

PLEASE POST

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

Regular Meeting
March 12, 2024

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 February 6, 2024
- IV. COMMENTS FROM THOSE IN ATTENDANCE (Limited to 30 Minutes)
- V. NEW BUSINESS
 - A. Approval of Eligibility Lists
 - Behavior Support Assistant
 - Campus Security
 - Child Development Instructor
 - Child Development Program Assistant
 - Custodian
 - Facilities and Projects Specialist
 - Health Services Assistant
 - Instructional Assistant
 - Lead Instructional Assistant - Expanded Learning Opportunities Program
 - Licensed Vocational Nurse
 - Nutrition Services Assistant
 - Paraeducator - Health Care
 - Paraeducator - Tier I/Tier II
 - School Bus Driver
 - School Staff Assistant I
 - Student Supervision Assistant
 - Supervisor-Planning/Facilities
 - B. Approval of Advanced Salary Placement
 - C. Approval of New Job Description – Manager-Enrollment Services
- VI. INFORMATION ITEMS
 - Job Announcements –
 - Multimedia Specialist
 - Nutrition Services Satellite Operator I
 - Nutrition Services Satellite Operator II
 - Technology Support Specialist
 - Next Regular Commission Meeting (2024) –
 - 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
- VII. COMMENTS FROM STAFF
- VIII. COMMENTS FROM PERSONNEL COMMISSIONERS
- IX. ADJOURNMENT

**Minutes of the Regular Meeting of the Personnel Commission
February 6, 2024**

CALL TO ORDER

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

PRESENT

Personnel Commissioners:

Terry Ragins, Chair
Mark Steffen, 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, February 6, 2024

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Furey.

**APPROVAL OF MINUTES – Regular
Meeting of January 9, 2024**

Commissioner Steffen moved, seconded by Commissioner Furey, that the Minutes of the Regular Meeting of January 9, 2024 be approved. Motion carried 3/0.

APPROVAL OF ELIGIBILITY LIST –
Behavior Support Assistant, Campus Security, Child Development Instructor, Child Development Program Assistant, Custodian, Grounds Maintenance Worker, Health Services Assistant, Instructional Assistant, Language Assessment Proctor II – Russian, Language Assessment Proctor II – Ukrainian, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Nutrition Services Assistant, Nutrition Services Transport/Stock Assistant, Paraeducator - Health Care, Paraeducator-Tier I/Tier II, Payroll-Position Control Coordinator, Pest Control Technician, Plumber, School Staff Assistant II, Student Supervision Assistant

Commissioner Furey moved, seconded by Commissioner Steffen that the eligibility lists of Behavior Support Assistant, Campus Security, Child Development Instructor, Child Development Program Assistant, Custodian, Grounds Maintenance Worker, Health Services Assistant, Instructional Assistant, Language Assessment Proctor II – Russian, Language Assessment Proctor II – Ukrainian, Lead Instructional Assistant - Expanded Learning Opportunities Program, Licensed Vocational Nurse, Nutrition Services Assistant, Nutrition Services Transport/Stock Assistant, Paraeducator - Health Care, Paraeducator-Tier I/Tier II, Payroll-Position Control Coordinator, Pest Control Technician, Plumber, School Staff Assistant II, and Student Supervision Assistant, be approved. Motion carried 3/0.

**APPROVAL OF ADVANCED SALARY
PLACEMENT**

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

INFORMATION ITEMS

Job Announcements –
Facilities and Projects Specialist
School Staff Assistant I
Supervisor-Planning/Facilities

Next Regular Commission Meetings (2024) –
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

ADJOURNMENT

Meeting adjourned at 4:35 p.m.

**PERSONNEL COMMISSION
TORRANCE UNIFIED SCHOOL DISTRICT**

March 8, 2024

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

Classification	Name	Step	Range	Unit
Electrician	Gamaliel Perez	3	25	Unit A – Operations & Support
HVAC Mechanic	James Dinardi	4	25	Unit A – Operations & Support
Office Assistant	Ashley Loera	2	10	Unit B – Clerical/Technical
Payroll-Position Control Coordinator	Lynn Nelson	3	27	Unit B – Clerical/Technical
Behavior Support Assistant	Dustin Presley	5	A20	Unit C – Student Support Staff
Behavior Support Assistant	Emon Johnson	5	A20	Unit C – Student Support Staff
Instructional Assistant	Alissa Pappadake	2	A4	Unit C – Student Support Staff
Instructional Assistant	Rosa Mata	5	A4	Unit C – Student Support Staff
Paraeducator – Tier II	Erica Amundson	2	A11	Unit C – Student Support Staff
Student Supervision Assistant	Sheree Swint	2	A5	Unrepresented

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
TORRANCE UNIFIED SCHOOL DISTRICT**

March 7, 2024

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

FROM: DIRECTOR-PERSONNEL COMMISSION
Marion Schugt

SUBJECT: Approval of New Job Description – Manager-Enrollment Services

BACKGROUND

To respond to the increasing requirements and responsibilities of managing the District's Enrollment Center and the International Student Program, the Personnel Commission discussed the creation of a new position with Chief Personnel Officer Julio Hernandez.

The recommended job description will have the primary responsibility of managing and overseeing all enrollment operations and functions, developing action plans and overseeing the operations and expansion of the International Student Program.

The recommended salary of Range 97 on the Classified Management 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 Manager-Enrollment Services with a recommended salary of Range 97 (\$8640-\$10,496) on the Classified Management Salary Schedule.

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-ENROLLMENT SERVICES

BASIC FUNCTION:

Under the direction of an assigned supervisor, manage and oversee all enrollment operations and functions; develop action plans and oversee the operations and expansion of the International Student Program.

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.

Develop, manage and implement enrollment policies and procedures to increase enrollment and retention to meet the District's enrollment goals. E

Evaluate and monitor enrollment procedures to ensure compliance with Federal, State and local laws and regulations. E

Develop and oversee the District's International Student Program; develop and implement program requirements and admission policies and procedures; review, verify compliance and resolve admission issues. E

Serve as the District's Principal Designated School Official (PDSO) for the Department of Homeland Security (DHS) program that administers the Student and Exchange Visitor Information System (SEVIS); responsible for certification and annual verification. E

Oversee and participate in marketing and outreach efforts; form partnerships and maintain relationships with student placement organizations; develop strategies to enhance overall program success. E

Conduct data analysis and prepare related to student information, marketing, participation and other relevant statistics. E

Develop, recommend and oversee the budget; monitor assets and expenditures for the District's International Student Program. E

Plan, coordinate and prioritize work activities to meet established objectives and deadlines. E

Supervise and evaluate the performance of assigned personnel. E

Develop and maintain effective communication systems and processes. E

Develop partnerships and lead teamwork efforts with peers and school administration to support and enhance school and student success. E

Provide input to stakeholders regarding student enrollment management and advise strategic planning efforts. E

Keep informed on trends and changes in legislation applicable to enrollment management. E

Attend and/or conduct staff meetings, in-service training activities, workshops, conferences and other training. E

Periodically manage, coordinate or assist with special projects, special school programs or events.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Local, state and federal educational policies, regulations and procedures related to enrollment, admissions and student records management.
Enrollment criteria, residency requirements, and eligibility guidelines.
Relevant guidelines and best practices pertaining to the coordination of educational programs.
Methods and approaches to planning programs and services, according to identified needs and requirements of the assigned programs.
Effective management and administrative techniques regarding program planning, budgeting and implementation.
Program assessment, design and evaluation procedures.
Fundamental concepts of laws, codes and regulations.
Record-keeping and report writing techniques.
District organization, operations, policies and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Read, interpret, apply and explain rules, regulations, policies and procedures.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Analyze complex problems, prescribe interventions, and formulate policies and programs.
Prepare reports by gathering and organizing data from a variety of sources.
Work confidentially with discretion.
Provide work direction to others as assigned.
Communicate and deal effectively with members of the public both orally and in writing.
Plan and organize work.
Meet schedules and timelines.
Maintain a variety of files, records, and logs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in business administration, public administration or closely related field and three years of experience in international student programming or a relevant student services area, including one year in a supervisory role.

LICENSES AND OTHER REQUIREMENTS:

Must complete Principal Designated School Official (PDSO) training within three months of appointment and maintain certification as a condition of employment.

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

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

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.

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