

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
September 17, 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 August 20, 2019
- IV. COMMENTS FROM THOSE IN ATTENDANCE #1 (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Benefits Analyst
 - Educational Assistant – Special Education ASSISTT
 - Health Services Assistant
 - Nutrition Services Assistant I
 - Nutrition Services Assistant II
 - Nutrition Services Transport/Stock Assistant
 - Paraeducator-Tier I/Tier II
 - Student Supervision Assistant
 - B. Approval of Differential Salary Rate – Paraeducator-Tier II
 - C. Approval of *Proposed* 2020 Personnel Commission Meeting Schedule
- VI. INFORMATION ITEMS
 - Job Announcements:
 - Instructional Assistant
 - Nutrition Services Operations Supervisor
 - Next Regular Commission Meetings (2019) –

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. CLOSED SESSION
 - A. Pursuant to Government Code Section 54956.8, Public Employee Performance Evaluation,
Title: Director-Personnel Commission
- XI. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
August 20, 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, August 20, 2019.
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was led by Commissioner Furey.
APPROVAL OF MINUTES – Regular Meeting of July 16, 2019	Commissioner Muhammed moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of July 16, 2019, be approved. Motion carried 3/0.
APPROVAL OF ELIGIBILITY LIST – Child Development Instructor, Child Development Program Assistant Tier II, College-Career Counseling Coordinator, Health Services Assistant, Nutrition Services Assistant I, Nutrition Services Assistant II, Nutrition Personnel Commission Specialist, Student Supervision Assistant	Commissioner Muhammed moved, seconded by Commissioner Furey, that the eligibility lists of Child Development Instructor, Child Development Program Assistant Tier II, College-Career Counseling Coordinator, Health Services Assistant, Nutrition Services Assistant I, Nutrition Services Assistant II, Nutrition Personnel Commission Specialist, Student Supervision Assistant, be approved. Motion carried 3/0.
APPROVAL OF NEW JOB DESCRIPTION – Registered Behavior Technician	Commissioner Muhammed moved, seconded by Commissioner Furey, that the new job description for Registered Behavior Technician, be approved. Motion carried 3/0.
APPROVAL OF REVISED JOB DESCRIPTION – Paraeducator-Tier I/Tier II	Commissioner Furey moved, seconded by Commissioner Muhammed, that the revised job description for Paraeducator-Tier I/Tier II, be approved. Motion carried 3/0.
APPROVAL OF REVISED JOB DESCRIPTION – Job Developer	Commissioner Muhammed moved, seconded by Commissioner Furey, that the revised job description for Job Developer with a title change to Vocational Education Specialist, be approved. Motion carried 3/0.
INFORMATION ITEMS	Job Announcements: Benefits Analyst Education Assistant-Special Education ASSISTT Nutrition Services Transport/Stock Assistant Next Regular Commission Meeting (2019) – 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
ADJOURNMENT	Meeting adjourned at 4:38 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

September 10, 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 DIFFERENTIAL SALARY RATE – Paraeducator-Tier I/Tier II

BACKGROUND

The Personnel Commission received a request from the Board of Education to designate a position in the Paraeducator-Tier I/Tier II classification as requiring a special skill.

Based upon a review of the information provided by the District, it was determined that the stipulations to designate the position as requiring a special skill have been met. The job description for the position of Paraeducator Tier I/Tier II also identifies that “some positions in this class may [be] required to speak a second designated language.”

Per Personnel Commission Rule 3.2.10.1, the Commission shall then have the right to designate a differential salary rate to compensate incumbents in such special positions for their special skills.

DIRECTOR RECOMMENDATION

It is recommended that a differential salary rate of seven and a half percent (7.5%) for positions within the Paraeducator-Tier I/Tier II classification that require the special skill of fluency in a second designated language, be approved.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

PROPOSED 2020 PERSONNEL COMMISSION MEETING SCHEDULE

Site: **Classified Conference Center-** 2336 Plaza del Amo, Torrance

Calendar Year – 2020

First (if needed) and Third Tuesdays (Except Holidays)

January 21

February 18

March 17

April 21

May 19

June 16

July 21

August 18

September 15

October 20

November 17

December 15