or (3) extreme difficulty in recruitment for the particular position.

DIRECTOR RECOMMENDATION:

Approve advanced step placement, as requested by Ms. Kathleen Cole, to Step 3, Range 94, on the Classified Management Employees Salary Schedule for the position of Assistant Director-Nutrition Services, effective as of the date of hire.

TORRANCE UNIFIED SCHOOL DISTRICT
NUTRITION SERVICES DEPARTMENT
May 4, 2021

TO: Personnel Commission
FROM: Kathleen Cole, Director Nutrition Services
SUBJECT: Salary step increase request for John Rivera

Nutrition Services would like to request an increase from Step 1 to Step 3 for John Rivera, who has been offered an Assistant Director position for Nutrition Services, due to his years of relevant experience at his previous employer.

John was the Assistant Director for Lawndale Elementary School District for almost 3 years, where he completed similar tasks as what is described in Torrance USD's Assistant Director Nutrition Service's job description. As the Assistant Director for Lawndale, John planned and developed menus, conducted cost and nutrient analysis, created menu production, conducted performance evaluations, implemented marketing strategies for their Food Service Department, and much more.

Please let me know if you need any additional information. Thank you.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 10, 2021

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: APPROVAL OF 2021 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, 2021 and February 18, 2021. 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. Keith Butler, Chief Business Officer, and the relevant union representatives.

The report from the consultant is attached.

DIRECTOR RECOMMENDATION:
That the 2021 Reclassification Report be approved.

Classification Study: Facilities and Projects Specialist
Incumbent: Jared Robison
Supervisor: Cesar Vergara, Manager-Facilities/Operations

Background:

A classification request was submitted by Jared Robison, incumbent in the current classification of Facilities and Projects Specialist. The incumbent has been in this position for more than 5 years. This position is housed in the Torrance Unified School District (TUSD), Planning/Facilities Department. 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 Facilities and Projects Specialist. The HR Consultant conducted individual interviews with the incumbent on March 25, 2021; and Cesar Vergara on March 25, 2021. At the time of this classification study request, Mr. Vergara was the direct supervisor to the incumbent and held the position of Supervisor-Planning/Facilities. Mr. Vergara has recently been promoted to the job classification of Manager-Facilities/Operations.

Summary and Conclusion:

The HR Consultant reviewed classifications relevant to the position under study that are currently in use in the District for the Facilities Maintenance/Planning series: Manager-Planning/Facilities, Supervisor-Planning/Facilities, in order to determine 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 technical responsibilities and 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 (i.e. State reporting requirements, Department guidelines, Board policies, District guidelines, standardized forms, dedicated software system instructions and online tutorials (ex. School Dude- work orders, Vendor Registry, Encorp-Asbestos abatement, Microsoft Excel, Google Drive docs-spreadsheet preparation.), 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 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 Facilities and Projects Specialist 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 Facilities and Projects Specialist on the Torrance Unified School District Classified Salary Schedule, Bargaining Unit A-Operations/Support.

Classification Study: Staff Assistant
Incumbent: Frances Capistrano
Supervisor: Dr. Keith Butler, Chief Business Officer

Background:

A classification request was submitted by Frances Capistrano, incumbent in the current classification of Staff Assistant. The incumbent has been in this position for approximately five years. This position is housed in Torrance Unified School District, Administrative Services. 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 Staff Assistant. The Human Resources Consultant conducted individual interviews with the incumbent on March 23, 2021; and interviewed the incumbent's supervisor, Dr. Keith Butler, on March 23, 2021.

Summary and Conclusion:

The HR Consultant reviewed other classifications currently in use in the District: Senior Administrative Assistant, Administrative Assistant, Staff Assistant-Facilities, Staff Assistant-Special Education, Staff Assistant-Human Resources, Staff Assistant-Student Services and Family Welcome Enrollment Center, and Enrollment and Student Services Technician in order to determine the appropriate classification placement for the duties and responsibilities currently being performed in the position, and to maintain internal alignment within the District's current classification structure. 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. It is not unusual to have an employee provide extra effort, volunteer to take on extra projects and work as a top performer in the job. Although commendable, this does not suggest that the employee is working outside the classification to which they are assigned. Rather, it is to be expected of the employer to provide additional work opportunities so as to allow for professional growth and development of the employee.

The position is required to have considerable training and experience in order to perform the full range of clerical/technical 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, Board Policy, District Policy, Department guidelines, Facilities Handbook, requisition procedures, standardized forms, dedicated software system instructions, online tutorials and manuals, account codes 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 Staff Assistant, 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 Staff Assistant on the Torrance Unified School District Classified Salary Schedule, Bargaining Unit B–Clerical/Technical.

Classification Study: Supervisor-Carpentry Maintenance
Incumbent: Dave Domski
Supervisor: Ian Kempton, Director-Facilities/Operations

Background:

A classification request was submitted by Dave Domski, incumbent in the current classification of Supervisor – Carpentry Maintenance. The incumbent has been in this position for approximately seven years. This position is housed in the Torrance Unified School District (TUSD), Maintenance and Operations Department. The Human Resources Consultant reviewed the submitted written information (Position Description Questionnaire), and conducted fact finding meetings with the incumbent and the Director of Facilities/Operations, to discuss the duties and responsibilities of the position of Supervisor-Carpentry Maintenance. The HR Consultant conducted individual interviews with the incumbent on March 24, 2021; and Ian Kempton on March 24, 2021.

Summary and Conclusion:

The HR Consultant reviewed other classifications currently in use in the District: Supervisor-Electrical Maintenance, Supervisor-Plumbing Maintenance, Supervisor-Planning and Facilities, Manager-Facilities/Operations, and Grounds and Operations Supervisor, 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 work requires practical knowledge of standard procedures in a technical field, and requires extended training and experience to adapt equipment and methods to perform a variety of interrelated assignments and to resolve a wide range of problems. 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 (i.e. contractors, vendors) as necessary. The position analyzes results and recommends changes, and keeps the supervisor informed of progress and potentially controversial matters. Guidelines and resources are available to assist in completing the work (i.e. Health and Safety Codes, South Coast Air Quality Management District (AQMD) regulations, Americans with Disabilities Act (ADA) regulations, technical training manuals, equipment instructions, schematics and blueprints of school sites, office guidelines, vendor instruction manuals, system software instructions (ex. School Dude (work order access), Microsoft Office Suite (ex. Excel-spreadsheets) for control of budgetary expenditures, electronic mail correspondence), and the position uses judgment in interpreting and adapting guidelines, agency regulations, and precedents for application to specific work related issues.

After a thorough review of the written information (Position Description Questionnaire), review of related supervisory and management classification descriptions, and having met and discussed the position requirements with the incumbent and the administrator in charge as noted above, it has been determined that the duties and responsibilities of this position are consistent with the

current classification of Supervisor-Carpentry Maintenance 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 Supervisor-Carpentry Maintenance on the Torrance Unified School District Classified Salary Schedule, Classified Supervisory and Confidential Employees.

Classification Study: Systems Support Specialist
Incumbent: Fernando Camacho
Supervisor: Heidi McQueen, Manager-Information Services

Background:

A classification request was submitted by Fernando Camacho, incumbent in the current classification of Systems Support Specialist. The incumbent has been in this position for approximately 14 years. This position is housed in the Torrance Unified School District (TUSD), Education Technology & Information Services Department. 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 Systems Support Specialist. The HR Consultant conducted individual interviews with the incumbent on March 22, 2021; and Heidi McQueen on March 22, 2021.

Summary and Conclusion:

The HR Consultant reviewed other Information Technology (IT) classifications relevant to the position under study that are currently in use in the District such as Computer Support Technician, Software Specialist, State Information Exchange Specialist, Technology Support Specialist, Information Technologies Network Specialist, Information Technologies Database Specialist, Database Analyst, and Systems Analyst 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 incumbent's interest in learning Structured Query Language (SQL) to enhance their job performance was supported by the supervisor and the Database Analyst that provided training and ongoing technical guidance to the incumbent in the performance of this job duty. This is a testament to the employer's commitment to the employee's professional development, and is to be commended. In some instances, the provision of additional training can make a job appear fundamentally different than what it would have been, had training not been provided to the employee. The position has been provided with additional training in order to assist them with the performance of the specific job duty of creation of SQL query statements. Although the position now has a greater level of proficiency in performing this job duty due to knowledge acquired through training as compared to other positions in the classification of Systems Support Specialist, this factor is not sufficient to warrant reclassification of the position to another classification.

The position is required to have considerable training and experience in order to perform the full range of technical responsibilities and 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 (i.e. state reporting requirements, department guidelines, Board policies, District guidelines, standardized

forms, dedicated software system instructions and online tutorials (ex. Student Information System(SIS)/PowerSchool,

Oracle SQL Developer, MS SQL, Microsoft Office Suite), 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 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 Systems Support Specialist, with the exception of the job duty of creation of Structured Query Language (SQL) query statements to interface with the Student Information System (SIS).

To address the addition of the job duty of creation of Structured Query Language (SQL) dependent query statements to the Systems Support Specialist that is more closely aligned with the Database Analyst, it is suggested that department administration:

- Review the department's current assignment of this job duty across two classifications in the IT series and maintain the placement of this job duty to the classification of Database Analyst, as appropriate
- Establish a new "bridge" classification in the job series that will allow for a competitive recruitment and promotional opportunity for employees meeting the minimum requirements for the new classification.

Recommendation:

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