

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
May 21, 2019
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 April 16, 2019
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists –
 - Campus Security
 - Carpenter
 - Child Development Program Assistant-Tier II
 - Fiscal Services Specialist
 - Grounds Maintenance Worker
 - Licensed Vocational Nurse
 - Material Support Technician
 - Nutrition Services Assistant I
 - Nutrition Services Assistant II
 - Paraeducator-Tier I/Tier II
 - Student Supervision Assistant
 - B. Approval of Re-Employment List – Instructional Assistant
 - C. Approval of 2019 Reclassification Report
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Behavior Analyst
 - Nutrition Services Assistant Supervisor
 - School Staff Assistant I
 - Next Regular Commission Meetings (2019) –

June 18, 2019,	4:30 p.m. – Classified Conference Center
July 16, 2019,	4:30 p.m. – Classified Conference Center
August 20, 2019,	4:30 p.m. – Classified Conference Center
September 17, 2019,	4:30 p.m. – Classified Conference Center
October 15, 2019,	4:30 p.m. – Classified Conference Center
November 5, 2019,	4:30 p.m. – Classified Conference Center
December 3, 2019,	4:30 p.m. – Classified Conference Center
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. COMMENTS FROM THOSE IN ATTENDANCE #2
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
April 16, 2019**

CALL TO ORDER	The meeting was called to order by Commissioner Kuwahara at 4:30 p.m.
PRESENT	Personnel Commissioners: Gary Kuwahara, CPA, Chair Anil S. Muhammed, Ed.D., 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, April 16, 2019.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Commissioner Muhammed.
PUBLIC HEARING – PERSONNEL COMMISSION BUDGET – 2019-2020	Commissioner Kuwahara opened the public hearing requesting input on the Personnel Commission Budget – 2019-2020. Upon hearing no comments, Commissioner Kuwahara requested a motion to close the public hearing. Commissioner Muhammed moved, seconded by Commissioner Furey, that the public hearing be closed. Motion carried 3/0.
APPROVAL OF MINUTES – Regular Meeting of March 19, 2019	Commissioner Furey moved, seconded by Commissioner Muhammed, that the Minutes of the Regular Meeting of March 19, 2019, be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LIST – Behavior Analyst, Child Development Instructor, Child Development Program Assistant-Tier II, Custodian, Licensed Vocational Nurse, Nutrition Services Assistant I, Nutrition Services Assistant II, Nutrition Services Satellite Operator II, Paraeducator-Health Care, Paraeducator-Tier I/Tier II, Paraeducator-Tier II (Sign Language), Plumber, Student Supervision Assistant	Commissioner Muhammed moved, seconded by Commissioner Furey, that the eligibility lists of Behavior Analyst, Child Development Instructor, Child Development Program Assistant-Tier II, Custodian, Licensed Vocational Nurse, Nutrition Services Assistant I, Nutrition Services Assistant II, Nutrition Services Satellite Operator II, Paraeducator-Health Care, Paraeducator-Tier I/Tier II, Paraeducator-Tier II (Sign Language), Plumber, Student Supervision Assistant, be approved. Motion carried 3/0.
APPROVAL OF ADVANCED STEP PLACEMENT- Occupational Therapist	Commissioner Furey moved, seconded by Commissioner Muhammed, that Tricia Mimaki receive advanced step placement to Step 2, Range A40, on the Classified Salary Schedule, Bargaining Unit C, effective as of the date of hire. Motion carried 3/0.
APPROVAL OF ADVANCED STEP PLACEMENT- Paraeducator-Tier II	Commissioner Muhammed moved, seconded by Commissioner Furey, that Janet Murray Roberts receive advanced step placement to Step 5, Range A11, on the Classified Salary Schedule, Bargaining Unit C, effective as of the date of hire. Motion carried 3/0.
APPROVAL OF PERSONNEL COMMISSION BUDGET – 2019-2020	Commissioner Furey moved, seconded by Commissioner Muhammed, that the 2019-2020 Personnel Commission budget, be approved. Motion carried 3/0.

INFORMATION ITEMS

Job Announcements:
Campus Security
Clerical Battery Level I, II and III
Carpenter
Fiscal Services Specialist
Grounds Maintenance Worker
Material Support Technician

Next Regular Commission Meeting (2019) –

May 21, 2019, 4:30 p.m.	– Classified Conference Center
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December 3, 2019, 4:30 p.m.	– Classified Conference Center

ADJOURNMENT

Meeting adjourned at 4:45 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

May 14, 2019

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: APPROVAL OF 2019 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, 2019 and February 21, 2019. Note: Additional days were added to the deadline due to holidays.

The Commission received five (5) requests for review. Three (3) of the requests were for a single classification and were assessed together.

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 2019 Reclassification Report be approved.

Classification Study: Human Resources Specialist

Incumbent: Ms. Christina Conners

Supervisor: Dr. Mario Liberati, Sr. Director – Human Resources

Background:

A classification request was submitted by Ms. Christina Conners, incumbent in the current classification of Human Resources Specialist. The incumbent has been in this position for more than 3 years. This position is housed in Torrance Unified School District, Human Resources 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 Human Resources Specialist. The Human Resources Consultant met with the incumbent on March 7, 2019; and met with the incumbent's supervisor, Dr. Mario Liberati, on March 7, 2019.

Summary and Conclusion:

The Human Resources Consultant reviewed other classifications currently in use in the District: Staff Assistant - Human Resources, Human Resources Technician (Substitutes), Credential Specialist, Administrative Assistant, and Human Resources 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 position is required to have considerable training and experience in order to perform the full range of the technical clerical responsibilities and resolve recurring problems. The work is structured in nature. The supervisor defines objectives, priorities and deadlines. The position uses initiative to plan and carry out recurring assignments independently without specific instruction, but refers more complex problems or unusual situations to the supervisor for guidance and resolution. Regulations, rules and procedures have been established, and resources are available (i.e. Department guidelines and reporting requirements, Board policies, District guidelines, collective bargaining agreements, standardized forms and templates, dedicated software systems instructions and manuals (i.e. HRS, Labels, Lists, Letters (LLL)), websites (Ex. EDJOIN, Handshake, Commission on Teacher Credentialing (CTC) 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 technical 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 Human Resources 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 Human Resources Specialist on the Torrance Unified School District Classified Salary Schedule, Bargaining Unit B – Clerical/Technical.

Classification Study: Workforce Investment Act (WIA) Testing Specialist

Incumbent: Ms. Renee Tanaka

Supervisor: Dr. Wayne Diulio, Director – Adult Education

Background:

A classification request was submitted by Ms. Renee Tanaka, incumbent in the current classification of Workforce Investment Act (WIA) Testing Specialist. The incumbent has been in this position for more than 2 years. This position is housed in Torrance Unified School District, and work locations are Hamilton Adult School and Griffith Adult 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 Workforce Investment Act (WIA) Testing Specialist. The Human Resources Consultant met with the incumbent on March 7, 2019; and met with the incumbent's supervisor, Dr. Wayne Diulio, on March 7, 2019.

Summary and Conclusion:

The Human Resources Consultant reviewed other classifications currently in use in the District: Adult Education Specialist, Adult Education Distance Learning Specialist, Adult Education Student Support Services Technician, Adult Education Assessment and Attendance Technician, and Staff 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 the technical clerical 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 and reporting requirements, attendance procedures, Board policies, District guidelines, standardized forms, dedicated software system instructions and online tutorials (CASAS, TOPS Enterprise, Sling, Google docs, 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 technical 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 Workforce Investment Act Testing 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 Workforce Investment Act Specialist on the Torrance Unified School District Classified Salary Schedule, Bargaining Unit B – Clerical/Technical.

Classification Study: School Staff Assistant I

Incumbent: Ms. Kathleen Bowman

Supervisor: Dr. Efren Ponce, Principal – Walteria Elementary School

Background:

A classification request was submitted by Ms. Kathleen Bowman, incumbent in the current classification of School Staff Assistant I. The incumbent has been in this position for approximately 12 years. This position is housed in Torrance Unified School District, Walteria Elementary 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 met with the incumbent on March 15, 2019; and met with the incumbent's supervisor Dr. Efren Ponce on March 15, 2019.

Incumbent: Ms. Lorraine Morrell

Supervisor: Dr. Vicki Hath, Principal – Arlington Elementary School

Background:

A classification request was submitted by Ms. Lorraine Morrell, incumbent in the current classification of School Staff Assistant I. The incumbent has been in this position for approximately 20 years. This position is housed in Torrance Unified School District, Arlington Elementary 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 met with the incumbent on March 15, 2019 via conference call; and met with the incumbent's supervisor Dr. Vicki Hath on March 15, 2019.

Incumbent: Ms. Michelle Velderrain

Supervisor: Justine Lang, Principal – Arnold Elementary School

Background:

A classification request was submitted by Ms. Michelle Velderrain, incumbent in the current classification of School Staff Assistant I. The incumbent has been in this position for approximately 9 years. This position is housed in Torrance Unified School District, Arnold Elementary 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 met with the incumbent on March 15, 2019; and met with the incumbent's supervisor Ms. Justine Lang on March 15, 2019 via conference call.

Summary and Conclusion:

The HR Consultant reviewed other classifications currently in use in the District: 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. Payroll reporting schedules, cycles, and timelines, collective

bargaining agreements, Employee Handbook, 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.