

**PLEASE POST**

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting  
October 3, 2023

4:30 p.m.

Classified Conference Center  
2336 Plaza del Amo, Torrance

**AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF EXCUSED ABSENCE OF PERSONNEL COMMISSIONER
- IV. APPROVAL OF MINUTES – Regular Meeting of September 19, 2023
- V. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- VI. NEW BUSINESS
  - A. Approval of Eligibility Lists
    - Behavior Support Assistant
    - Custodian
    - Grounds Maintenance Worker
    - High School Site Supervisor
    - Instructional Assistant
    - Lead Instructional Assistant - Expanded Learning Opportunities Program
    - Nutrition Services Assistant
    - Nutrition Services Satellite Operator II
    - Paraeducator-Tier I/Tier II
    - Staff Assistant-Special Education
  - B. Approval of Advanced Salary Placement
  - C. Approval of New Job Description – Risk Management Coordinator
- VII. INFORMATION ITEMS
  - Job Announcements –
    - Adult Education Instructional Assistant-Computer Science
    - Manager-Nutrition Services
    - Manager-Planning/Facilities
    - Nutrition Services Satellite Operator II
    - Office Assistant
  - Next Regular Commission Meeting (2023-2024) –
    - November 7, 2023, 4:30 p.m. – Classified Conference Center
    - December 5, 2023, 4:30 p.m. – Classified Conference Center
    - January 9, 2024, 4:30 p.m. – Classified Conference Center
    - February 6, 2024, 4:30 p.m. – Classified Conference Center
    - March 12, 2024, 4:30 p.m. – Classified Conference Center
    - April 9, 2024, 4:30 p.m. – Classified Conference Center
    - May 7, 2024, 4:30 p.m. – Classified Conference Center
    - June 4, 2024, 4:30 p.m. – Classified Conference Center
    - July 2, 2024, 4:30 p.m. – Classified Conference Center
    - August 6, 2024, 4:30 p.m. – Classified Conference Center
    - September 3, 2024, 4:30 p.m. – Classified Conference Center
    - October 1, 2024, 4:30 p.m. – Classified Conference Center
    - November 5, 2024, 4:30 p.m. – Classified Conference Center
    - December 3, 2024, 4:30 p.m. – Classified Conference Center
- VIII. COMMENTS FROM STAFF
- IX. COMMENTS FROM PERSONNEL COMMISSIONERS
- X. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission  
September 19, 2023**

**CALL TO ORDER**

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

**PRESENT**

Personnel Commissioners:

Terry K. Furey, Chair  
Terry Ragins, Vice-Chair  
Mark Steffen, Member

Marion Schugt, Director-Personnel Commission

**PLACE AND DATE  
OF MEETING**

Torrance Unified School District, Classified Conference Center,  
2336 Plaza del Amo, Torrance, September 19, 2023

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Ragins.

**PUBLIC HEARING – APPOINTMENT OF  
COMMISSIONER**

Commissioner Furey opened the public hearing requesting input on the appointment of Mark Steffen as Personnel Commissioner.

Hearing no comment, Commissioner Furey requested a motion to close the public hearing. Commissioner Ragins moved, seconded by Commissioner Steffen, that the public hearing be closed. Motion carried 3/0.

**APPOINTMENT OF COMMISSIONER –  
COMMISSIONERS' APPOINTMENT**

Mark Steffen will be appointed to the Personnel Commission of the Torrance Unified School District to serve a three-year term to the first meeting in December 2026.

Commissioner Furey administered the Oath of Allegiance to Mark Steffen (see attached Oath of Allegiance).

**APPROVAL OF MINUTES – Regular  
Meeting of August 1, 2023**

Commissioner Ragins moved, seconded by Commissioner Steffen, that the Minutes of the Regular Meeting of August 1, 2023, be approved. Motion carried 3/0.

**APPROVAL OF ELIGIBILITY LIST –**  
Adult Education Specialist, Campus Security, Child Development Instructor, Child Development Program Assistant-Tier II, College-Career Counseling Coordinator, Custodian, Educational Assistant-Special Education-ASSISTT, Electrician, Facilities and Projects Specialist, Fiscal Services Specialist, Grounds Maintenance Worker, Health Services Assistant, Instructional Assistant, Instructional Assistant-Spanish, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Mechanic-Parts Technician, Nutrition Services Accounting Analyst, Nutrition Services Assistant, Nutrition Services Assistant II, Nutrition Services Assistant Supervisor, Occupational Therapist, Paraeducator-Health Care, Paraeducator-Tier I/Tier II, School Bus Driver, Student Supervision Assistant

Commissioner Steffen moved, seconded by Commissioner Ragins that the eligibility lists of Adult Education Specialist, Campus Security, Child Development Instructor, Child Development Program Assistant-Tier II, College-Career Counseling Coordinator, Custodian, Educational Assistant-Special Education-ASSISTT, Electrician, Facilities and Projects Specialist, Fiscal Services Specialist, Grounds Maintenance Worker, Health Services Assistant, Instructional Assistant, Instructional Assistant-Spanish, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Mechanic-Parts Technician, Nutrition Services Accounting Analyst, Nutrition Services Assistant, Nutrition Services Assistant II, Nutrition Services Assistant Supervisor, Occupational Therapist, Paraeducator-Health Care, Paraeducator-Tier I/Tier II, School Bus Driver and Student Supervision Assistant be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED SALARY  
PLACEMENT**

Commissioner Steffen moved, seconded by Commissioner Ragins that the requests for advanced salary placement be approved. Motion carried 3/0.

**APPROVAL OF REVISED JOB  
DESCRIPTION – Campus Security**

Commissioner Ragins moved, seconded by Commissioner Steffen that the revised job description for Campus Security and placement at salary Range A12 on the Classified Bargaining Unit C – Student Support Staff salary schedule be approved. Motion carried 3/0.

**APPROVAL OF PROPOSED 2024  
PERSONNEL COMMISSION MEETING  
SCHEDULE**

Commissioner Steffen moved, seconded by Commissioner Ragins that the proposed 2024 Personnel Commission Meeting schedule be approved. Motion carried 3/0.

**INFORMATION ITEMS**

Job Announcements –

College-Career Counseling Coordinator  
Facilities and Projects Specialist  
Grounds Maintenance Worker  
High School Site Supervisor  
Nutrition Services Satellite Operator II  
Reprographics Technician  
Staff Assistant-Special Education  
Supervisor-Facilities Usage

Next Regular Commission Meetings (2023) –

October 3, 2023, 4:30 p.m.	– Classified Conference Center
November 7, 2023, 4:30 p.m.	– Classified Conference Center
December 5, 2023, 4:30 p.m.	– Classified Conference Center

**ADJOURNMENT**

Meeting adjourned at 4:38 p.m.

**TORRANCE UNIFIED SCHOOL DISTRICT  
Personnel Commission**

**OATH OF ALLEGIANCE FOR PERSONNEL COMMISSION MEMBERS**

**MARK STEFFEN**, You have been reappointed by the Commissioner appointed by the Board of Education and the Commissioner appointed by the classified employees to serve a term to the first meeting in December 2026, as a Personnel Commissioner in the TORRANCE UNIFIED SCHOOL DISTRICT.

You were appointed because you are an adherent to the principle of the Merit (Civil Service) System by the nature of your prior public service. You have given evidence that you support the concept of employment, continuance in employment, in-service promotional opportunities, and other related matters on the basis of merit and fitness. You have clearly demonstrated through your actions that you do, in fact support the Merit (Civil Service) System and its operation.

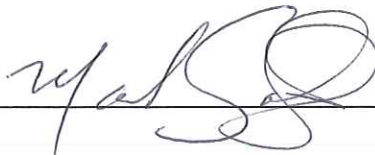
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**OATH OF ALLEGIANCE**

(Ed. Code Sections 7000/7001 of California  
Constitution Article 20, Section 3)

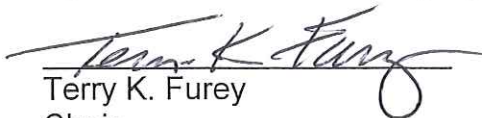
"I, **MARK STEFFEN**, do solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter."

Signature of Appointee



Subscribed and affirmed to, before me, this 19<sup>th</sup> day of September, 2023

Signature and Title of Certifying Officer



Terry K. Furey  
Chair

**PERSONNEL COMMISSION  
TORRANCE UNIFIED SCHOOL DISTRICT**

September 28, 2023

TO: PERSONNEL COMMISSIONERS  
Terry K. Furey, Chair  
Terry Ragins, Vice-Chair  
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: ADVANCED SALARY PLACEMENT

**BACKGROUND:**

In accordance with Personnel Commission Rule 17.2.1, the hiring authority has requested advanced salary placement for the following:

<b>Classification</b>	<b>Name</b>	<b>Step</b>	<b>Range</b>	<b>Unit</b>
Adult Education Instructional Assistant	Min-Yu Su	2	A4	Unit C – Student Support Staff
Campus Security	Sheena Frederick	5	A12	Unit C – Student Support Staff
Instructional Assistant	Sharice Cotton	5	A4	Unit C – Student Support Staff
Occupational Therapist	Lori Hashi	5	A41	Unit C – Student Support Staff

The request is based on possession of relevant education and experience beyond what is minimally required of this position.

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 related education or experience and/or (2) extreme difficulty in recruiting for the particular position.

**DIRECTOR RECOMMENDATION:**

Approve advanced salary placement, as requested, effective as of date of hire.

**PERSONNEL COMMISSION  
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September 28, 2023

TO: PERSONNEL COMMISSIONERS  
Terry K. Furey, Chair  
Terry Ragins, Vice-Chair  
Mark Steffen, Member

FROM: DIRECTOR-PERSONNEL COMMISSION  
Marion Schugt

SUBJECT: APPROVAL OF NEW JOB DESCRIPTION – Risk Management Coordinator

**BACKGROUND:**

In order to respond to the evolving needs of the District, the new job description of Risk Management Coordinator has been developed.

The basic function of the position will be to coordinate the District's risk management functions, which include, but are not limited to, safety, general liability, workers' compensation and student insurance programs; coordinate the return to work of injured employees; provide claims and benefit information and assistance to injured employees, administrators and outside agencies.

The recommended salary of Range 27 on the Classified Bargaining Unit B – Clerical/Technical Salary Schedule is based on an evaluation of the level of responsibility of the position and internal alignment.

**DIRECTOR RECOMMENDATION:**

Approve the new job description of Risk Management Coordinator with a recommended salary of Range 27 (\$5533-\$6729) on the Classified Bargaining Unit B – Clerical/Technical Salary Schedule.

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: RISK MANAGEMENT COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of the Manager-Risk Management, coordinate the District's risk management functions, which include, but are not limited to, safety, general liability, workers' compensation and student insurance programs; coordinate the return to work of injured employees; provide claims and benefit information and assistance to injured employees, administrators and outside agencies.

#### **REPRESENTATIVE DUTIES:**

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Coordinate and facilitate the early return to work of employees; assure compliance with applicable laws, codes, rules and regulations; maintain confidentiality of sensitive and privileged information. E

Coordinate the processing of new injuries and monitor the handling of workers' compensation claims in compliance with Workers' Compensation and ADA laws. E

Serve as a District point of contact for accommodation efforts in cases involving occupational injury; confer with appropriate departments to find suitable positions within doctor restrictions; identify limited or light duty transitional positions and alternate duties for employees who can work while recovering under a physician's care; obtain necessary medical data to make decisions regarding return-to-work and placement. E

Communicate with District employees, administrators and outside agencies such as vendors, claims administration firms, defense counsels, investigation firms and medical clinics and other medical professionals to coordinate activities, resolve issues and conflicts and exchange information. E

Coordinate the implementation of policies, procedures, goals and objectives related to risk management. E

Monitor program compliance with laws, rules and regulations related to safety, risk management and related services. E

Monitor contract compliance by third party administrators and oversee audits and cost containment programs. E

Review and coordinate the third party administrator's handling of claims, disability payments, reserves subrogation, bill payment and review, fraud referral, litigation, utilization management and investigation at the direction of the Manager-Risk Management. E

Review industrial accident reports and workers' compensation claims to identify trends and recommend corrective measures. E

Develop, track and maintain records, spreadsheets, databases and reports concerning new or ongoing risk management programs and program effectiveness; prepare statistical reports as required; purge records and files in accordance with established procedures and regulations E

Compose a variety of correspondence including forms, letters, memoranda, special projects, legal documents and other materials; update Return to Work guidelines for District-wide distribution. E

Conduct Return to Work trainings and workshops for District employees to enhance the quality and visibility of the District's Return to Work program. E

Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions; prepare and deliver oral presentations as requested. E

Operate a computer and assigned software. E

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

State of California Worker's Compensation laws and American with Disabilities Act (ADA) rules and regulations.  
Methods, practices and procedures used in workers' compensation administration and contract negotiations.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Liability potential of industrial health hazards.  
Statistical methods and analysis as applied to the fields of safety and risk management.  
Investigative techniques as they relate to claims, including current research, trends and methods in the field of Worker's Compensation.  
Research methods and report writing techniques.  
Record-keeping techniques.

### **ABILITY TO:**

Coordinate and organize programs in the field of Worker's Compensation.  
Interpret, apply and explain provisions of federal, state and local legislation, rules and regulations pertinent to the administration of division policies and procedures.  
Evaluate programs utilizing outcome data to determine the effectiveness of components and implement modifications as necessary.  
Analyze new and revised statutes and proposed legislation to determine effects on programs and departments.  
Analyze problems and needs of injured employees and develop courses of action that lead toward constructive solutions.  
Prepare clear and concise communications and reports.  
Prepare and deliver oral presentations.  
Establish effective working relationships with other employees.  
Communicate effectively orally and in writing.  
Maintain comprehensive files and records.  
Operate a variety of office equipment, a computer and assigned software.  
Meet schedules and timelines.  
Work confidentially with discretion.

## **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in business administration or related field and three years experience in risk management, worker's compensation or insurance. Experience working in a school district or public agency is desirable.

## **LICENSES AND OTHER REQUIREMENTS:**

Some positions may require the use of a personal automobile and possession of a valid California Class C driver's license.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Department office and school site work setting.

### **PHYSICAL ABILITIES:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dexterity of hands and fingers to operate computers and office equipment, sitting or standing for extended periods of time. Reaching to retrieve and maintain files. Bending, pushing, lifting. Moving objects weighing up to 25 pounds. Hearing and speaking to exchange information.